

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
**US Department of Agriculture**

2. MAJOR SUBDIVISION  
**Forest Service**

3. MINOR SUBDIVISION  
**State and Private Forestry**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

**Marina G. Mosby**

**235-2539**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>3/15/85</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i> <b>Mary H. Davis</b>	E. TITLE <b>Records Management Officer</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	These records were previously approved under job number <del>98C1-95-81-8</del> . Due to changes in the Forest Service directives system, statewide forest resource planning activities are now being carried out under the 3900 record series. The file designation on these records is being changed accordingly. The retention period and the contents of the file remains the same.  3900 Statewide Forest Resources Planning (Includes general correspondence concerning state forest resource planning and coordination with the Forest Service. Excludes correspondence dealing with a specific plan or special project.)  <u>Washington Office:</u> Destroy records when 3 years old.  <u>All Other Offices:</u> Destroy record when 2 years old.	<del>98C1-95-81-8</del> Item 14	
2	3900-1 State Forest Resource Plans (Includes state plan, revisions, amendments, tables, attainment reports, and correspondence concerning development and publication of the state plan. Case file by state.)	Item 15	

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JOB NO	<b>NCL-95-85-2</b>
DATE RECEIVED	<b>7-2-85</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3301, the disposal request including amendments is approved except for items that are de-stamped, re-disposed, not approved, or withdrawn in accordance with the provisions of 44 U.S.C. 3302.	
WITHDRAWN	
Date	Agent of the United States

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p><u>All Offices:</u> Destroy when plan is superseded.</p> <p>3900-2 Special Projects (Includes correspondence, work plans, reports, and documents concerning cooperative planning projects between state officials and the Forest Service. Case file by state.)</p> <p><u>All Offices:</u> Destroy when administrative use ceases.</p>	Item 16	