

**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)

**Department Agriculture**

**System**

4. NAME OF PERSON WITH WHOM TO CONFER

**Marina G. Mosby**

5. TEL EXT

**235-2539**

LEAVE BLANK	
JOB NO	NCL-95-85-3
DATE RECEIVED	7-2-85
NOTIFICATION TO AGENCY	
Date	<i>2-6-86</i>
	<i>Francis S. Burke</i> Archivist of the United States

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 \_\_\_\_\_ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>7/15/85</i>	<i>Mary E. Davis</i>	<b>Records Management Officer</b>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The National Forest System Staff is requesting a uniform retention period for administrative appeals and lawsuits at all levels of the Forest Service based on a six year statute of limitations to file an appeal. See 36 CFR 211.18 (Administrative Appeals) and 7 CFR 2.31 and 7 CFR 2.60 (Lawsuits).</p> <p>The record copy of administrative appeals are filed under the 1570 file designation of the Forest Service filing system. They have a 20 year retention period under job number NE-166-136 (approved March 14, 1966). Due to recent changes in the directives system, lawsuits are also now administered under the 1570 Appeals section of the directives system. This 115 is submitted to reflect that change.</p> <p>Litigation records in the Forest Service have not been scheduled before. The record copy is maintained by OGC in the Department of Agriculture under job numbers NCL-16-78-4, Item 1A, for significant lawsuits deemed as permanent; and NCL-16-78-4, Item 1C, for disposable</p>		

*Agency, NNF copies sent 2/7/86  
RWM*

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	lawsuits. The Forest Service maintains duplicate records for administrative use.		
1	1570 Appeals and Litigation (Includes general correspondence and congressional inquiries not related to a specific case.)  <u>All Offices:</u> Destroy records when 3 years old.	NN166-136  Item 57	
2	1570-1 Appeals and Litigation Cases (Includes all administrative appeals filed under 36 CFR 211.18 and administrative lawsuits filed against the Forest Service.)  <u>All Offices:</u> Destroy records 7 years after case file is closed.		
3	1570-2 Reports (Includes a <sup>MONTHLY</sup> <del>Quarterly</del> Report and Index by Fiscal Year of Appeals Decisions. This is a tracking system for appeals and lawsuits.)  <u>All Offices:</u> Destroy <sup>records when 3 years</sup> <del>when no longer needed for administrative use.</del> c.c.l.	Changed per Kathy Hansen - 12/21/85 3/20/85	