

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-95-85-4	
DATE RECEIVED 7-2-85	
NOTIFICATION TO AGENCY In accordance with the provisions of 43 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-25-86 <i>Date</i>	<i>Frank A. Bunde</i> <i>Archivist of the United States</i>

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

Area, Planning and Development

4. NAME OF PERSON WITH WHOM TO CONFER

Morina G. Mosby

5. TEL EXT.

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3/15/85	<i>Mary H. Davis</i>	Records Management Officer		Item #1 and #2 are file designation changes from job #NC1-95-83-9 because of recent changes in the Forest Service directives system. Item #3 is the only new file designation we are requesting approval for.		
			1	3620-1 Resource Conservation and Development (RCD) Projects (Case files containing applications, plans, and changes in forestry.)	NC1-95-83-9 Item #20	
				All Offices: Destroy records 10 years after case is closed.		
				NOTE: 3620-1 Economic Development Region records previously filed here are deleted. File any existing records under 3600 and apply the retention period.		
			2	3620-2 Reports (Includes annual report for RCD Projects and National RCD Forestry Accomplishment Summary Report.)	Item #21	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Washington Office: PERMANENT. Offer to NARS in 5-year blocks when 20 years old.</p> <p>All Other Offices: Destroy when 5 years old.</p> <p>NOTE: 3620-2 Multicounty Planning records previously filed here are deleted. File any existing records under 3600 and apply the retention period.</p>		
3	<p>3620-2-1 Annual Forestry Plan of Work (Report containing funding needs for the RC&D Projects.)</p> <p><u>Washington Office, Regions and Area, and Experiment Stations: Destroy when 5 years old.</u></p> <p><u>All Other Offices: Destroy when 3 years old.</u></p>		