

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0027

Schedule Status Approved

Agency or Establishment Forest Service

Record Group / Scheduling Group Records of the Forest Service

Records Schedule applies to Agency-wide

Schedule Subject Sales, Grants, Special Acts

Internal agency concurrences will be provided No

Background Information Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-10, item 59

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0027

Sequence Number

1

Land Sales, Grants, and Special Acts General Program Administration Disposition Authority Number: DAA-0095-2018-0027-0001
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Records Schedule Items

Sequence Number

1

Land Sales, Grants, and Special Acts General Program Administration

Disposition Authority Number DAA-0095-2018-0027-0001

Includes general documentation pertaining to the land sales, grants, and special acts program administration; including unconsummated case files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 5570	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-10/ 58
N1-95-10-10/ 60

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year in which administrative use ceases.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
09/13/2018	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/13/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist