

Request for Records Disposition Authority

Records Schedule Number

DAA-0095-2018-0030

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

Grazing and Livestock Use Fee Permit System

Internal agency concurrences will

be provided

No

Background Information

The Forest Service authorizes livestock grazing and other livestock use on lands under Forest Service administration or control by written grazing permit or agreement. The Forest Service administers the grazing permit system consistent with range resource management objectives found in forest land management plans, and to best serve the public's long-term economic and social needs.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this

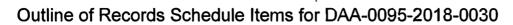
request: N1-95-10-4, item 153; N1-95-10-6, item 27

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
2	0	2	0

GAO Approval





Sequence Number	
1	Grazing and Livestock Permittee Records
	Disposition Authority Number: DAA-0095-2018-0030-0001
	Grazing and Livestock Use Permit System Administrative Records Disposition Authority Number: DAA-0095-2018-0030-0002



Sequence Number

1

2

Grazing and Livestock Permittee Records

Disposition Authority Number DAA-0095-2018-0030-0001

Includes case files consisting of authorizing documents, supplements, amendments, correspondence, and related records. Case file includes approved permittee application, supporting documents, and other supplemental information used in determining whether a permit should be issued. Annual record of permitted use – documents permittee, number, and type of livestock allowed to graze, and billing for season. Some files may contain PII - store securely, control access.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

No

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Manual Citation	Manual Title
• •	Forest Service Records Management Handbook

GRS or Superseded Authority

N1-95-10-002 / 87

Citation

N1-95-10-006 / 28

Disposition Instruction

Cutoff Instruction Cut-off file after permit closed

Transfer to Inactive Storage Transfer to Federal Records Center 10 years after

cutoff

Retention Period Destroy 75 year(s) after cutoff

Additional Information

GAO Approval Not Required

Grazing and Livestock Use Permit System Administrative Records

Disposition Authority Number DAA-0095-2018-0030-0002

Files consisting of: •General correspondence and related records too broad to file under specific secondary subject. •Unapproved applications, including the

application, supporting documents, and other supplemental information used in determining that a permit should not be issued.

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 email and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 2230	Forest Service Records Management Handbook

GRS or Superseded Authority

N1-95-10-004 / 151

Citation

N1-95-10-004 / 152

Disposition Instruction

Cutoff Instruction

Cut off at end of fiscal year.

Retention Period

Destroy 10 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	Ву	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
11/07/2018	Submit for Concur rence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/08/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist