

Request for Records Disposition Authority

Records Schedule Number

DAA-0095-2018-0049

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

Timber Sale Contract Administration

Internal agency concurrences will

be provided

No

Background Information

The objective of the Timber Sale Contract Administration program is to attain full compliance with contract terms. Forest Service contract representatives must request no more and accept no less from the purchaser than what the timber sale contract requires; must fully document, in writing, all designations of responsibilities and authorities, specifications, contract modifications, sale design changes, and other agreements with the timber sale contract purchaser; must administer timber sale contracts fairly, firmly, and cooperatively; have delegated authority to take actions under the contract; and must manage timber sales in keeping with multiple-use policies and decisions documented in the forest planning process.

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, items 202, 203; N1-95-10-6, item 41

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	,	Number of Withdrawn Disposition Items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

GAO Approval





	Sequence Number	
		Timber Sale Contract Administration Program Management Records Disposition Authority Number: DAA-0095-2018-0049-0001



Records Schedule Items

Sequence Number

1

Timber Sale Contract Administration Program Management Records

Disposition Authority Number

DAA-0095-2018-0049-0001

Records pertain to general timber sale contract administration program management including: Records related to the development of new or revised provisions, contract and permit forms; General documentation associated with timber sale contract administration, including policies, procedures and correspondence; and Records related to the preparation and interpretation of standard contract and permit forms.

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	
	1	Forest Service Records Management	
ļ	2450	Handbook	

GRS or Superseded Authority

Citation

N1-95-10-004 / 200 N1-95-10-004 / 201

N1-95-10-006 / 40

Disposition Instruction

Cutoff Instruction

End of fiscal year in which administrative use ceases.

Retention Period

Destroy 30 year(s) after cutoff

Additional Information

GAO Approval

Not Required





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
11/01/2018	Submit for Concur rence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist