Request for Records Disposition Authority

Records Schedule Number	DAA-0095-2014-0003
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	Disaster and Emergency Operations, Homeland Security
Internal agency concurrences will be provided	No
Background Information	Records associated with the use of Forest Service resources to respond to disasters and emergencies, excluding responses to wild land fires on federal lands..

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	3	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2014-0003

Sequence Number	
1	Disaster and Emergency Operations, Homeland Security
1.1	Agency Emergency and Disaster Response Plan Disposition Authority Number: DAA-0095-2014-0003-0001
1.2	Policy Disposition Authority Number: DAA-0095-2014-0003-0002
1.3	Significant Incident History File Disposition Authority Number: DAA-0095-2014-0003-0003

Records Schedule Items

Sequence Number

1 Disaster and Emergency Operations, Homeland Security
Records regarding disasters and emergency protection of life and property, including records associated with the use of Forest Service resources to respond to disasters and emergencies, excluding responses to wild land fires on federal lands; records related to Federal Emergency Management Agency (FEMA) Fire Management Assistance Program; and records related to fire suppression assistance to States.

1.1 Agency Emergency and Disaster Response Plan

Disposition Authority Number: DAA-0095-2014-0003-0001

National agency master plan outlining the overall Forest Service response to major disasters and emergencies declared by the President, Secretary of Agriculture, Secretary of the Department of Homeland Security, and Secretary of the Department of Health and Human Services. Emergency operations are those unanticipated measures that must be performed for the immediate protection of life or property. Homeland Security includes efforts to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism; minimize damage from terrorist attack in the United States; and to recover from a terrorist attack in the United States. Note: Vital record

Final Disposition: Permanent

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
FSM 1590	Defense and Emergency Operations

GRS or Superseded Authority Citation: N1-095-10-005/3/A

Disposition Instruction

Cutoff Instruction: Close record and apply retention period when new plan revision approved.

Transfer to Inactive Storage: Store closed hard copy records at Federal Records Center until eligible for transfer to NARA custody.

Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after the record is closed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after record is closed.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Agency has an accumulation of historic and current records, date span not known at this time.
How frequently will your agency transfer these records to the National Archives?	Unknown The national agency master plan is revised every few years, but revision schedule is not standardized at this time.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	0.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Policy

Disposition Authority Number DAA-0095-2014-0003-0002

Includes documentation or interpretation and/or development of policies associated with disaster and emergency operations and Homeland Security administration, including responses to Congressional correspondence.

Final Disposition	Permanent
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

1590	Defense and Emergency Operations

Disposition Instruction

Cutoff Instruction	Close file at end of fiscal year and apply retention schedule.
Transfer to Inactive Storage	Store closed hard copy records at Federal Records Center until eligible for transfer to NARA custody.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after record closed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after record closed

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown New records schedule. These records were previously included with general records associated with this topic and volume/date span is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

1.3

Significant Incident History File

Disposition Authority Number	DAA-0095-2014-0003-0003

Records documenting Forest Service response to nationally significant (non-fire related) defense and emergency events as defined by the President and the Federal Emergency Management Agency. Records document actions taken, lessons learned, and other information with long-term value, such as: narrative and summary reports, damage surveys, final situation analyses, delegation of authority, incident action plans, maps, news articles and media releases, photographs, and other hard copy and digital imagery. Other records may relate to joint operations and/or mutual aid, and include copies of incident reports and analyses prepared by other agencies regarding the incident; records documenting significant interactions with communities affected by the incident; and selected reports or notes pertaining to high-level management and security issues that have not been incorporated into the incident narrative. Note 1: Consolidate record into single file, location of file to be determined by Washington Office Safety and Occupational Health staff. Note 2: Retain fire related disaster assistance records under applicable 3140 and 5100 series file code categories.

Final Disposition	Permanent

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
1590	Defense and Emergency Operations

Disposition Instruction

Cutoff Instruction	Cutoff or close file at the end of the incident.
Transfer to Inactive Storage	Store closed hard copy records at Federal Records Center until eligible for transfer to NARA custody.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after record is closed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after record is closed.

Additional Information

First year of records accumulation	2003
What will be the date span of the initial transfer of records to the National Archives?	From 2003 To 2005
How frequently will your agency transfer these records to the National Archives?	Unknown Accumulation of records based on emergency and disaster events, which cannot be predicted.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	355 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
11/22/2013	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
12/16/2013	Return for Revisio n	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/27/2013	Submit For Certific ation	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
12/27/2013	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/07/2014	Return for Revisio n	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2014	Submit For Certific ation	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/07/2014	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
02/10/2014	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/11/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
02/12/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/19/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist