

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2016-0002

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 Forest Inventory Analysis - Legacy Data

Internal agency concurrences will be provided No

Background Information

The Forest Inventory and Analysis (FIA) research program of the U.S. Forest Service provides the information needed to assess America's forests, it is the Nation's forest census. The research program has been in existence since mandated by Congress in the McSweeney – McNary Forest Research Act of 1928 (P.L. 70-466), which initiated the first inventories starting in 1930. The FIA program's primary objective is to determine the extent, condition, volume, growth, and use of trees across all forest ownerships in the United States. Before 1999, all inventories were conducted on a periodic basis. The passage of the 1998 Farm Bill requires FIA to collect data annually on plots within each State. Section 1770 of Food Security Act of 1985 (Public Law 99-198, 99 Stat. 1657, Dec. 23, 1985; 7 U.S.C. 2276) protects from disclosure the exact coordinates of the sample plot locations.

The program projects how forests are likely to appear 10 to 50 years from now. This enables the Forest Service and others to evaluate whether current forest management practices are sustainable in the long run and to assess whether current policies will allow the next generation to enjoy America's forests as we do today.

The FIA program is managed by the Research and Development organization within the USDA Forest Service in cooperation with State and Private Forestry and National Forest Systems. FIA customers include National Forests and Grasslands, state forestry agencies, federal and state policy makers; corporations and consultants; researchers; environmental organizations; land managers; media; and anyone interested in reliable, current forest data.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
-----------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

1	1	0	0
---	---	---	---

GAO Approval

Outline of Records Schedule Items for DAA-0095-2016-0002

Sequence Number	
1	Forest Inventory Analysis - Legacy Data
1.1	FIA Legacy Data Disposition Authority Number: DAA-0095-2016-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Forest Inventory Analysis - Legacy Data</p> <p>This schedule designates appropriate retention of USDA Forest Service program-related legacy data produced as a result of the Forest Inventory and Analysis (FIA) program. This includes data gathered manually and retained in hard copy prior to the implementation of the FIA database. Data gathered includes tree cover, species rangers and diversity, forest land uses, and tree age, size, growth, mortality and harvest. The data will be used to develop historic national forest carbon estimates and model indicators of health and sustainability of U.S.A. forests. The legacy data will also provide vital information needed to track status and trends in forest area and location over time, including but not limited to species, size, tree health, total tree growth, mortality, harvest woods production, wood-utilization by product, and forest land ownership. This schedule does not cover 1) FIA data entered into the FIA database; 2) data in systems and applications that are managed by other Federal agencies or non-Federal entities, even if the systems and applications are used by the Forest Service for natural resource management projects; 3) temporary-value data that supports Forest Service administrative functions; 4) data covered by NARA-issued General Records Schedules (GRS); and 5) data generated as a result of FS-wide functions beyond the management of FIA programmatic activities (e.g., procurement, financial management, property and supplies; personnel administration; and legal and litigation functions).</p>
1.1	<p>FIA Legacy Data</p> <p>Disposition Authority Number DAA-0095-2016-0002-0001</p> <p>Data collected on hard copy survey or plot tally sheets. Unique diagrams may exist on back of survey or plot sheets. Survey or plot tally sheets may be digitized. Any digitized (scanned) data becomes the official record and will be retained under this schedule. Records include information from statistical, sample-based, rural forest surveys conducted at the state-level. Plot and tree information is collected and tracked from one inventory to the next. State level inventories are aggregated to produce national statistics. The data includes field measurements on land and tree measurements. Restrictions: Information regarding exact plot locations and specific ownership codes is restricted from public access. In order to protect the integrity of the FIA sample, the exact coordinates of the sample plot locations are kept confidential. This protects the privacy of landowners who allow FIA field crews on their land, as well as protects the plots from any tampering. Protection of location confidentiality is incorporated into law through the Fiscal Year 2000 Consolidated Appropriations Bill (PL 106-113) which amended the Food Security Act of 1985 (7 U.S.C. 2276(d)) to include FIA data on the list of items that require confidential treatment.</p>

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**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Records retention begins when individual survey completed.**

Transfer to Inactive Storage **Records may be transferred to Federal Records Center until eligible for accession to National Archives.**

Transfer to the National Archives for Accessioning **Transfer records to the National Archives no later than 5 years after the date this records schedule is approved by the Archivist of the United States.**

Additional Information

First year of records accumulation **1930**

End year of records accumulation **1986**

What will be the date span of the initial transfer of records to the National Archives? **From 1930 To 1986**

How frequently will your agency transfer these records to the National Archives? **Unknown
Records shall be transferred within 5 years of approval of this schedule.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	400 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
09/13/2016	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
09/14/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/15/2016	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
09/15/2016	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
10/18/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
10/18/2016	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
10/18/2016	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
10/25/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
10/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist