

Records Schedule Number

DAA-0095-2018-0045

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

Commercial Timber Sales

Internal agency concurrences will

be provided

No

Background Information

The objective of Commercial Timber Sales is to plan and conduct cost-effective timber sales and other timber management activities. Commercial Timber Sales aims to provide an orderly program at each National Forest for timber sales managed in a cost-efficient manner and in accordance with the forest plan; Offer for sale the allowable sale quantity by the sales methods specified in Forest Land and Resource Management plans, subject to financing levels or other modification during their implementation; Coordinate the Timber Sale program with planning, management, and the use of other National Forest System resources; Provide a continuous flow of raw material to local forest industries; and Ensure that the government only conducts business with responsible persons in a manner that protects the interests of both the government and the public.

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 191; N1-95-10-6, items 38, 39

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items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

GAO Approval



Outline of Records Schedule Items for DAA-0095-2018-0045

Sequence Number	
	Commercial Timber Sales Program Administrative Records Disposition Authority Number: DAA-0095-2018-0045-0001



Sequence Number

1

Commercial Timber Sales Program Administrative Records

Disposition Authority Number

DAA-0095-2018-0045-0001

Includes records pertaining to: •Change in Status: Includes adjustment and extension, modification and assignments, termination, cancellation, and damages. •General: Includes authorizations and correspondence related to policies for commercial timber sales. •Preparation, Advertisement, and Award: Includes developing the 5 to 10 year timber sale program, environmental assessment of sales, layout of sale units and transportation facilities, preparation of prospectus and advertisement, and meeting all requirements for awarding the sale. •Preparation, Advertisement, and Award – Debarment and Suspension: Includes general correspondence, policy and direction concerning debarment and suspension of bidders under 2 CFR 180 and 2 CFR 417, and letters from OGC, except those pertaining to specific cases. •Timber Export Restrictions: Includes policy, administration, reports and other records related to timber export restrictions. •Timber Sale Administration: Includes general correspondence regarding contract compliance, deposits, payments, and road loans. •Wood Residue Utilization Program: Includes proposals, plans, general correspondence and records related to the project implementation concerning the wood utilization program. Also includes personal use charge firewood program.

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 2430	Forest Service Records Management Handbook

GRS or Superseded Authority	N1-95-10-004 / 188
Citation	N1-95-10-004 / 189
	N1-95-10-004 / 190
	N1-95-10-004 / 192
	N1-95-10-004 / 193
	N1-95-10-004 / 194
	N1-95-10-006 / 37



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

Electronic Records Archives Page 5 of 6 PDF Created on: 11/06/2018