

## Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0087

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 Direct Programs

Internal agency concurrences will be provided No

### Background Information

It is the policy of the Forest Service to provide for ongoing review of regulations, directives, procedures, and guidelines related to direct programs (programs and services administered directly by the Forest Service) to ensure that civil rights requirements are included and that civil rights impacts are documented and analyzed as appropriate. The objective is to ensure that no person is denied the benefits of any program, service, or activity administered directly by the Forest Service, because of race, religion, sex, color, national origin, age, disability, political beliefs, sexual orientation, or marital or family status, in accordance with laws regulations, and Departmental Regulation (DR) 4300-6 (FSM 1701; FSH 1709.11, sec. 01), and to achieve parity of participation by all groups in all Forest Service programs, services, and activities.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0087

Sequence Number	
1	Direct Program Case Files Disposition Authority Number: DAA-0095-2018-0087-0001

## Records Schedule Items

Sequence Number		
1	<b>Direct Program Case Files</b> Disposition Authority Number      DAA-0095-2018-0087-0001 Records include, but are not limited to minority participation targets, complaints and reports related to direct program management and administration, and related activities; for example: recreation, range - grazing, timber management – free use permits, and cooperative forestry – minority landowners assistance. 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 e-mail and word processing?      No	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 1780	Forest Service Records Management Handbook
	GRS or Superseded Authority Citation	N1-95-010-004 / 79 N1-95-010-004 / 80
	Disposition Instruction	
	Cutoff Instruction	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	By	Title	Organization
04/20/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
06/26/2019	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist