

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-10-4	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/9/10	
1 FROM (Agency or establishment) USDA/Forest Service		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Monica McGee	5 TELEPHONE NUMBER (202) 205-0442	DATE 3-27-12	ARCHIVIST OF THE UNITED STATES
6 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 on the attached 47 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 08/04/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Forest Service Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Forest Service Record Group 95 See attached Note As electronic records management of the unstructured data is implemented within the USDA/Forest Service, the agency agrees to maintain electronic versions of the records listed on the attached schedule according to 36 C F R 1236 for their entire life cycle USDA/FS also agrees to transfer the records to the National Archives in accordance with applicable NARA standards in place at the time of transfer Additionally, pre-accessioning of the records is authorized by mutual agreement between USDA/FS and NARA		

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	1010	Laws, Regulations, and Orders	General	General: Includes letters with notification of new laws, regulations, and orders, letters interpreting or clarifying new and existing laws, regulations, and orders <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1010	N1-95-88-2 3-10 yrs
2	1010	Laws, Regulations, and Orders	Federal Register Liaison	Federal Register Liaison: General correspondence, records related to yearend reports, instructions for preparation of Federal Register documents, and other activities carried out by the Federal Register Officer <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1010-1	N1-95-88-2 5 yrs – WO Only
3	1010	Laws, Regulations, and Orders	Regulations	Regulations: Includes general correspondence related to Office of Management and Budget review of rules and departmental directives on procedures on rulemaking, correspondence not related to a specific rule proposal <u>Note 1</u> Establish case files as needed <u>Note 2</u> Apply retention period after case file is closed	Temporary 10 years	1010-2	N1-95-88-2 3-10 yrs
4	1010	Laws, Regulations, and Orders	Rules proposed by other Agencies	Rules proposed by other Agencies: Includes FS comments on rules proposed by other agencies and correspondence on rules and regulations proposed by other agencies – organize by case file <u>Note</u> Apply retention period after case file is closed	Temporary 10 years	1010-2-2	N1-95-88-2 3 yrs
5	1220	Organization and Position Management	Management	General: Records of a general, non-specific nature, including correspondence, regarding policies and standards for assigning and arranging work into manageable units and designing positions within these units Does not include records covered elsewhere in the 1220 series <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1220	N1-95-88-2 3 yrs
6	1220	Organization and Position Management	Unit Reorganization Matters	Unit Reorganization Matters Includes organization studies, requests for reorganization, approvals, charts, functional statements, and correspondence <u>Note 1</u> Establish case file as needed <u>Note 2</u> Retention period begins when case file closed	Temporary 10 years	1220-3	N1-95-88-2 3-10 yrs
7	1220	Organization and Position Management	Position Management	Position Management: Includes reviews, studies, and general correspondence which evaluate and analyze positions and structures within the organization Position management is the continuous and systematic process each manager goes through to determine how many positions are needed, how jobs should be designed, and the type of organizational structure that is required to accomplish the functional assignments of the unit <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1220-5	N1-95-88-2 3-5 yrs
8	1300	Management	General	General. Includes general correspondence pertaining to management function	Temporary	1300	N1-95-88-2

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				Does not include material that can be filed under specific secondary subjects <u>Note:</u> Close file at end of fiscal year and apply retention period	5 years		3-5 yrs
9	1310	Methods of Doing Business	General	General: Includes general correspondence, workforce management and planning records, and annual administrative management report <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 6 years	1310	N1-95-88-2 3 years
10	1310	Methods of Doing Business	Work Force Management and Planning	Work Force Management and Planning: Includes records pertaining to planning for and management of work force, analysis of people and skills needed to accomplish constantly changing priorities and programs, and alternative ways of doing business <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 6 years	1310	N1-95-88-2 3 years
11	1310	Methods of Doing Business	Performance of Commercial Activities	Performance of Commercial Activities: Records include documentation of procedures for determining whether an activity should be performed in-house or by contract (AD-772, Gov/Contract Operation of Commercial/Industrial Activity Review, and the backup records for A-76, Review of Activities) Includes inventory of commercial or industrial goods and services information (AD-771, Commercial/Industrial Activities and Contract Inventory) These records include, but are not limited to, inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost, calculations, and performance measures <u>Note 1</u> Procurement files related to Circular No A-76 solicitations are filed with Routine Procurement Files (6500 series) <u>Note 2</u> Each agency must select one fixed retention period, between 6 and 10 years Agencies are not authorized to use different retention periods for individual case files or studies <u>Note 3</u> Routinely, the retention period will be issued as an exhibit to this directive An exception is made in this instance, due to NARA requirement that each agency should publish the chosen retention period in the agency's disposition manual, by directive, or any other issuance dealing with the disposition of these records <u>Note 4</u> Retention period begins when case closed or at end of fiscal year, as applicable	Temporary 6 years	1310-1, 1310-2	N1-95-88-2 5 years
12	1320	Technology Transfer	Reports	Reports: Includes Annual Technology Transfer Report and Biennial Report <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1320-1	N1-95-88-2 3-5 yrs
13	1340	Management Improvement Administration	General	General General correspondence and other records too general to fit in specific categories in the 1340 series Records document management improvement activities designed to increase effectiveness and/or efficiency of FS operations, promote consciousness about reducing costs while maintaining acceptable level of	Temporary 10 years	1340	N1-95-88-2 3-10 yrs

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				quality programs and services, allocation of staff time to priority improvement efforts, elimination of duplication of effort, and access to and use of results <u>Note:</u> Close file at end of fiscal year and apply retention period			
14	1340	Management Improvement Administration	Management Studies	Management Studies: Records documenting critical review and analysis of any resource or support program, activity, system, or procedure <u>Note 1:</u> Establish case files as needed <u>Note 2:</u> Retention period begins when case file closed	Temporary 10 years	1340-2	N1-95-88-2 3-5 yrs
15	1340	Management Improvement Administration	Patents – General	Patents - General Includes general correspondence pertaining to the patent process <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1340-3	N1-95-88-2 3-5 yrs
16	1340	Management Improvement Administration	Patent Case File	Patent Case Files Contains documentation such as search and application reports from patent attorney, NTIS-303 form from the inventory and other records related to the patent process <u>Note 1</u> Retention period begins after case closed <u>Note 2</u> File under this heading by case file	Temporary 10 years	1340-3-1	N1-95-88-2 3 yrs
17	1410	Management Reviews	General	General: Includes correspondence not related to a specific review, and functional assistance trips <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1410	N1-95-88-2 3 yrs
18	1410	Management Reviews	Deputy Chief's Review	Deputy Chief's Review: Includes report on review of specific programs, corrective action plan, and follow-up correspondence until action is completed and case is closed <u>Note 1</u> Organize by case file <u>Note 2:</u> Retention period begins once case is closed <u>Note 3</u> Record copy maintained by reviewing office	Temporary 10 years	1410-2	N1-95-88-2 5 years
19	1410	Management Reviews	Regions, Stations, Area Review	Regions, Stations, Area Review: Includes report on review of specific programs, corrective action plan, and follow-up correspondence until action is completed and case is closed <u>Note 1</u> Formerly Program Reviews and earlier referred to as_GFIs <u>Note 2</u> Organize by case file <u>Note 3:</u> Retention period begins once case is closed <u>Note 4</u> Record copy maintained by reviewing office	Temporary 10 years	1410-2-1	N1-95-88-2 5 years
20	1410	Management Reviews	Activity Reviews	Activity Reviews: Includes the report on review of specific activities within a program, corrective action plan, and follow-up correspondence until action is completed and case is closed <u>Note 1</u> Formerly LFTs <u>Note 2</u> Organize by case file	Temporary 10 years	1410-3	N1-95-88-2 5 years

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				<u>Note 3.</u> Retention period begins once case is closed <u>Note 4.</u> Record copy maintained by reviewing office			
21	1430	Office of Inspector General Audits	Internal Audit	Internal and OIG Audits. Includes audit reports and corrective action correspondence related to specific audits <u>Note 1.</u> Maintain by case file <u>Note 2.</u> Retention period begins once case is closed	Temporary 5 years	1430-1	N1-95-88-2 3 yrs
22	1440	External Accounting and Review	General	General: Includes annual statistical and cost reports, surveys, program reviews, general correspondence, and related documents concerning the audit of special use permit fees, and user fees for land and forest products of the Forest Service <u>Note.</u> Close file at end of fiscal year and apply retention period	Temporary 8 years	1440	USDA NC1-16-84-1 1720 3 yrs
23	1440	External Accounting and Review	External Audits	External Audit. All material relating to a specific audit, including but not limited to, audits, action plans and reports, activity reviews, and related correspondence <u>Note 1.</u> Retention period begins after resolution of audit findings and corrective actions taken, i.e. case closed <u>Note 2.</u> Maintain by case file	Temporary 8 years	1440-1	GRS 25-4 (obsolete)
24	1500	External Relations	General	General Records, including correspondence, of a general nature, documenting the Agency formal and informal working relationships with external entities <u>Note.</u> Close file at end of fiscal year and apply retention period	Temporary 20 years	1500	N1-95-88-2 5-20 yrs
25	1510	Legislative Affairs	General	General Correspondence and subject matter not covered by a specific secondary subject, such as congressional inquiries related to a Member's constituents, congressional committee document requests and FOIA requests. Records include emails, reports, memorandums, and correspondence <u>Note 1.</u> Maintenance and disposition of records under 1510 are handled on a calendar year basis <u>Note 2.</u> Close file at end of calendar year and apply retention period <u>Note 3.</u> Some records may include Personally Identifiable Information (PII). Limit access to records and keep in secure environment	Temporary 12 years	1510	N1-95-88-2 3-5 yrs
26	1540	Intradepartmental	General	<u>General.</u> Case files of Intradepartmental agreements <u>Note 1.</u> Arrange case files alphabetically by agency, such as AMS, FAS, OGC, and OIG <u>Note 2.</u> Close file at end of fiscal year (as applicable) and apply retention period	Temporary 20 years	1540	N1-95-88-2 3-20 yrs
27	1550	International Organizations International Travel	General	General General correspondence pertaining to International Forestry and International Travel activities too broad to file under a specific subject heading <u>Note 1.</u> Establish files by subject <u>Note 2.</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550	N1-95-87-9 1-3 yrs

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28	1550	International Organizations International Travel	Bilateral Relations	Bilateral Relations Between US and Other Countries: Files contain a variety of records documenting Forest Service activities with specific countries. Includes general correspondence to and from countries, trip reports, information copies of reports and evaluations from projects carried out in specific countries through cooperative agreements and memorandums of understanding, proposals and reports generated from scientific and technological exchanges (i.e., PL 480) between the US and specific countries, and records that document specific activities between US cooperators, Forest Service and non-Forest Service employees and other countries. <u>Note 1</u> Establish files by region and country <u>Note 2</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-1	N1-95-87-9 From 3 yrs to when no longer needed
29	1550	International Organizations International Travel	Relations with International Governmental Organizations	Relations with International Governmental Organizations Includes general correspondence, reports, and information copies on the activities of international governmental organizations such as the World Bank, Organization of American States (OAS), InterAmerican Development Bank and so forth, United Nations agencies and programs such as Man and the Biosphere (MAP), United Nations Educational Scientific and Cultural Organization (UNESCO), United Nations Development Program (UNDP), United Nations Environment Programs (UNEP), European Economic Community (EEC), Organization for Economic Cooperation and Development (OECD), International Tropical Timber Organization (ITTO), and other agencies/statutory bodies. <u>Note 1</u> Establish subject folders by UN agency or statutory body, or major project as needed <u>Note 2</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-2	N1-95-87-9 1-5 yrs
30	1550	International Organizations International Travel	US Government Agencies with International Programs	US Government Agencies with International Programs: Includes general correspondence and reports created from intergovernmental agreements between the Forest Service and the State Department, AID, Department of the Interior, Peace Corps, and government agencies other than USDA. <u>Note 1</u> Establish subject folders as needed <u>Note 2</u> File records leading to formal agreements with government agencies under 1530 Intergovernmental <u>Note 3</u> File record material dealing with specific countries under 1550-Bilateral Relations <u>Note 4</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-3	N1-95-87-9 1-5 yrs
31	1550	International Organizations	USDA International	USDA International Programs. Includes general correspondence documenting the Forest Service direction with USDA agencies that have scientific and technology	Temporary 10 years	1550-4	N1-95-87-9 1-5 yrs

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		International Travel	Programs	exchange programs, PL 480 programs, and so forth Examples would be Foreign Agricultural Service (FAS), etc <u>Note 1</u> Establish subject folders as needed <u>Note 2</u> File records leading up to formal agreements with USDA agencies under 1540 – Intergovernmental <u>Note 3</u> File record material dealing with specific countries under 1550-Bilateral Relations <u>Note 4</u> Retention period begins when records no longer needed for administrative use			
32	1550	International Organizations International Travel	Forest Service International Programs	Forest Service International Programs: Includes general correspondence related to programs of an international scope that are unique to the Forest Service <u>Note</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-5	N1-95-87-9 3 yrs
33	1550	International Organizations International Travel	International Visitors and International Volunteers	International Visitors and International Volunteers: Includes general correspondence related to arrangements and agendas for visitors and volunteers from other countries <u>Note 1</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-5-1	N1-95-88-2 1-5 yrs
34	1550	International Organizations International Travel	Forestry Support Program	Forestry Support Program: Includes correspondence on the general technical support the Forest Service gives AID, other than disasters Records related to specific activities in countries should be filed under the Bilaterals or the appropriate subject heading <u>Note 1</u> File record material dealing with specific countries under 1550-Bilateral Relations <u>Note 2</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-5-2	N1-95-87-9 1-3 yrs
35	1550	International Organizations International Travel	International Skills File	International Skills File File of foresters and natural resource specialists seeking international employment in the US and abroad Individual files contain applications, biographical sketches, contact sheets, correspondence, and related records <u>Note 1</u> Files updated annually International Forestry Staff provides this as a service to AID OICD handles all personnel functions <u>Note 2</u> International Forestry maintains the official record <u>Note 3</u> Retention period begins when case file terminated	Temporary 10 years	1550-5-3	N1-95-87-9 1 yr
36	1550	International Organizations International Travel	Disaster Assistance Support	Disaster Assistance Support: Program files include general correspondence related to disasters in other countries and the disaster-related assistance provided by the Forest Service through AID <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1550-5-4	N1-95-87-9 1-5 yrs
37	1550	International	International	International Seminar on Forest Resources Administration and Management	Temporary	1550-5-5	N1-95-87-9

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		Organizations International Travel	Seminar on Forest Resources Administration and Management	<u>Note 1</u> WO International Forestry maintains official record <u>Note 2</u> Retention period begins when records no longer needed for administrative use	10 years		3 yrs
38	1550	International Organizations International Travel	Relations with Non-Governmental Organizations	Relations with Non-Governmental Organizations: Includes general correspondence, reports, working papers, studies, and other related records showing Forest Service activities with international and domestic organizations interested in an exchange of scientific information concerning natural resources. These organizations are nongovernmental. Examples are World Resource Institute (WRI), Institute for Environment Development (IIED), private voluntary organizations such as CARE, consulting firms, institutions such as universities, and so forth <u>Note 1</u> Establish subject folders as needed <u>Note 2</u> Retention period begins when records no longer needed for administrative use	Temporary 10 years	1550-6	N1-95-87-9 1-5 yrs
39	1570	Appeals and Litigation	General	General: Correspondence and congressional inquiries not related to a specific case <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 7 years	1570	N1-95-88-2 3 yrs
40	1570	Appeals and Litigation	Reports	Reports: Includes amonthly report and index by fiscal year of Appeals decisions <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 7 years	1570-2	N1-95-88-2 3 yrs
41	1600	Information Services	General	General. Records and general correspondence regarding information services, too broad to fit under any other 1600 series file code <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1600	N1-95-88-1 3-5 yrs
42	1610	Information Services Plans	Plans	Plans. Create folders alphabetically by type <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 10 years	1610	N1-95-88-2 3-10 yrs
43	1620	Public Involvement Programs	General	General: Records and general correspondence regarding public involvement programs too broad to file under subject <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620	N1-95-88-2 3-5 yrs
44	1620	Public Involvement Programs	Woodsy Owl Environmental Program	Woodsy Owl Environmental Program: General correspondence on items informing the public environmental cleanup projects and licensing program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620-1	N1-95-88-2 3 yrs
45	1620	Public Involvement Programs	Woodsy Owl Licenses and Contracts	Woodsy Owl Licenses and Contracts. Records include vendor licenses and contracts for use of Woodsy Owl character <u>Note 1</u> File case folders alphabetically by vendor <u>Note 2</u> Retention period begins after vendor ceases to participate in the Woodsy Owl program AND licenses/contracts expire	Temporary 5 years	1620-1-1	N1-95-88-2 3 yrs
46	1620	Public Involvement	Natural	Natural Resource and Environmental Education Program (NREEP): General	Temporary	1620-3	N1-95-88-2

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		Programs	Resource and Environmental Education Program (NREEP)	correspondence <u>Note 1</u> File in folders designated internal or external , if desired <u>Note 2</u> Close file at end of fiscal year and apply retention period	5 years		3 yrs
47	1620	Public Involvement Programs	NREEP Cooperative Agreements	NREEP Cooperative Agreements: Including supplements, revisions, and related correspondence <u>Note</u> Retention begins when agreement ends	Temporary 5 years	1620-3-1	N1-95-88-2 3 yrs
48	1620	Public Involvement Programs	Cooperative Outdoor Environmental Programs (COEP)	Cooperative Outdoor Environmental Programs (COEP) Includes tree planting and all other outdoor programs involving cooperation with the public regarding the environment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620-4	N1-95-88-2 3 yrs
49	1620	Public Involvement Programs	COEP Cooperative Agreements and Memorandums of Understanding	COEP Cooperative Agreements and Memorandums of Understanding. Including supplements, revisions, and related correspondence <u>Note</u> Apply retention period when Agreement/MOU expires	Temporary 5 years	1620-4-1	N1-95-88-2 3 yrs
50	1620	Public Involvement Programs	Group Contacts	Group Contacts: Records maintained under this designation are covered by PA-SOR USDA/FS-19 and include key national interest groups with which FS maintains contact. Additionally, includes planning and coordination records related to the 'Group Contact Program' <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620-5	N1-95-88-2 1 yr
51	1620	Public Involvement Programs	Cooperative Activities with Group Contacts	Cooperative Activities with Group Contacts: Includes speeches and demonstration or "Show-me" trip information <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620-5-1	N1-95-88-2 3 yrs
52	1620	Public Involvement Programs	Public Participation Program	Public Participation Program: Includes general correspondence and background papers related to establishing direction and/or standards <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1620-6	N1-95-88-2 3 yrs
53	1620	Public Involvement Programs	Public Participation Planning	Public Participation Planning: Includes plans and correspondence in preparation for future events <u>Note</u> Retention period begins when project ends	Temporary 5 years	1620-6-1	N1-95-88-2 1 yr
54	1620	Public Involvement Programs	Public Involvement	Public Participation Activities and Techniques: Includes methods and activities for accomplishing public involvement	Temporary 5 years	1620-6-2	N1-95-88-2 1 yr

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			Activities and Techniques	<u>Note</u> Retention begins when project ends			
55	1640	Audio-Visual Information	General	General: Correspondence related to still photography, prints, slides, slide-tape and multi-media programs, exhibits, motion pictures, and other audio-visual type records <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1640	N1-95-88-2 3-5 yrs
56	1640	Audio-Visual Information	Still Photos – Non-Significant	Still Photos – Non-Significant: Includes captioned photographs deemed by WO Office of Communications and FS History Program to be of limited administrative use or contain subject matter that is of no importance as a historical record Includes black-and-white and color negatives, contact sheets, prints, slides, transparencies, and digital images <u>Note 1</u> Records retention period begins when photograph no longer needed for administrative use <u>Note 2</u> Include on record and administrative-use copies indicating actions taken to ensure that duplicate offerings are not made to either the WO or NARA <u>Note 3</u> Photographs associated with or created to document program management activities <ul style="list-style-type: none"> Retain photograph in applicable program management file Retain cop(ies) of significant photos per 1640 criteria for significant photograph(s) <u>Note 4</u> Portraits of non-senior staff, images of employee awards events, retirement ceremonies, and departure ceremonies, and images of workshops, training, campaigns or commemorations common to most federal agencies (for example, combined Federal Campaigns, savings bond campaigns, blood drives, health fairs, ethnic history month events), and any other photographs that do not pertain to the unique mission of the Agency should be destroyed when no longer needed for business purposes <u>Note 5</u> Do not retain aerial photographs under code 1640 – AudioVisual Aerial photographs associated with <ul style="list-style-type: none"> Research activities - retained under file code 4110 Title claims and encroachment - retained under file code 5510 Aerial photograph negatives and indexes are retained under file code 7140 – Geospatial (See 7140 –Geospatial for additional information)	Temporary 5 years	1640-3	N1-95-88-2 1 yr
57	1680	History Program	General	General Correspondence and records of a routine nature that cannot be placed in other 1680 categories Includes documentation of cooperation among History partners <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1680	N1-95-88-2 2 yrs
58	1680	History Program	Administrative	Administrative History: Files consisting of records having historical importance	PERMANENT	1680-1	N1-95-88-2

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			History	to the Forest Service Record may also be retained under additional record schedule item(s) elsewhere in the Agency Examples include important correspondence, newspaper clippings, reports, etc <u>Note 1</u> See FSM 1680 <u>Note 2</u> All offices retain file on unit <u>Note 3</u> Close file at end of fiscal year and apply retention period <u>Note 4</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Preaccession authorized by mutual consent of both NARA and Forest Service			Destroy when administrative use ceases
59	1690	Internal Communications	General	General: Includes records and correspondence too broad to file under a secondary subject File standard inquiries under 1600 <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1690	N1-95-88-2 3 yrs
60	1690	Internal Communications	Daily News Digest	Daily News Digest: Daily summary of news items on nationwide activities, used to keep Chief and Staff groups current on news pertaining to FS Includes summaries of current newspaper clippings, magazine articles, or other media items <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1690-2	N1-95-88-2 2 yrs
61	1700	Civil Rights	General	General: General correspondence concerning civil rights too broad for filing under a specific subject <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1700	N1-95-88-2 3-5 yrs
62	1720	Public Notification	General	General: Correspondence relating to distribution of information concerning services and/or products available to the public, that is, wood permits, Christmas tree permits, and recreational facilities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	1720	N1-95-88-2 3-5 yrs
63	1730	Civil Rights Impacts	General	General: Correspondence not related to any specific impact statement <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	1730	N1-95-88-2 3-5 yrs
64	1730	Civil Rights Impacts	Civil Rights Impact Statements	Civil Rights Impact Statements. Case files and material relating to a specific impact statement <u>Note</u> Retention period begins when case file is closed	Temporary 15 years	1730-1	N1-95-88-2 5-15 yrs
65	1750	Civil Rights Reports	General	General: Information reports or miscellaneous materials from other agencies or organizations not originating within the Forest Service	Temporary 10 years	1750	N1-95-88-2 2-3 yrs
66	1760	Equal Employment Opportunity	Special Emphasis Programs (SEP)	Special Emphasis Programs (SEP): General correspondence relating to Forest Service Special Emphasis Programs <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-1	N1-95-88-2 3-5 yrs
67	1760	Equal Employment Opportunity	SEP Federal	Special Emphasis Programs (SEP) - Federal Women's Program	Temporary	1760-1-1	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Women's Program	<u>Note</u> Close file at end of fiscal year and apply retention period	10 years		3-10 yrs
68	1760	Equal Employment Opportunity	SEP Native American Program	Special Emphasis Programs (SEP) - Native American Program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-1-3	N1-95-88-2 3-10 yrs
69	1760	Equal Employment Opportunity	Special Programs (SP)	Special Programs (SP) General correspondence relating to FS Special Programs <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-2	N1-95-88-2 3-10 yrs
70	1760	Equal Employment Opportunity	SP Upward Mobility	Special Programs (SP) – Upward Mobility <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-2-1	N1-95-88-2 3-10 yrs
71	1760	Equal Employment Opportunity	SP Cooperative Education	Special Programs (SP) – Cooperative Education <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-2-2	N1-95-88-2 3-10 yrs
72	1760	Equal Employment Opportunity	SP Other	Special Programs (SP) – Other Includes employment of the physically and mentally disabled <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-2-3	N1-95-88-2 3-10 yrs
73	1770	Federal Financial Assistance Programs	General	General: Correspondence relating to issues not specifically listed elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1770	N1-95-88-2 3-5 yrs
74	1770	Federal Financial Assistance Programs	Programs covered by Title VI	Programs covered by Title VI: Set up case folders for individual programs as needed <u>Note</u> Apply retention period when program/case file closed	Temporary 10 years	1770-1	N1-95-88-2 5 yrs
75	1770	Federal Financial Assistance Programs	Assurances	Assurances: Case files consisting of reviews, background papers and correspondence relating to contractor employment practices <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1770-2	N1-95-88-2 5-10 yrs
76	1770	Federal Financial Assistance Programs	Compliance Reviews	Compliance Reviews: Case files consisting of reviews, background papers and correspondence relating to contractor employment practices <u>Note</u> Retention period begins when case file closed	Temporary 10 years	1770-3	N1-95-88-2 5-10 yrs
77	1770	Federal Financial Assistance Programs	Complaints	Complaints: Case files of complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings <u>Note</u> Retention period begins when case file closed	Temporary 10 years	1770-4	N1-95-88-2 3-10 yrs
78	1770	Federal Financial Assistance Programs	Noncompliance	Noncompliance: Case files consisting of correspondence, noncompliance notices, reports, and related records <u>Note</u> Apply retention period when case file closed	Temporary 10 years	1770-5	N1-95-88-2 5-10 yrs
79	1780	Direct Programs	General	General: Includes correspondence, complaints, and reports	Temporary	1780	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> Set up individual case folders as needed</p> <p><u>Note 2</u> Close file at end of fiscal year or when case file closed (as applicable) and apply retention period</p>	10 years		3-5 yrs
80	1780	Direct Programs	Minority Participation and Targets	<p>Minority Participation and Targets</p> <p><u>Note 1</u> Set up individual folders for each activity (i.e. recreation, range - grazing, timber management – free use permits, and cooperative forestry – minority landowners assistance)</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	1780-1	N1-95-88-2 3-10 yrs
81	1790	Socioeconomic Programs	General	<p>General: Includes correspondence, questionnaires, and related records regarding available Forest Service procurement procedures used to assist minority, women-owned, and other economically and socially disadvantaged small businesses in order to promote the growth and establishment of minority, women-owned, and other proven socially and economically disadvantaged small business concerns, allowing them to become self-sustaining competitive entities</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1790	N1-95-88-2 3-5 yrs
82	1840	Youth Conservation Corps (YCC)	General	<p>General: Includes general correspondence related to the administration of the program and other subjects not covered below</p> <p><u>Note 1</u> May contain PII, store securely, limit access</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1840	N1-95-88-2 3 yrs
83	1840	Youth Conservation Corps (YCC)	Plans	<p>Plans: Includes project work plans, environmental awareness plans, safety plans, and related records</p> <p><u>Note 1</u> Establish plans by subject matter</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1840-1	N1-95-88-2 3 yrs
84	1840	Youth Conservation Corps (YCC)	Enrollee Pay	<p>Enrollee Pay: General correspondence concerning enrollee pay</p> <p><u>Note 1</u> May contain PII, store securely, limit access</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1840-2	N1-95-88-2 3 yrs
85	1840	Youth Conservation Corps (YCC)	Enrollee Pay Records	<p>Enrollee Pay Records: Include forms, databases/pnntouts, advance payment vouchers, and related records</p> <p><u>Note 1</u> Privacy Act System of Records USDA/FS-28 - YCC Enrollee Payroll Records covers these records Review PA SOR for additional access and storage requirements</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1840-2-1	N1-95-88-2 3 yrs
86	1840	Youth Conservation Corps (YCC)	Youth Recruitment and Selection	<p>Youth Recruitment and Selection: Correspondence, recruiting plans, cooperative agreements with State officials coordinating youth recruiting, and related records</p> <p><u>Note 1</u> Privacy Act Systems of Records USDA/FS-27 – Youth Conservation Corps (YCC) Enrollee Medical Records, USDA/FS-28 - YCC Enrollee Payroll</p>	Temporary 5 years	1840-3	N1-95-88-2 3 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Records, USDA/FS-29 – YCC Enrollee Records, USDA/FS-30 – YCC Recruitment System, USDA/FS-31 – YCC Research Files cover these records Review PA SOR for additional access and storage requirements <u>Note 2</u> Close file at end of fiscal year and apply retention period			
87	1840	Youth Conservation Corps (YCC)	Applications	Applications: Recruiters file of applications (selected, non-selected, and alternates) and related information on applicants <u>Note 1</u> Privacy Act Systems of Records USDA/FS-27 – Youth Conservation Corps (YCC) Enrollee Medical Records, USDA/FS-30 – YCC Recruitment System cover this records Review PA SOR for additional access and storage requirements <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1840-3-1	N1-95-88-2 Destroy at completion of session or by 9/30 each year
88	1840	Youth Conservation Corps (YCC)	Grant Program	Grant Program: Correspondence relative to routine operations of the state grant applications, program, and records pertaining to technical assistance provided to State YCC programs <u>Note 1</u> The original State grant application is retained by BRASC in Salt Lake City by the Department of the Interior and will be destroyed 7 years after the date of the termination of the program or when audit is completed, whichever comes first <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1840-5	N1-95-88-2 3 yrs
89	1840	Youth Conservation Corps (YCC)	Enrollee Records	Enrollee Records: Includes application forms, medical history forms, etc., evaluation of enrollee's performance by camp staff, and accident/injury forms Records are covered by Privacy Act Systems of Record USDA/FS-27 and USDA/FS-29 <u>Note 1</u> Transfer hardcopy records to FRC upon closure of program, retain electronic records on corporate system Destroy 40 years after closure of program <u>Note 2</u> Retain list of enrollee names and addresses for 5 years after session ends Restrict access to names and addresses as per approved Privacy Act Systems of Record <u>Note 3</u> Privacy Act Systems of Records USDA/FS-27 – Youth Conservation Corps (YCC) Enrollee Medical Records, USDA/FS-28 - YCC Enrollee Payroll Records, USDA/FS-29 – YCC Enrollee Records, USDA/FS-30 – YCC Recruitment System, USDA/FS-31 – YCC Research Files cover these records Review PA SOR for additional access and storage requirements	Temporary 40 years	1840-4	N1-95-88-2 5-40 yrs
90	1850	Jobs Corps Civilian Conservation Corps	General	General: Includes general correspondence, plans (SOPs, CDSS, QAP, etc.) and reports related to the administration of the Job Corps program and the Job Corps Centers This file also includes subject matter for Student Employee placement, clothing, facilities, and other subjects not covered in other sub-categories	Temporary 10 years	1850	N1-95-88-2 3 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> File records pertaining to Safety and Health Program under 6700 the 6700 series</p> <p><u>Note 2</u> Privacy Act System of Records DoL/Govt-2 – Job Corps Student Records covers all or some of the records retained under this file code Review PA SOR DoL/Govt-2 for additional access and storage requirements</p> <p><u>Note 3</u> Close file at end of fiscal year and apply retention period</p>			
91	1850	Jobs Corps Civilian Conservation Corps	Education and Training Program	<p>Education and Training Program: Includes correspondence and records related to basic education, GED at individual centers, vocational education, training programs, wellness, and counseling, etc</p> <p><u>Note 1</u> Privacy Act System of Records DoL/Govt-2 – Job Corps Student Records covers all or some of the records retained under this file code Review this Privacy Act System of Records for additional access and storage requirements</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	1850-3	N1-95-88-2 3 yrs
92	1850	Jobs Corps Civilian Conservation Corps	Residential and Recreation	<p>Residential and Recreation: Includes records pertaining to center recreation, residential living, and related correspondence</p> <p><u>Note 1</u> File records pertaining to procurement and supply of clothing under the 6300 series File records of clothing issued under the 6400 series</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	1850-3-1	N1-95-88-2 3 yrs
93	1850	Jobs Corps Civilian Conservation Corps	Project Work Plans	<p>Project Work Plans. Includes plans and related correspondence Includes cooperative work projects and associated agreements</p> <p><u>Note</u> Retention period begins when plan/agreement is superseded or obsolete</p>	Temporary 10 years	1850-5	N1-95-88-2 5 yrs
94	1850	Jobs Corps Civilian Conservation Corps	Facilities	<p>Facilities Case files consisting of correspondence, plans, prospectuses, maintenance, and other related records</p> <p><u>Note</u> Retention period begins after structure is removed If center is closed, records will be forwarded to the appropriate SO</p>	Temporary 10 years	1850-6	N1-95-88-2 5 yrs
95	1860	Senior Community Service Employment Program	General	<p>General: General correspondence related to policy clarifications and other records too broad to file under a subject heading Establish subject folders as needed</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Program inactive, apply retention period to currently existing records</p>	Temporary 5 years	1860	N1-95-88-2 3 yrs
96	1860	Senior Community Service Employment Program	Coordination and Cooperation	<p>Coordination and Cooperation: Includes general correspondence related to various senior programs conducted by State governments and other organizations Files include copies of agreements from other sponsoring organizations and sharing of quarterly progress reports</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Program inactive, apply retention period to currently existing records</p>	Temporary 5 years	1860-1	N1-95-88-2 1 yr

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
97	1860	Senior Community Service Employment Program	Equitable Distribution Plans	Equitable Distribution Plans: Includes plans from States requesting enrollee slots. These are copies provided to all sponsors. <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Program inactive, apply retention period to currently existing records	Temporary 5 years	1860-1-1	N1-95-88-2 3 yr
98	1860	Senior Community Service Employment Program	Recruitment and Selection	Recruitment and Selection. Application for program <u>Note 1</u> Destroy application when no longer needed or those for ineligible applications. Applications accepted for enrollment are filed in accordance with FSM 1866 <u>Note 2</u> Program inactive, apply retention period to currently existing records	Temporary 5 years	1860-2	N1-95-88-2 See note
99	1860	Senior Community Service Employment Program	Enrollee Work-Site Records	Enrollee Work-Site Records: Includes orientation, certification, safety training documentation, training records, assessment and plans, transition to unsubsidized employment, follow-up documentation after placement and other records related to the work-site <u>Note 1</u> Retention period begins after separation from employment <u>Note 2</u> Program inactive, apply retention period to currently existing records	Temporary 5 years	1860-3	N1-95-88-2 3 yrs
100	1860	Senior Community Service Employment Program	Enrollee by State	Enrollee by State: Includes the report on the number of enrollees by State <u>Note 1</u> Retention period begins when report no longer needed <u>Note 2</u> Program inactive, apply retention period to currently existing records	Temporary 5 years	1860-4-1	N1-95-88-2 See note
101	1860	Senior Community Service Employment Program	Special or Experimental Projects	Special or Experimental Projects: Includes proposals, agreement forms, correspondence, strategies and techniques, and other records related to improving unsubsidized placement for older Americans <u>Note 1</u> Establish folders by project <u>Note 2</u> Retention period begins after termination of special project <u>Note 3</u> Program inactive, apply retention period to currently existing records	Temporary 5 years	1860-5	N1-95-88-2 3 yrs
102	1860	Senior Community Service Employment Program	Planning and Distribution of Slots	Planning and Distribution of Slots: Includes correspondence relating to the capability and distribution of Senior Community Service Employment Program (SCSEP) slots. Includes local project data prepared on a yearly basis <u>Note</u> Program inactive, apply retention period to existing records	Temporary 5 years	1860-6	N1-95-88-2 3 yrs
103	1900	Planning	General	General Correspondence and reports relating to various planning processes at all levels of the Forest Service, and records that cannot be readily identified with one of the specific processes described in 1910 through 1990 <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1900	N1-95-88-2 5-10 years
104	1910	National Resource Planning	General	General Includes general correspondence and material relating to the Nation's renewable resources and development of the Forest Service program at all levels, and not covered by a specific Secondary Subject <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1910	N1-95-88-2 5 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
105	1910	National Resource Planning	RPA Special Studies Case Files	RPA Special Studies – Case Files: Studies conducted to support the RPA Assessment or program activities. These studies relate to supply and demand for natural resources, economic values, and other activities in support of the RPA process. The case file includes approved proposals and funding, progress reports, contracts or cooperative agreements, and projects conducted to support the studies, along with copies of final reports. Establish case file by study number assigned by the Washington Office. <u>Note</u> Retention period begins when case file closed	Temporary 25 years	1910-7	N1-95-88-2 5-25 yrs
106	1910	National Resource Planning	President's Statement of Policy	President's Statement of Policy Includes correspondence, review comments, and suggestions for the President's Statement of Policy transmitting RPA Assessment and Program to Congress. <u>Note 1</u> File final Statement of Policy under "1910 - Reports of the Forest Service" <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1910-1	N1-95-88-2 5-25 yrs
107	1910	National Resource Planning	Assessment	Assessment: Includes general correspondence, public comments, and other assessment-related material including organizations, structure, plans, committees and assignments, departmental direction and review, public participation and other review, congressional oversight activities, and coordination with other agencies. Includes material prepared for formal distributing for review and comment, reporting process, or explaining the assessment. <u>Note</u> Close file and apply retention period when no longer needed for administrative use	Temporary 25 years	1910-2	N1-95-88-2 5-25 yrs
108	1910	National Resource Planning	Assessment Database	Assessment Database: Includes information regarding database management and operations. <u>Note 1</u> Database repository scheduled separately <u>Note 2</u> Retention period begins when administrative use ceases	Temporary 25 years	1910-2-1	N1-95-88-2 Destroy when admin use ceases
109	1910	National Resource Planning	Assumptions	Assumptions: Includes material relating to development of basic assumptions for assessment analysis, population projections, estimates of economic activity, analyses of alternative future relationships between basic assumptions and resource use. <u>Note</u> Close file and apply retention period when no longer needed for administrative use	Temporary 25 years	1910-2-2	N1-95-88-2 5-25 yrs
110	1910	National Resource Planning	Renewable Resources Assessment	Renewable Resources Assessment. Includes information and public comments related to the past, present, and future trends, issues relating to the resource potential and opportunities for expanding supplies, impacts of recreation management and use of other resources, and techniques for resource analysis. <u>Note 1</u> Establish folders by resource, such as land inventory, recreation,	Temporary 25 years	1920-2-3	N1-95-88-2 5-25 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				wilderness, wildlife, fish, range, timber, and water <u>Note 2</u> Close file at end of fiscal year and apply retention period			
111	1910	National Resource Planning	Minerals and Other Resources	Minerals and Other Resources Includes information and public comments relating to the past, present, and future supply and demand for minerals and other resource activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use of other resources, and techniques for resource analyses Resources include minerals, urban forestry, wetlands, air, and items not included in the renewable resource categories <u>Note</u> Close file and apply retention period when no longer needed for administrative use	Temporary 25 years	1910-2-4	N1-95-88-2 5-25 yrs
112	1910	National Resource Planning	Resources Interactions	Resource Interactions: Includes information and public comments related to interactions between resources as a result of management and use, and techniques for analyses of these interactions <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-2-5	N1-95-88-2 5-25 yrs
113	1910	National Resource Planning	Description of Forest Service Programs	Description of Forest Service Programs Includes information and public comments relating to the Forest Service Programs and responsibilities called for in section 3(a) 3 of the Forest and Rangeland Renewable Resources Planning Act of 1974 <u>Note</u> Close file and apply retention period when no longer needed for administrative use	Temporary 25 years	1920-2-6	N1-95-88-2 5-25 yrs
114	1910	National Resource Planning	Program	Program Includes general correspondence and other program related material including organization structure, plans, committees, other assignments, public participation, other reviews, departmental direction and review, congressional oversight activities, and coordination with other agencies Also, material prepared for formal distribution for review and comments, reporting progress, or explaining the program <u>Note 1</u> Close file and apply retention period when no longer needed for administrative use <u>Note 2</u> Transfer records to NARA 15 years after file closed Prior to transfer, submit SF258 to FS National Records Officer for approval Preaccession authorized by mutual consent of both NARA and Forest Service	PERMANENT	1910-3	N1-95-88-2 5-25 yrs
115	1910	National Resource Planning	Program Database	Program Database Includes information regarding database management and operations <u>Note 1</u> Database repository scheduled separately <u>Note 2</u> Retention period begins when administrative use ceases	Temporary 25 years	1910-3-1	N1-95-88-2 Destroy when admin use ceases
116	1910	National Resource	Direction	Direction Includes copies of directions and issues pertaining to the RPA program development process, except for direction relating to policy issues and	Temporary	1910-3-2	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Planning		analysis included under 1910 – Policy Issues <u>Note</u> Close file at end of fiscal year and apply retention period	25 years		5-25 yrs
117	1910	National Resource Planning	Analysis	Analysis Includes material specifically relating to the analysis procedures used in the RPA program development process, unit cost analysis, benefit value analysis, discount rate analysis, present net work, physical, biological, social, and other economic analysis <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1910-3-3	N1-95-88-2 5-25 yrs
118	1910	National Resource Planning	Renewable Resources Recommended Program	Renewable Resources Recommended Program: Includes public comments, processes, and analysis information specifically relating to the resource element in the development of the recommended program <u>Note 1</u> Establish folders by resource such as Recreation, wildmess, wildlife, fish, range, timber, water, minerals, human and community development, lands, soils, facilities, and protection <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1910-3-4	N1-95-88-2 5-25 yrs
119	1910	National Resource Planning	Policy Issues	Policy Issues: Includes all matenal and directons relating to Policy issue identification, organization, and procedures, but does not include decisions or rationale for them which is to be found within resource element files <u>Note</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Preaccession authorized by mutual consent of both NARA and Forest Service	PERMANENT	1910-4	N1-95-88-2 5-25 yrs
120	1910	National Resource Planning	Public Involvement in Planning	Public Involvement in Planning: Includes correspondence concerning overall public involvement activities and comments concerning RPA which do not specifically relate to a particular resource element, program, or assessment documents specifically <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1910-6	N1-97-88-7 5-25 yrs
121	1920	Land Management Planning	Regional Monitoring and Evaluation	Regional Monitoring and Evaluation: Includes the written procedural requirements, results of monitoring activities and evaluation of information <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-1-3	N1-95-88-2 10-25 yrs
122	1920	Land Management Planning	Regional Planning Criteria	Regional Planning Criteria: Includes evaluation and decision critena and processes criteria, correspondence, and documentation records, mainly, the interdisciplinary team and the Regional Forester <u>Note</u> Close file at end of fiscal year or when project file closed (as applicable) and apply retention period	Temporary 25 years	1920-1-4	N1-95-88-2 10-25 yrs
123	1920	Land Management Planning	Regional Planning -	Regional Planning - Public Comments: Includes comments from the public which must be considred in the development of plans, and correspondence	Temporary 25 years	1920-1-5	N1-95-88-2 10-25 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Public Comments	documenting response and status information <u>Note</u> Close file at end of fiscal year or when project file closes (as applicable) and apply retention period			
124	1920	Land Management Planning	National Forest Planning	National Forest Planning: Includes correspondence and information related to forest planning including communication between RO and NF, and between WO and RO File final National Forest Plan and any amendments under <u>National Forest Decision Documents</u> <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-2	N1-95-88-2 10-25 yrs
125	1920	Land Management Planning	National Forest Monitoring and Evaluation	National Forest Monitoring and Evaluation: Includes the written procedural requirements, the results of all fields monitoring activities and the evaluation of information <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-2-3	N1-95-88-2 10-25 yrs
126	1920	Land Management Planning	National Forest Planning Criteria	National Forest Planning Criteria: Includes evaluation and decision criteria and process criteria applied throughout the planning process, correspondence, and documentation records mainly between the SO and the interdisciplinary team <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-2-4	N1-95-88-2 10-15 yrs
127	1920	Land Management Planning	Coastal Zone Management	Coastal Zone Management: Includes correspondence regarding coordination, monitoring, review, and implementation of state programs for management of coastal zones, particularly as they apply to federal activities per Coastal Zone Management Act as amended <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	1920-7	N1-95-88-2 2-3 yrs
128	1930	Program Development and Budgeting	Program Planning	Program Planning: Correspondence and reports documenting the development, operation, and maintenance of a program development and budgeting process, and procedures that encompass all program areas and organizational levels <u>Note 1</u> Excludes instruction packages and annual budget proposals, which are filed in <u>Program Budget Development Instructions</u> and <u>WO Alternative Budget Proposals</u> <u>Note 2</u> Close file at end of fiscal year and apply retention period <u>Note 3</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Preaccession authorized by mutual consent of both NARA and Forest Service	PERMANENT	1930-1	N1-95-88-2 2 yrs
129	1930	Program Development and Budgeting	Program Budget Development Instructions	Program Budget Development Instructions Includes correspondence transmitting and/or revising the final instructions and record copy of package <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-1-1	N1-95-88-2 5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
130	1930	Program Development and Budgeting	WO Alternative Budget Proposals	WO Alternative Budget Proposals Includes the initial budget presentation with alternatives, subsequently required alternatives in written form, and related computer generated reports <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-1-2	N1-95-88-2 5 yrs
131	1930	Program Development and Budgeting	Budget Presentation	Budget Presentation: Includes correspondence directly related to the budget estimates and presentation of the Forest Service budget <u>Note 1</u> WO records filed under <i>Department Presentation</i> <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2	N1-95-88-2 2 yrs
132	1930	Program Development and Budgeting	Department Presentation	Department Presentation: Includes budget material requested by the Department for formal submission, backup material, spread sheets, executive summary, analysis papers, questions and answers generated after formal submission <u>Note 1</u> WO only <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-1	N1-95-88-2 3 yrs
133	1930	Program Development and Budgeting	OMB Presentation	OMB Presentation: Includes material used in the Department's formal presentation, backup material, spread sheets, executive summary, analysis papers, questions and answers generated after formal submission, and Budget Appendix material <u>Note 1</u> WO only <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-2	N1-95-88-2 3 yrs
134	1930	Program Development and Budgeting	Congressional Presentation	Congressional Presentation: Includes hearing preparation materials, capability statements, questions and answers and inserts for the record, and miscellaneous requests from the subcommittees, committees, and/or congressional members and their staffs <u>Note 1</u> WO only <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-3	N1-95-88-2 3 yrs
135	1930	Program Development and Budgeting	Projects	Projects: Includes all files not directly associated with the Department, OMB or congressional presentation (outlay report, inflation, and receipts) <u>Note 1</u> WO only <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-4	N1-95-88-2 3 yrs
136	1930	Program Development and Budgeting	Agency and Department Estimates	Agency and Department Estimates: Notebook prepared after "fine tuning" of final submission Includes copy of cover letter and formal submission material <u>Note 1</u> WO only <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-5	N1-95-88-2 3 yrs
137	1930	Program Development and	Explanatory Notes – Final	Explanatory Notes: Final Publication <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1930-2-6	N1-95-88-2 1-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Budgeting	Publication				
138	1930	Program Development and Budgeting	Historical Summaries	Historical Summaries: Includes "bed sheets," reports on obligations by object class, personnel summaries, and information digests <u>Note 1</u> WO maintains record <u>Note 2</u> Retention period begins when administrative use ceases	Temporary 10 years	1930-2-7	N1-95-88-2 Destroy records when admin use ceases
139	1950	Environmental Policy and Procedures	General	General: Includes correspondence and general material relating to analysis and decision-making processes required by the National Environmental Policy Act of 1969, not covered by a specific secondary subject <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	1950	N1-95-88-2 5-10 yrs
140	1950	Environmental Policy and Procedures	Project Environmental Assessment	Project Environmental Assessment: Includes material on site-specific projects supporting project environmental assessments Assessments are filed in project files <u>Note</u> Apply retention period when project file closed	Temporary 15 years	1950-1	N1-95-88-2 5-10 yrs
141	1950	Environmental Policy and Procedures	Program Environmental Assessment	Program Environmental Assessment: Includes material supporting program environmental assessments Assessments are filed in program files <u>Note</u> Apply retention period when project file closed	Temporary 15 years	1950-2	N1-95-88-2 10-15 yrs
142	1950	Environmental Policy and Procedures	FS EIS Comments	Forest Service Environmental Impact Statement (EIS) – Comments: Includes correspondence related to EISs from other government agencies, the general public, and other sources <u>Note</u> Apply retention period when project file closed	Temporary 15 years	1950-3-1	N1-95-88-2 3 yrs
143	1950	Environmental Policy and Procedures	Other Federal Agency EIS	Other Federal Agency Environmental Impact Statements <u>Note 1</u> Set up case files as needed <u>Note 2</u> Close file when administrative use ceases and apply retention period	Temporary 15 years	1950-4	N1-95-88-2 3 yrs
144	1950	Environmental Policy and Procedures	Other Federal Agency Statements	Other Federal Agency Statements: Includes statements for actions directly affecting National Forest System lands or Forest Service – State and Private Forestry or Research programs, or where Forest Service is a cooperating agency <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 15 years	1950-4-1	N1-95-88-2 3-15 yrs
145	1950	Environmental Policy and Procedures	Other Federal Agency Comments	Other Federal Agency Comments Includes comments from FS employees on other agency statements because of special expertise or indirect effect on Forest Service Programs <u>Note</u> Apply retention period when project file closed	Temporary 15 years	1950-4-2	N1-95-88-2 1 yr
146	1950	Environmental Policy and Procedures	State Environmental Impact Statements	State Environmental Impact Statements Set up case folders as needed <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 15 years	1950-5	N1-95-88-2 3 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
147	2170	Energy Management	General	<p>General: Includes general correspondence documenting the coordination with other agencies that have energy-related programs such as the Department of Energy Regional Program Advisory Committees, and other organizations such as the Council of Biomass Energy Technology Sponsors [CBETS], or internal meeting activities</p> <p><u>Note 1</u> Establish folders by subject matter</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2170	N1-95-87-17 3-10 yrs
148	2170	Energy Management	Energy Programs	<p>Energy Programs: Includes general correspondence and information copies documenting the accomplishments or progress of Forest Service energy-related programs. Some energy programs are initiated within the research arm of the Forest Service such as cooperatives between the Forest Service and other governmental or private organizations. Some are initiated by the Department of Energy</p> <p><u>Note 1</u> Research-related energy programs are filed under 4000. Establish folders by project or subject matter</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2170-2	N1-95-87-17 3-10 yrs
149	2200	Range	General	<p>General: General records (including correspondence) pertaining to Range activities too broad to file under a specific file subject</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	2200	N1-95-88-2 2-3 yrs
150	2210	Rangeland Management Planning	General	<p>General: General records (including correspondence) pertaining to proposed activities which may not have developed fully to create a specific case folder in the items following. File correspondence of permanent value under 2200 – Range Allotment Management Plans</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2210	N1-95-88-2 10 yrs
151	2230	Grazing and Livestock Use Permit System	General	<p>General: Files consisting of general correspondence and related records too broad to file under specific secondary subject</p> <p><u>Note 1</u> File appeals to grazing boards in pertinent case folders</p> <p><u>Note 2</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained under this file code. Review PA SOR USDA/FS-14 for additional access and storage requirements</p> <p><u>Note 3</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2230	N1-95-88-2 5-10 yrs
152	2230	Grazing and Livestock Use Permit System	Permittee Application - Unapproved	<p>Permittee Application - Unapproved: Application, supporting documents, and other supplemental information used in determining whether a permit should be issued – for unapproved applications only</p> <p><u>Note 1</u> Files traditionally reside at Supervisor's Office</p>	Temporary 10 years	2230-2	N1-95-88-2 5-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 2</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements</p> <p><u>Note 3</u> Retention periods begins when file closed</p>			
153	2230	Grazing and Livestock Use Permit System	Fee Studies	<p>Fee Studies. Case files consisting of all study material collected, including working papers, statistical summaries developed, or other information used in support of fees charged</p> <p><u>Note 1</u> Files are arranged chronologically</p> <p><u>Note 2</u> All case files are stored at Washington Office, field offices send case file documents to WO, keep reference copy for no more than 3 years</p> <p><u>Note 3</u> Records regarding monies collected for grazing are filed under 6530</p> <p><u>Note 4</u> Retention period begins after study is completed</p>	Temporary 75 years	2230-1-1	N1-95-88-2 3-50 yrs
154	2240	Range Improvements	General	<p>General: Files consisting of correspondence too broad to file under a specific range category</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2240	N1-95-88-2 3 yrs
155	2240	Range Improvements	Nonstructural	<p>Nonstructural: Inquiries and files of a general nature, too broad to file under a specific category</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2240-2	N1-95-88-2 3 yrs
156	2250	Range Cooperation	General	<p>General. Documents too broad to fit into a specific case file concerning various organizations, such as conservation organizations, the Farmer's Union, the Farm Bureau, and other recognized groups that are not specifically chartered</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	2250	N1-95-88-2 10 yrs
157	2260	Wild Free-Roaming Horses and Burros	General	<p>General: Correspondence and information of a general nature, too broad to fit into a specific case file</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	2260	N1-95-88-2 10 yrs
158	2260	Wild Free-Roaming Horses and Burros	Designated Ranges	<p>Designated Ranges: Correspondence and management plans concerning those lands specifically designated by the Chief of the Forest Service as having emphasis placed on horse maintenance rather than multiple use</p> <p><u>Note 1</u> Create case files by specific area</p> <p><u>Note 2</u> Close file when administrative use ceases and apply retention period</p>	Temporary 25 years	2260-2	N1-95-88-2 10 yrs
159	2260	Wild Free-Roaming Horses and Burros	Relocation and Disposal	<p>Relocation and Disposal: Record consists of correspondence regarding adoption, relocation, and final disposal of wild horses These plans are specifically formulated for individual ranges where overcrowding of wild horses has occurred The animals are either placed under private maintenance or relocated to other National Forest areas Files may also include correspondence involved in settling any disputes arising out of wild horses causing damage to</p>	Temporary 75 years	2260-4	N1-95-88-2 10-25 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				private lands Case folders by areas, as necessary <u>Note 1</u> Transfer to FRC 3 years after closed, destroy 25 years after case is closed <u>Note 2</u> Offices maintaining duplicate paper copies of files for reference should destroy when 10 years old			
160	2310	Planning and Data Management	Recreation Subunit Plans	Recreation Subunit Plans: Composite plans designed to specifically implement the Forest Plans in a subunit of a management area, a specific management area, or any plan that deals with multiple sites <u>Note 1</u> Forest Supervisor/Ranger District Office maintains official record <u>Note 2</u> Retention period begins when plan updated or facility ceases to exist <u>Note 3</u> Reports to be integrated into the land management planning process and filed under code 1920	Temporary 3 years	2310-2	N1-95-88-1 Keep plans for the life of the facility or destroy when plan is updated
161	2330	Publicly Managed Recreation Opportunities	General	General. Includes general correspondence related to the development and management of recreation sites administered by Forest Service, and records related to recreation fees regulations) <u>Note 1</u> Establish folders by subject matter <u>Note 2</u> Establish case files as needed and apply the retention period after the case file is closed	Temporary 10 years	2330	N1-95-88-1 3 yrs
162	2330	Publicly Managed Recreation Opportunities	Reports	Reports: Includes the Annual Report and other statistical data on collection fees for the campgrounds collected annually by the Regions for the Department of Interior Annual Report and for forecasting revenues for potential Forest Service legislation <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2330-2	N1-95-88-1 3-10 yrs
163	2330	Publicly Managed Recreation Opportunities	Special Programs	Special Programs: Includes general correspondence related to the Golden Age Passport, Camp Stamp Program, and so forth) <u>Note 1</u> Establish folders by program <u>Note 2</u> Establish case files as needed and apply the retention period after the case file is close	Temporary 10 years	2330-1	N1-95-88-1 3 yrs
164	2340	Privately Provided Recreation Opportunities	General	General: Includes general correspondence related to the development and management of recreation sites administered by private enterprise on the National Forests, records related to concessions, avalanch control, group use by institutions, private recreation uses, and so forth <u>Note 1</u> Establish folders by subject matter <u>Note 2</u> Establish case files as needed and apply the retention period after the case file is closed	Temporary 3 years	2340	N1-95-88-1 3 yrs
165	2340	Privately Provided Recreation	Site Plans	Site Plans: Plans for ski areas, resorts, and other recreation facilities <u>Note 1</u> Official records (including plans) maintained by Forest Supervisor's or	Temporary 3 years	2340-1	N1-95-88-1 Destroy when

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Opportunities		Ranger District Office <u>Note 2</u> Retention period begins when plan is superseded or site is terminated <u>Note 3</u> Include site plans in special use case files (see 2720)			superseded or site terminated
166	2350	Trail, River, and Similar Recreation Opportunities	General	General: Includes general correspondence pertaining to trail management including forest development, national recreation trails, and national scenic and historic trail administration, river management including river recreation, road recreation management, and similar forms of recreation such as hiking, caving, mountaineering, horseback riding, and so forth. File also includes substantive congressional and other inquiries seeking clarification of Forest Service policies, plans, and decisions. <u>Note 1</u> Establish subject folders as needed <u>Note 2</u> File routine congressional and other inquiries under 2300-Inquiries <u>Note 3</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2350	N1-95-88-1 3 yrs
167	2350	Trail, River, and Similar Recreation Opportunities	Off-Road Vehicle Use Management	Off-Road Vehicle Use Management: Includes general correspondence about off-road vehicle use management <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2350-5	N1-95-88-1 3 yrs
168	2350	Trail, River, and Similar Recreation Opportunities	Studies	Studies Includes special studies related to internal and external studies of trails, rivers, and other similar recreation activities. File also includes administrative studies and case files for the development of policy and federal regulations. Excludes congressionally-mandated studies. <u>Note 1</u> Organize by case file <u>Note 2</u> Retention period begins when case file closed	Temporary 10 years	2350-1	N1-95-88-1 5-10 yrs
169	2360	Heritage Program Management	General	General: Includes general heritage program correspondence too broad to be filed under a specific subject. Excludes correspondence of permanent value. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2360	N1-95-88-2 3 yrs
170	2360	Heritage Program Management	Consultation	Consultation Reports prepared for the Advisory Council or Historic Preservation, State, and Tribal Historic Preservation Officers, and Tribes, including evaluation reports, records of test excavations, determinations of eligibility, National Register of Historic Places nominations, mitigation plans, and program plans. <u>Note 1</u> Establish case files by site <u>Note 2</u> Screen all pre-1982 files in for <i>Policy and Direction</i> records <u>Note 3</u> Archaeological and paleontological site and permit information is RESTRICTED unless allowed by agency permit <u>Note 4</u> Cutoff when project and consultation is complete <u>Note 5</u> Transfer file to NARA 30 years old after date of concurrency by all involved parties. Restrict public access per existing statute and law	PERMANENT (FY)	2360-3	N1-95-88-2 [unknown]

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 6</u> Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 7</u> A scanned or electronic copy of the records may be retained on site for use by FS personnel for ongoing operations The copy must be designated as 'reference' or 'working copy' The official copy shall be transferred to NARA for preservation</p>			
171	2360	Heritage Program Management	Data Recovery	<p>Data Recovery Includes excavation results and findings data forms, photographs of artifacts, records of location and description of artifacts stored in curatorial institutions</p> <p><u>Note 1</u> Establish case files by site</p> <p><u>Note 2</u> Screen all pre-1982 files in for <i>Policy and Direction</i> records</p> <p><u>Note 3</u> Archaeological and paleontological site and permit information is RESTRICTED unless allowed by agency permit</p> <p><u>Note 4</u> Cutoff when project and consultation is complete</p> <p><u>Note 5</u> Transfer file to NARA 30 years old after date of concurrency by all involved parties Restrict public access per existing statute and law</p> <p><u>Note 6</u> Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 7</u> A scanned or electronic copy of the records may be retained on site for use by FS personnel for ongoing operations The copy must be designated as 'reference' or 'working copy' The official copy shall be transferred to NARA for preservation</p>	PERMANENT (FY)	2360-4	N1-95-88-2 [unknown]
172	2360	Heritage Program Management	Identification	<p>Identification Overviews, existing data reviews, and field surveys Includes summaries of cultural resource information by specific areas, site inventory records, site inventory forms, photographs, site maps, descriptions, project inventory records, reports of areas inventoried, resources located, and recommendations</p> <p><u>Note 1</u> Establish case files by site</p> <p><u>Note 2</u> Screen all pre-1982 files in for <i>Policy and Direction</i> records</p> <p><u>Note 3</u> Official records maintained by RO and SO</p> <p><u>Note 4</u> Archaeological and paleontological site and permit information is RESTRICTED unless allowed by agency permit</p> <p><u>Note 5</u> Cutoff when project and consultation is complete</p> <p><u>Note 6</u> Transfer file to NARA 30 years old after date of concurrency by all involved parties Restrict public access per existing statute and law</p> <p><u>Note 7</u> Prior to transfer, submit SF258 to FS National Records Officer for</p>	PERMANENT (FY)	2360-2	N1-95-88-2 [unknown]

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 8</u> A scanned or electronic copy of the records may be retained on site for use by FS personnel for ongoing operations The copy must be designated as 'reference' or 'working copy' The official copy shall be transferred to NARA for preservation			
173	2360	Heritage Program Management	Protection and Stewardship	Protection and Stewardship Includes actions taken to protect and maintain cultural resources, including preservation, restoration, rehabilitation, and stabilization <u>Note 1</u> Establish case files by site <u>Note 2</u> Screen all pre-1982 files in for Policy and Direction records <u>Note 3</u> Archaeological and paleontological site and permit information is RESTRICTED unless allowed by agency permit <u>Note 4</u> Cutoff when project is completed <u>Note 5</u> Transfer file to NARA 30 years old after date of concurrency by all involved parties Restrict public access per existing statute and law <u>Note 6</u> Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 7</u> A scanned or electronic copy of the records may be retained on site for use by FS personnel for ongoing operations The copy must be designated as 'reference' or 'working copy' The official copy shall be transferred to NARA for preservation	PERMANENT (FY)	2360-5	N1-95-88-2 [unknown]
174	2360	Heritage Program Management	Public Use and Enhancement	Public Use and Enhancement Includes records of use and adaptive re-use of cultural resources, volunteer and interpretive programs, and related publications <u>Note 1</u> Establish case files by site <u>Note 2</u> Screen all pre-1982 files in for Policy and Direction records <u>Note 3</u> Retention period begins when case file closed <u>Note 4</u> Do not send to FRC	Temporary 10 years	2360-6	N1-95-88-2 Retain records in office, destroy when admin value ceases Do not send to FRC
175	2380	Landscape Management	Mapping and Documentation	Mapping and Documentation: Includes maps identifying variety of classes of vegetation and land forms, and documentation of recommended and final visual quality objectives that reflect administration of impacts on Forest Service landscape <u>Note 1</u> Retention period begins when maps and recommendations included and/or addressed in Forest planning documents <u>Note 2</u> Retain records in office, do not send to FRC	Temporary 3 years	2380-1	N1-95-88-1 Destroy records at the completion of a forest planning cycle or when no longer

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
							needed for reference
176	2390	Interpretive Service	General	General: Including on-the-ground activities that add to visitor enjoyment, knowledge, or appreciation of National Forests Note Close file at end of fiscal year and apply retention period	Temporary 10 years	2390	N1-95-88-2 5 yrs
177	2390	Interpretive Service	Plans	Plans Includes documentation for facility designs, exhibits Description of what types of programs are going on Plans are site specific Note Close file at end of fiscal year and apply retention period	Temporary 10 years	2390-1	N1-95-88-2 5-10 yrs
178	2390	Interpretive Service	Reports	Reports: Interpretative Association Report, an internal annual report listing the gross and net sales and loss, new publications donated to the Forest Service The information is compiled from field unit reports and consolidated in the Washington Office Note Close file at end of fiscal year and apply retention period	Temporary 10 years	2390-2	N1-95-88-1 5 yrs
179	2400	Timber Management	General	General. Correspondence and Congressionals of a routine nature related to timber management and other records too broad to be filed under a specific subject heading Screen this file annually for records to go under <i>Timber Management Policy</i> Note 1 A microform record may replace the original hardcopy records in this series Once microfilm verified, transfer records (hardcopy only) to the FRC, retain electronic records on FS computer system Retain microfilm in agency as reference document and destroy when no longer needed for administrative use Note 2 Close file at end of fiscal year and apply retention period	Temporary 5 years	2400	N1-95-88-2 3 yrs
180	2420	Timber Appraisals	Appraisal Data	Appraisal Data Includes general correspondence, other records related to all price and cost components or factors involved in the timber appraisal Note Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-1	N1-95-88-2 5-10 yrs
181	2420	Timber Appraisals	Appraisal Method Studies	Appraisal Method Studies: Includes records related to both internal and external studies of appraisals and appraisal methods Note Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-5-1	N1-95-88-2 15-25 yrs
182	2420	Timber Appraisals	Price, Supply, and Demand Trends	Price, Supply, and Demand Trends: Includes data series, graphic displays, background material, historical and projected trends, general correspondence and other records dealing with market conditions/appraisal relationships Note Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-2	N1-95-88-2 5-25 yrs
183	2420	Timber Appraisals	Profits, Stumpage, and Base Period	Profits, Stumpage, and Base Period Includes general correspondence and records related to the development and use of profits and risk, stumpage value and base periods and base period values appraisal items Note Close file at end of fiscal year and apply retention period	Temporary 30 years	2410-1-3	N1-95-88-2 5-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
184	2420	Timber Appraisals	Rate Redetermination, Damage Appraisal and Stumpage Rate	Rate Redetermination, Damage Appraisal and Stumpage Rate Includes general correspondence, instructions and records related to Rate Redetermination, Damage, Comparison, Standard Price Appraisals and Stumpage Rate Adjustment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-3	N1-95-88-2 5-10 yrs
185	2420	Timber Appraisals	Reports	Reports. Includes records related to the development of appraisals and appraisal reports not covered in individual timber sale case folders or under the above designations <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-4	N1-95-88-2 3-10 yrs
186	2420	Timber Appraisals	Selling Values and Costs	Selling Values and Costs Includes general correspondence and records related to developing tables, graphs, and instructions for use of selling values and production cost appraisal items <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-1-2	N1-95-88-2 5-10 yrs
187	2420	Timber Appraisals	Studies	Studies Includes records related to studies including index sales involving appraisal data <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2420-1-1	N1-95-88-2 15 yrs
188	2430	Commercial Timber Sales	Change in Status	Change in Status. Includes adjustment and extension, modification and assignments, termination, cancellation, and damages <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2430-2-3 2430-3	N1-95-88-2 5-10 yrs
189	2430	Commercial Timber Sales	Preparation, Advertisement, and Award	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 <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2430-2	N1-95-88-2 5-10 yrs
190	2430	Commercial Timber Sales	Preparation, Advertisement and Award – Debarment and Suspension	Preparation, Advertisement, and Award – Debarment and Suspension: Includes general correspondence, policy and direction concerning debarment and suspension of bidders under 41 CFR 1-1 604, Letters from OGC except those pertaining to specific cases <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2430-2-1	N1-95-88-2 5-10 yrs
191	2430	Commercial Timber Sales	Preparation, Advertisement, and Award – Debarment and Suspension	Preparation, Advertisement, and Award – Debarment and Suspension Cases: Case files which document firms or individuals that have been recommended for suspension or debarment under 41 CFR 1-1 604 Close file when debarment officer decides not to suspend or debar or when debarment period has expired <u>Note</u> Retention period begins after case file is closed	Temporary 30 years	2430-2-2	N1-95-88-2 5-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Cases				
192	2430	Commercial Timber Sales	Timber Export Restrctions	Timber Export Restrictions: Includes policy, administration, reports and other records related to timber export restrictions Establish case files as needed <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2430-1	N1-95-88-2 5-20 yrs
193	2430	Commercial Timber Sales	Timber Sale Administration	Timber Sale Administration: Includes general correspondence regarding contract compliance, deposits, payments, and road loans <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2430-3 2430-4	N1-95-88-2 5-10 yrs
194	2430	Commercial Timber Sales	Wood Residue Utilization Program	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 <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2430-5	N1-95-88-2 5-10 yrs
195	2440	Designing, Cruising, Scaling, and Accountability	General	General: Includes general correspondence and records related to the basic authority and policy for designation and measuring trees and forest products Describes the criteria for presale measurement sales <u>Note</u> Close file st end of fiscal year and apply retention period	Temporary 30 years	2440	N1-95-88-2 5-10 yrs
196	2440	Designing, Cruising, Scaling, and Accountability	Designation	Designation: Includes activities of marking individual trees or units of trees to carry out the silvicultural prescriptions <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2440-1	N1-95-88-2 3 yrs
197	2440	Designing, Cruising, Scaling, and Accountability	Development	Development: Includes correspondence and other records related to the development of marking rules, programs, scaling handbooks and procedures <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2440-3	N1-95-88-2 Destroy when superseded or obsolete
198	2440	Designing, Cruising, Scaling, and Accountability	Measurement	Measurement: Includes correspondence related to cruising and scaling and records related to the measurement systems involved in cruising, tree measurement sales, and scaling and measurement certifications <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2440-2	N1-95-88-2 3 yrs
199	2440	Designing, Cruising, Scaling, and Accountability	Reports	Reports: Includes Check Scale and Log Accountability Reports which contain volume determination records for presale and scaling needs <u>Note 1</u> Scale and cruise records and reports pertaining to individual timber disposal cases should be filed in appropriate 2450 or 2460 case files <u>Note 2</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2440-4	N1-95-88-2 5 yrs
200	2450	Timber Sale Contract Administration	Development	Development: Records, including correspondence, related to the development of new or revised provisions, contract and permit forms <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2450-2	N1-95-88-2 10-25 yrs
201	2450	Timber Sale Contract Administration	Preparation and	Preparation and Interpretation Records, including correspondence, related to the preparation and interpretation of Standard Contract and Permit Forms	Temporary 30 years	2450-1	N1-95-88-2 10-25 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Interpretation	<u>Note</u> Close file when administrative use ceases and apply retention period			
202	2450	Timber Sale Contract Administration	Timber Sale Contracts	Timber Sale Contracts: Case files, financial analyses files containing correspondence and records pertaining to the sale, award, and administration of individual timber sales <u>Note 1</u> Screen closed timber sale contract case file for title evidence Transfer any title records to 5590 Landownership Status and follow retention instructions Planning office should also review files prior to destruction to determine if information is still of value, or historically significant <u>Note 2</u> Retention period begins after case file is closed	Temporary 30 years	2450-3	N1-95-88-2 6-10 yrs
203	2450	Timber Sale Contract Administration	Timber Sale Permits	Timber Sale Permits: Case files, containing correspondence and records pertaining to the preparation and administration of individual permits for the sale of timber, firewood, Christmas trees, or other forest products <u>Note</u> Retention period begins after case file is closed	Temporary 30 years	2450-4	N1-95-88-2 3 yrs
204	2460	Uses of Timber Other Than Commercial Timber Sales	General	General. Includes general correspondence, inquires, policy and direction related to administrative use, miscellaneous products, free use, settlement and sustained yield units <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2460	N1-95-88-2 3-5 yrs
205	2460	Uses of Timber Other Than Commercial Timber Sales	Administrative Use, Miscellaneous Products, Free Use, Settlement	Administrative Use, Miscellaneous Products, Free Use, Settlement: Case files containing correspondence, direction, and information by specific use as in disaster relief, free use and administration, timber settlement, timber selected and offered in exchange, sales of seized and innocent trespass materials, sales of other forest products and timber property sales <u>Note</u> Retention period begins after case file closed	Temporary 30 years	2460-1	N1-95-88-2 6-10 yrs
206	2470	Silvicultural Practices	General	General: Includes general records, including correspondence, related to silvicultural practices in the Forest Service and outside of the agency <u>Note 1</u> Screen this file annually for records to go under Silvicultural Practices – Policy <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2470	N1-95-88-2 3 yrs
207	2470	Silvicultural Practices	Examination and Prescription	Examination and Prescriptions. Examination/Prescriptions, Stand Modeling and Stocking Levels, Training and Certification <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-8	N1-95-88-2 10 yrs
208	2470	Silvicultural Practices	Forest Tree Improvement	Forest Tree Improvement Includes general correspondence, reports and other records related to tree improvement program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2470-6	N1-95-88-2 5-15 yrs
209	2470	Silvicultural Practices	Forest Tree Nurseries	Forest Tree Nurseries Includes general correspondence, reports and other data on the construction, development, improvement of nurseries <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-4	N1-95-88- 3-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
210	2470	Silvicultural Practices	Forest Tree Nurseries – Cases	Forest Tree Nurseries – Cases Case files containing correspondence, reports, and other records related to specific nurseries <u>Note 1</u> All offices – destroy reference copies of case file when no longer needed for administrative use <u>Note 2</u> Apply retention period once case file closed	Temporary 30 years	2470-4-1	N1-95-88-2 Destroy when no longer needed for admin use
211	2470	Silvicultural Practices	Reforestation	Reforestation General correspondence and reports concerning all aspects of site preparation, protection of reforestation and committees working on reforestation matters <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-3	N1-95-88-2 3-10 yrs
212	2470	Silvicultural Practices	Silvicultural Systems and Related Cutting Methods	Silvicultural Systems and Related Cutting Methods Includes general correspondence related to even and unevenaged management, clearcutting, shelterwood, seed tree, thinning, selection, salvage and so forth <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-2	N1-95-88-2 5-10 yrs
213	2470	Silvicultural Practices	Timber Stand Improvement	Timber Stand Improvement Includes correspondence and reports related to release, thinning, pruning, fertilization and pesticides <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-7	N1-95-88-2 5-15 yrs
214	2470	Silvicultural Practices	Tree Seeds	Tree Seeds Includes general correspondence, reports and surveys related to the tree improvement program <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2470-5	N1-95-88-2 5 yrs
215	2470	Silvicultural Practices	Tree Seeds - Cases	Tree Seeds - Cases Case files containing seed production plan, correspondence, reports on production of orchards and so forth <u>Note 1</u> All offices – destroy reference copies of case file when no longer needed for administrative use <u>Note 2</u> Retention period begins when case file closed	Temporary 30 years	2470-5-1	N1-95-88-2 Destroy closed case file when admin use ceases
216	2510	Watershed Planning	General	General. Includes general correspondence, inventories, reports, and other records documenting watershed improvement plans for long-term improvement activities for burn areas, storm and flood areas, damage from geologic agents, avalanches and natural disasters <u>Note 1</u> Soil and Water Surveys for National Assessments are filed under 1910-National Resource Planning - Renewable Resources Assessment <u>Note 2</u> Close file when at end of fiscal year and apply retention period	Temporary 30 years	2510	N1-95-88-2 3 yrs
217	2510	Watershed Planning	Watershed Planning Projects	Watershed Planning Projects Case files containing evaluations of damage, request for funding, allocations of damage of approved projects, and follow-up reports <u>Note</u> Retention period begins after case file closed	Temporary 30 years	2510-1	N1-95-88-2 3 yrs
218	2520	Watershed	General	General. Includes general correspondence, memorandums and reports related	Temporary	2520	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Protection and Management		to implementation of watershed improvement projects, and support services to other resource management activities that do not fit under a specific case file <u>Note</u> Close file at end of fiscal year and apply retention period	30 years		3 yrs
219	2520	Watershed Protection and Management	Emergency Burn Area Rehabilitation	Emergency Burn Area Rehabilitation: Includes case files which document emergency rehabilitation burn area reports, requests for funding, and all records pertaining to project <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins after case file closed Case considered closed when maintenance and evaluation are no longer applied	Temporary 30 years	2520-3	N1-95-88-2 3 yrs
220	2520	Watershed Protection and Management	Floodplain and Wetland Protection	Floodplain and Wetland Protection: Case files include documentation on floodplain management and wetland protection <u>Note 1</u> Retention period begins when case file closed <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS Watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	Temporary 30 years	2520-7	N1-95-88-2 20 yrs
221	2520	Watershed Protection and Management	Monitoring Plans	Monitoring Plans: Case files containing plans and other documentation evaluating the effects of management activities of a resource <u>Note 1</u> Retention period begins after case file closed Retain in office, do not send to FRC <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	Temporary 30 years	2520-5	N1-95-88-2 Destroy when admin use ceases
222	2520	Watershed Protection and Management	Natural Disaster and Flood Damage Surveys	Natural Disaster and Flood Damage Surveys. Case files contain information on damage estimates, photos, copies of requests for funding, and related records <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS Watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins when case file closed	Temporary 30 years	2520-8	N1-95-87-16 5 yrs
223	2520	Watershed Protection and Management	Support Services	Support Services: Case files containing documentation of special watershed management services required to fulfill a watershed role when another activity is occurring such as a timber sale <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins after case file closed Case considered closed	Temporary 30 years	2520-4	N1-95-88-2 3 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				when maintenance and evaluation are no longer applied			
224	2520	Watershed Protection and Management	Watershed Improvement	Watershed Improvement: Case files containing documentation for implementation, maintenance, and evaluation of watershed improvement projects <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS Watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins after case file closed Case considered closed when maintenance and evaluation are no longer applied	Temporary 30 years	2520-2	N1-95-88-2 3 yrs
225	2520	Watershed Protection and Management	Watershed Improvement – Cooperative Emergency Watershed Rehabilitation	Watershed Improvement – Cooperative Emergency Watershed Rehabilitation Includes case files pertaining to rehabilitatin programs <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins after case file closed Case considered closed when maintenance and evaluation are no longer applied	Temporary 30 years	2520-2-1	N1-95-88-2 3 yrs
226	2530	Water Resource Management	General	General: Includes general correspondence and other records too broad for a specific case file that relates to water resource inventories, hydrologic inventones, water resource management, barometer watersheds and water resource management support services <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2530	N1-95-88-2 5 yrs
227	2530	Water Resource Management	Barometer Watersheds	Barometer Watersheds Includes case files containing documentation that measures the impact of watershed practices on water resources for typical watershed sites Case studies include the plan of work, standards of operation, reports, etc <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Maintain records on site, do not send to FRC <u>Note 3</u> Retention period begins when case file closed	Temporary 30 years	2530-1	N1-95-88-2 Destroy when admin use ceases
228	2530	Water Resource Management	Cooperative Water-Related Activities	Cooperative Water-Related Activities Includes flood forecasting, weather modification, and water measurement <u>Note 1</u> Retention period begins when case file closed <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	Temporary 30 years	2530-4	N1-95-88-2 3 yrs
229	2530	Water Resource Management	Outservice Water Resource	Outservice Water Resource Development. Projects - Includes river basin programs, advisory committee and coordination with other agencies, and Outservice water development projects	Temporary 30 years	2530-5	N1-95-88-2 3 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Development	<u>Note 1</u> Retention period begins after case closed <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files			
230	2530	Water Resource Management	Water Quality Management	Water Quality Management: Interpretative reports based on analysis of water quality data <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retain Records in office Do not send to FRC <u>Note 3</u> Retention period begins when case file closed	Temporary 30 years	2530-3	N1-95-88-2 3 yrs or when admin use ceases
231	2530	Water Resource Management	Water Resource Investigations	Water Resource Investigations Collection data necessary for conducting forest management planning implementation, data includes surface and ground water supplies, climate, water quality, terrestrial features, hydrologic surveys, etc <u>Note 1</u> Maintain records on site, do not send to FRC <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 3</u> Retention period begins when case file closed	Temporary 30 years	2530-2	N1-95-88-2 3 yrs or when admin use ceases
232	2540	Water Uses and Development	General	General: Includes general correspondence, memorandums, and other records too broad to fit under a specific subject heading that relate to National Forest water rights, Outside request for changes in policy, In-Service request for clarification of policy for authorization to assert claims under certain authorities or to use specific quantification methodologies, municipal supply watersheds, and water quality management <u>Note</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	Temporary 30 years	2540	N1-95-88-2 3 yrs
233	2550	Soil Management	General	General: Correspondence, memorandums, and other records pertaining to soil management which do not fit under a specific secondary subject heading <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2550	N1-95-88-2 3 yrs
234	2610	Cooperative Relations	General	General: Includes general correspondence, Memorandums of Understanding (MOU) with States, Bureau of Land Management, and other organizations outside the government <u>Note 1</u> Establish as case files by name of cooperator <u>Note 2</u> Retention period begins after case file closed	Temporary 30 years	2610	N1-95-88-2 5-25 yrs
235	2620	Habitat Planning and	General	General: Includes general correspondence related to pre-planning analysis for	Temporary	2620	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Evaluation		habitat projects for wildlife and fish species <u>Note</u> Close file at end of fiscal year and apply retention period	30 years		10-25 yrs
236	2620	Habitat Planning and Evaluation	Plans (Other)	Plans (Other): Includes specific wildlife and fish plans (other than state-wide comprehensive plan) for species other than Threatened and Endangered Records are established as case files Regional and Forest Plans are filed under 1920-Land Management Planning <u>Note</u> Retention period begins when case file closed	Temporary 30 years	2620-1	N1-95-88-2 10 yrs
237	2620	Habitat Planning and Evaluation	Administrative Studies	Administrative Studies: Includes case files that analyze the effectiveness of certain projects and record factors that affect the management of wildlife, its environment, and recreational uses of these resources <u>Note</u> Retention period begins when case file closed	Temporary 30 years	2620-2	N1-95-88-2 10 yrs
238	2620	Habitat Planning and Evaluation	Surveys	Surveys: Includes correspondence and survey data that determine the abundance of wildlife by species and population trends Includes records of surveys designed to measure habitat conditions <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service	PERMANENT	2620-3	N1-95-88-2 10 yrs
239	2630	Management of Wildlife and Fish Habitat	Improvement Work	Improvement Work: Includes project case files of actual projects being conducted Case files contain structural implementation of improvement activities such as fish structure, watering facilities, and nest structures <u>Note</u> Retention period begins after case file closed	Temporary 30 years	2630-1	N1-95-88-2 5 yrs
240	2640	Stocking and Harvesting	General	General. Includes general correspondence and records related to the stocking and harvesting of wildlife and fish species on National Forest lands <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	2640	N1-95-88-2 3 yrs
241	2640	Stocking and Harvesting	Stocking Projects	Stocking Projects: Includes special projects related to exotic fish and wildlife species <u>Note</u> Retention period begins after case file closed	Temporary 30 years	2640-1	N1-95-88-2 10-25 yrs
242	2650	Animal Damage Management	Predators and Rodent Control Projects	Predators and Rodent Control Projects Includes records on predator and rodent control activities <u>Note</u> Retention period begins after case file close	Temporary 30 years	2650-1	N1-95-88-2 5 yrs
243	2660	Administration	General	General: Includes general correspondence, inspection guides, miscellaneous records, and training materials <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2660	N1-95-88-2 3-10 yrs
244	2670	Threatened, Endangered, and	General	General. Includes general correspondence too broad to be filed under a specific	Temporary	2670	N1-95-88-2

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Sensitive Plants and Animals		subject heading <u>Note</u> Close file at end of fiscal year and apply retention period	30 years		5 yrs
245	2670	Threatened, Endangered, and Sensitive Plants and Animals	Classification and Habitat Designation	Classification and Habitat Designation Includes federal, state and regional list of threatened and endangered species, federal register notices, rulemaking for listings, and habitat designation Establish case file by individual species or group <u>Note</u> Retention period begins when case file closed	Temporary 30 years	2670-4	N1-95-88-2 5 yrs
246	2670	Threatened, Endangered, and Sensitive Plants and Animals	Taking	Taking Includes prohibitions, permits, Federal Register notices, and comments on permit request <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 30 years	2670-5	N1-95-88-2 5 yrs
247	2720	Special Uses Administration	Applications	Applications: File consist of applications and supporting documentation used in determining whether to issue a permit <u>Note 1</u> If application is approved, establish case file under 2720-Special Use Permits or 2720-Easements If disapproved, file here and begin retention period when administrative use/reference value ceases <u>Note 2</u> File appeals under 1570 <u>Note 3</u> Apply retention period when administrative use ceases	Temporary 10 years	2720-1	N1-95-88-2 10 yrs
248	2720	Special Uses Administration	Special Use Permits	Special Use Permits: Case files, includes active authorizations, superseded authorizations, financial analyses on the same facility, correspondence and reports (except material under 2730, 2770, and 2820) Establish case file by kind of use, permittee, and other identifying information Retention period begins after case file closed <u>Note 1</u> Excludes records created under 'Alaska Native Claims Settlement Act of 1971' (Public Law 92-203, 85 Stat 688) See 'Alaska Native Claims Settlement Act' below <u>Note 2</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file <u>Note 3</u> Some files may contain PII, store securely, control access <u>Note 4</u> Privacy Act System of Records USDA/FS-24– Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements <u>Note 5</u> Retention period begins after case file closed	Temporary 10 years	2720-2	N1-95-88-2 5 yrs
249	2720	Special Uses Administration	Special Use Permits – Routine Cases	Special Use Permits – Routine Cases Includes case files for other activities or improvements that are not deemed to be significant, such as signs, mailboxes, and vendors <u>Note</u> Retention period begins after case file closed	Temporary 10 years	2720-2-2	N1-95-93-1 3 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
250	2720	Special Uses Administration	Easements	<p>Easements Case file includes correspondence, applications, letters of approval, documents on the easements granted, and so forth Arrange folders by project name or number</p> <p><u>Note 1</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file</p> <p><u>Note 2</u> Screen file for documents deemed necessary for a permanent title file and follow instructions under 5590-Land Status Title</p> <p><u>Note 3</u> Some files may contain PII, store securely, control access</p> <p><u>Note 4</u> Privacy Act System of Records USDA/FS-24– Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements</p> <p><u>Note 5</u> Apply retention period when administrative use ends</p>	Temporary 10 years	2720-3	N1-95-88-2 Destroy when no longer needed for admin use
251	2730	Road and Trail Rights-of-Way (ROW) Grants	General	<p>General. Includes correspondence related to right-of-way grants, not related to a specific case</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	2730	N1-95-88-2 3 yrs
252	2730	Road and Trail Rights-of-Way (ROW) Grants	Applications	<p>Applications: File consists of applications and supporting documentation used in determining whether to issue a permit</p> <p><u>Note 1</u> If application approved, establish case file under one of the following headings <i>Department of Transportation Easements, Rights-of-Way Authorizations, Rights-of-Way Authorizations Permits, Rights-of-Way Authorizations - FLPMA Easements, or Rights-of-Way Authorizations - FRTA Easements</i></p> <p><u>Note 2</u> If disapproved or withdrawn, file here</p> <p><u>Note 3</u> Apply retention period when administrative use ceases</p> <p><u>Note 4</u> File appeals under 1570</p>	Temporary 10 years	2730-1	N1-95-88-2 10 yrs
253	2730	Road and Trail Rights-of-Way (ROW) Grants	DOT Easements	<p>Department of Transportation (DOT) Easements: Case file includes correspondence, applications, letters of approval, documents on the easements granted, and so forth Arrange folders by project name or number</p> <p><u>Note 1</u> Excludes records created under 'Alaska Native Claims Settlement Act of 1971' (Public Law 92-203, 85 Stat 688) See 'Alaska Native Claims Settlement Act' below</p> <p><u>Note 2</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file</p> <p><u>Note 3</u> Screen file for documents deemed necessary for a permanent title file and follow instructions under 5590-Land Status Title</p> <p><u>Note 4</u> Apply retention period when administrative use ceases</p>	Temporary 10 years	2730-2	N1-95-88-2 Destroy when admin use ceases
254	2730	Road and Trail Rights-of-Way	ROW Authorizations	<p>Rights-of-Way Authorizations: Includes general correspondence not related to a case file</p>	Temporary 10 years	2730-3	N1-95-88-2 5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		(ROW) Grants		<u>Note</u> Close file at end of fiscal year and apply retention period			
255	2730	Road and Trail Rights-of-Way (ROW) Grants	ROW Authorization Permits	Rights-of-Way Authorizations Permits: Case file includes application, active authorizations, correspondence, reports, and so forth) Establish case file by kind of use, permittee and other identifying information <u>Note 1</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file <u>Note 2</u> Retention period begins after case file closed	Temporary 10 years	2730-3-1	N1-95-88-2 5 yrs
256	2730	Road and Trail Rights-of-Way (ROW) Grants	ROW Authorizations – FLPMA Easements	Rights-of-Way Authorizations - FLPMA Easements: Federal Land Policy and Management Act easements authorize rights-of-way grants outside of designated wilderness who pay a road fee Case file includes correspondence, application, easement granted, and so forth Arrange folders by project name or number <u>Note 1</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file <u>Note 2</u> Screen file for documents deemed necessary for a permanent title file and follow instructions under 5590-Land Status Title <u>Note 3</u> Retention period begins after project is terminated and case file closed	Temporary 10 years	2730-3-2	N1-95-88-2 Destroy when admin use ceases
257	2730	Road and Trail Rights-of-Way (ROW) Grants	ROW Authorizations – FRTA Easements	Rights-of-Way (ROW) Authorizations - FRTA Easements: Forest Road and Trail Act Easements authorizes the issuance of easements to landowners who join the Forest Service in providing permanent road systems the serves lands administered by both parties Case file includes correspondence, applications, easement granted, and so forth Arrange folders by project name or number <u>Note 1</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file <u>Note 2</u> Screen file for documents deemed necessary for a permanent title file and follow instructions under 5590-Land Status Title <u>Note 3</u> Retention period begins after project is terminated and case file closed	Temporary 10 years	2730-3-3	N1-95-88-2 Destroy when admin use ceases
258	2760	Withdrawals	General	General. Includes general correspondence and records not related to a specific withdrawal <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	2760	N1-95-88-2 3 yrs
259	2770	Federal Power Act Projects	General	General: Includes general records, including correspondence, not related to a specific project <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	2770	N1-95-88-2 3 yrs
260	2770	Federal Power Act Projects	Licensed and Exempt Permits	Licensed and Exempt Projects: Case file includes active Federal Energy Regulatory Commission and Forest Service project applications, authorizations, correspondence, reports, and so forth Establish authorization or easement case file by project name, number, applicant, or other identifying information <u>Note 1</u> Supervisor's Office or Ranger District maintains official file, all other offices	Temporary 5 years	2770-2	N1-95-88-2 5-10 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				send official records to SO or RD for integration with the official file Duplicate files maintained for reference only <u>Note 2</u> Retention period begins when project terminated or permit denied <u>Note 3</u> If easement issued, file documents deemed necessary for permanent title file under 5590-Landownership Status Retention period for remainder of file begins when project terminated			
261	2820	Mineral Leases, Permits, and Licenses	Oil and Gas	Oil and Gas File includes correspondence, leases, permits, lessee/permittee information, inventories, evaluations, development plans, operating plans, forms, and other records documenting the activities of the specific projects or sites Establish case files alphabetically by name of lessee/permittee, leases or numerically by BLM serial number File related appeal cases under 1570 <u>Note 1</u> WO Minerals official files are organized by Region <u>Note 2</u> Retention period begins when case file closed <u>Note 3</u> Experimental (Research) Stations do not maintain 2820 files <u>Note 4</u> Some files may contain PII, store securely, control access <u>Note 5</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements	Temporary 50 years	2820-2	N1-95-88-2 3 yrs
262	2820	Mineral Leases, Permits, and Licenses	Geothermal	Geothermal includes correspondence, leases, permits, lessee/permittee information, inventories, evaluations, development plans, operating plans, forms, and other records documenting the activities of the specific projects or sites Establish case files alphabetically by name of lessee/permittee, leases or numerically by BLM serial number File related appeal cases under 1570 <u>Note 1</u> WO Minerals official files are organized by Region <u>Note 2</u> Retention period begins when case file closed <u>Note 3</u> Experimental (Research) Stations do not maintain 2820 files <u>Note 4</u> Some files may contain PII, store securely, control access <u>Note 5</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements	Temporary 50 years	2820-3	N1-95-88-2 3 yrs
263	2820	Mineral Leases, Permits, and Licenses	Coal	Coal Includes correspondence, leases, permits, lessee/permittee information, inventories, evaluations, development plans, operating plans, forms, and other records documenting the activities of the specific projects or sites Establish case files alphabetically by name of lessee/permittee, leases or numerically by BLM serial number File related appeal cases under 1570 <u>Note 1</u> WO Minerals official files are organized by Region <u>Note 2</u> Retention period begins when case file closed	Temporary 50 years	2820-4	N1-95-88-2 3 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 3</u> Experimental (Research) Stations do not maintain 2820 files</p> <p><u>Note 4</u> Some files may contain PII, store securely, control access</p> <p><u>Note 5</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements</p>			
264	2820	Mineral Leases, Permits, and Licenses	Phosphate	<p>Phosphate: Includes correspondence, leases, permits, lessee/permittee information, inventories, evaluations, development plans, operating plans, forms, and other records documenting the activities of the specific projects or sites Establish case files alphabetically by name of lessee/permittee, leases or numerically by BLM serial number File related appeal cases under 1570</p> <p><u>Note 1</u> WO Minerals official files are organized by Region</p> <p><u>Note 2</u> Retention period begins when case file closed</p> <p><u>Note 3</u> Experimental (Research) Stations do not maintain 2820 files</p> <p><u>Note 4</u> Some files may contain PII, store securely, control access</p> <p><u>Note 5</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements</p>	Temporary 50 years	2820-5	N1-95-88-2 3 yrs
265	2850	Mineral Materials	Permits	<p>Permits: File includes correspondence, contract forms permits, permittee information, inventories, evaluations, development plans, operating plans, appraisals, forms, and other records documenting the activities of the specific projects or sites of mineral excavation Establish files by sale, project, site, or permittee (N1-95-88-2)</p> <p><u>Note 1</u> Some files may contain PII, store securely, control access</p> <p><u>Note 2</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements</p> <p><u>Note 3</u> Close file and apply retention period when administrative use ends</p>	Temporary 50 years	2850-1	N1-95-88-2 Destroy when admin use ceases
266	2880	Geologic Resources, Hazards, and Services	General	<p>General Includes general correspondence, policy statements, direction and procedures related to geologic resources, hazards, and services</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	2880	N1-95-88-2 5-20 yrs
267	2880	Geologic Resources, Hazards, and Services	Geologic Information	<p>Geologic Information Includes records related to the assessments and management of geologic resources, such as karst and cave resources and ecosystems, paleontological resources, specially designated geologic areas, and geologic hazards, e.g. landslides, rock falls, volcanic activity, earthquakes, flooding, karst collapse, and naturally occurring hazardous minerals</p> <p><u>Note 1</u> Close file and apply retention period when administrative use ends</p> <p><u>Note 2</u> Transfer records to NARA 15 years after file closed Prior to transfer,</p>	PERMANENT	2880-2	N1-95-88-2 5-20 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				submit SF258 to FS National Records Officer for approval Preaccession authorized by mutual consent of both NARA and Forest Service			
268	2880	Geologic Resources, Hazards, and Services	Geologic Inventory Data	Geologic Inventory Data Includes data for the preparation of land and resource management plans, wilderness study areas, and areas proposed for wilderness designation, and for other planning and resource management purposes Note Close file and apply retention period when administrative use ends	Temporary 25 years	2880-3	N1-95-88-2 20 yrs
269	2880	Geologic Resources, Hazards, and Services	Geologic Investigation Data	Geologic Investigation Data Includes data for studies of the feasibility, design, construction, maintenance, and monitoring of projects and facilities, and the potential effects on NFS lands and resources <u>Note 1</u> File alphabetically by project or facility <u>Note 2</u> Close file and apply retention period when administrative use ends	Temporary 25 years	2880-4	N1-95-88-2 20 yrs
270	2880	Geologic Resources, Hazards, and Services	Geologic Reports	Geologic Reports: Includes reports on projects and facilities with information, conclusions, and recommendations relating to geologic investigations or inventories File alphabetically by project or facility Note Close file and apply retention period when administrative use ends	Temporary 25 years	2880-5	N1-95-88-2 10-25 yrs
271	3100	Cooperative Fire Protection (CFP)	General	General: General correspondence too broad to file under a specific subject Note Close file at end of fiscal year and apply retention period	Temporary 5 years	3100	N1-95-88-2 3 yrs
272	3100	Cooperative Fire Protection (CFP)	Planning	Planning Includes correspondence related to all components of Cooperative Fire Protection Programs Note Close file at end of fiscal year and apply retention period	Temporary 5 years	3100-2	N1-95-88-2 2-5 yrs
273	3100	Cooperative Fire Protection (CFP)	Prevention	Prevention. Includes general correspondence related to prevention except correspondence pertaining to the Smokey Bear Program Note Close file at end of fiscal year and apply retention period	Temporary 5 years	3100-3	N1-95-88-2 3 yrs
274	3120	Fire Equipment and Supply Management	General	General: Includes general correspondence related to excess equipment, supplies, and purchasing of supplies by States Note Close file and apply retention period when administrative use ends	Temporary 5 years	3120	N1-95-88-2 3 yrs
275	3130	Wildland Fire Protection Program	General	General Includes general correspondence and records related to Federal technical and financial assistance provided to States in protecting State and private lands in all aspects of fire protection Note Close file and apply retention period when administrative use ends	Temporary 5 years	3130	N1-95-88-2 3-5 yrs
276	3140	Extreme Fire Situation Program	General	General: Includes general correspondence, studies, and reports related to fire suppression assistance to States Note Close file and apply retention period when administrative use ends	Temporary 5 years	3140	N1-95-88-2 3 yrs
277	3140	Extreme Fire Situation Program	Federal Emergency	Federal Emergency Management Agency (FEMA): Includes general correspondence, studies, and reports related to Fire Management Assistance	Temporary 5 years	3140-1	N1-95-88-2 3-5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Management Agency	Program Note Close file and apply retention period when administrative use ends			
278	3150	Rural Community Fire Protection	Rural Community Fire Protection	Rural Community Fire Protection (RCFP): Includes general correspondence and records pertaining to assisting States in organizing, equipping, and training rural fire organizations in communities with populations of less than 10,000 Note Close file and apply retention period when administrative use ends	Temporary 5 years	3150	N1-95-88-2 3 yrs
279	3170	Cooperation	General	General: Includes general correspondence related to fire protection with Federal, State, and local governments <u>Note</u> Retention period begins when agreement expires or terminated, or when administrative use ends	Temporary 5 years	3170	N1-95-88-2 3 yrs
280	3170	Cooperation	Interstate Forest Fire Protection Compacts	Interstate Forest Fire Protection Compacts: Includes regional coordinating effort with States to assist in fire protection activities File contains supplements, revisions, and related correspondence <u>Note</u> Retention period begins when agreement expires or terminates	Temporary 5 years	3170-1	N1-95-88-2 3 yrs
281	3180	Records, Reports, Studies, and Publications	General	General: Includes general correspondence Note Close file at end of fiscal year and apply retention period	Temporary 5 yrs	3180	N1-95-88-2 3 yrs
282	3180	Records, Reports, Studies, and Publications	Reports	Reports: Includes input source documents for the FS-3100-8 Annual Wildfire Report and other reports documenting expenditures The report contains data on acres protected, number of wildfires, and acres burned by cause and size class on State and private forest lands, also the report of State legislature that affects State fire programs <u>Note 1</u> Retention period begins when records no longer needed for administrative use Published report is reference material The record copy of Annual Wildfire Report, National Forest Fire Report, Rural Fire Prevention and Control Program Financing are published and maintained by Public Affairs staffs under 1630 – FS Publications <u>Note 2</u> The Washington Office, Fire and Aviation Management Staff collected the 1911-1982 Annual Wildlife Report and National Forest Fire Report, Rural Fire Prevention and Control Program Financing records and transferred to NARA between 1988 and 1990	Temporary 5 years	Cooperation	N1-95-88-2 3 yrs
283	3180	Records, Reports, Studies, and Publications	Studies	Studies Includes the Efficiency Analysis Report documenting alternative program actions for more efficient fire protection An Efficiency Analysis is conducted on an as need basis when opportunities for program improvements are identified The file also includes special studies that may lead to setting policy and are conducted at the regional level, or at the WO when the issue is national in scope <u>Note 1</u> Establish folders by reports and special studies	Temporary 5 years	Cooperation	N1-95-88-2 Destroy when reference use ceases

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<u>Note 2</u> Retain in office, do not transfer to FRC, retention period begins when administrative/reference use ceases			
284	3200	Rural Forestry Assistance	General	General: Includes general correspondence related to broad policy on cooperative forestry assistance programs <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3200	N1-95-88-2 3-15 yrs
285	3200	Rural Forestry Assistance	Training	Training: Includes correspondence related to training for State Foresters and private landowners <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary	3200-2	N1-95-88-2 5 yrs
286	3210	Forest Management Assistance	General	General: Includes general correspondence related to non-Federal land resource management assistance and technical assistance <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3210	N1-95-88-2 3-15 yrs
287	3210	Forest Management Assistance	Reports	Reports: Includes Annual Financial Status Report and Accomplishment Report <u>Note 1</u> Control records previously filed under 3210 are now filed under 1410 File agreements under 1530, 1540, or 1580 Financing and Plans are now filed under appropriate 6500 designation <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3210-1	N1-95-88-2 3-15 yrs
288	3220	Cooperative Nursery Production	General	General: Includes general correspondence related to assistance in furnishing tree plant stocks <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3220	N1-95-88-2 3-15 yrs
289	3220	Cooperative Nursery Production	Nursery Production Assistance	Nursery Production Assistance: Includes general correspondence, administrative studies, and reviews related to cooperative forestry tree nursery programs <u>Note 1</u> File cost-sharing conservation program records under 3300-Forestry Incentives <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3220-1	N1-95-88-2 3-15 yrs
290	3220	Cooperative Nursery Production	Seed Handling and Testing	Seed Handling and Testing: Includes general correspondence related to the cleaning, drying, extracting, and testing of tree seeds conducted by the National Tree Seed Laboratory <u>Note 1</u> File administrative studies under 4110-Study Plans <u>Note 2</u> File 'Forestry Loans' under 3300-Forestry Incentives <u>Note 3</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3220-2	N1-95-88-2 3-15 yrs
291	3220	Cooperative Nursery Production	Seed Handling and Testing – Seed Bank	Seed Handling and Testing – Seed Bank: Includes case studies containing correspondence with foreign researchers, US photo certificate, packing list, receipt of registered mail, foreign import permit, report of money received and bill for collection <u>Note 1</u> WO – National Tree Seed Laboratory microfilmed record If desired, a microfilm record may be made to replace original paper records (1) The microfilm	Temporary 15 years	3220-2-1	N1-95-88-2 5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				shall be made in accordance with the provisions of 36 CFR 1230 (2) Destroy the original paper records when the microfilm is reviewed and found satisfactory (3) Destroy the microfilm record when 15 years old Note 2 Retention period begins when study ends or no longer needed for administrative use			
292	3220	Cooperative Nursery Production	Seed Handling and Testing – Seed Testing	Seed Handling and Testing – Seed Testing: Includes test request sheet, laboratory worksheet, radiograph, germination sheet for each treatment, tetrazolium test sheet, and correspondence on test interpretations () <u>Note 1</u> WO – National Tree Seed Laboratory microfilmed record If desired, a microfilm record may be made to replace original paper records (1) The microfilm shall be made in accordance with the provisions of 36 CFR 1230 (2) Destroy the original paper records when the microfilm is reviewed and found satisfactory (3) Destroy the microfilm record when 15 years old <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3220-2-2	N1-95-88-2 5 yrs
293	3220	Cooperative Nursery Production	International Exchange of Seed	International Exchange of Seed: Includes general correspondence, records of policies and procedures, exchanges records of seed, transfers of seed and pollen internationally <u>Note</u> Close file and apply retention period when administrative use ends	Temporary 15 years	3220-3	N1-95-88-2 3-15 yrs
294	3220	Cooperative Nursery Production	International Seed Trade	International Seed Trade: Includes general correspondence and records of policies and procedures related to the control of forest reproductive material moving in international trade <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3220-4	N1-95-88-2 3-15 yrs
295	3230	Cooperative Tree Improvement	General	General: Includes general correspondence, studies, and reports related to cooperative forestry tree improvement programs covered under P L 95-313 <u>Note 1</u> Establish as case files <u>Note 2</u> Retention period begins after case file closed	Temporary 15 years	3230	N1-95-88-2 3-15 yrs
296	3240	Forest Products Utilization	General	General. Includes general correspondence and records related to assistance for improvement of harvesting, processing, marketing and use of wood, wood products, and wood for energy <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3240	N1-95-88-2 3-15 yrs
297	3250	Forest Soil and Water Management	General	General: Includes general correspondence and other records related to protection and improvement of soil fertility and productivity on non-Federal forest lands, and the quality, quantity, and timing of water yield, technical assistance to other agencies <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 15 years	3250	N1-95-88-2 3-15 yrs
298	3260	Urban Forestry Assistance	General	General: Includes general correspondence related to providing technical assistance to states for the protection, development, and management of forestland in and near	Temporary 15 years	3260	N1-95-88-2 5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				urban areas Note Close file at end of fiscal year and apply retention period			
299	3410	Detection, Monitoring, and Evaluation	General	General: Includes correspondence, field surveillance reports, detection surveys, their planning and conduct Note Close file at end of fiscal year and apply retention period	Temporary 25 years	3410	N1-95-88-2 5-25 yrs
300	3420	Management	General	General: Includes correspondence, biological evaluations, economic evaluations, and environmental assessments Note Close file and apply retention period when administrative use ends	Temporary 25 years	3420	N1-95-88-2 5-25 yrs
301	3430	Program Funding and Accomplishment Reporting	General	General: Includes correspondence, criteria, and supporting documentation necessary to support control projects Note Close file and apply retention period when administrative use ends	Temporary 25 years	3430	N1-95-88-2 5-25 yrs
302	3440	Special Forest Health Protection Projects	General	General: Includes correspondence and case files related to non-funding activities of special projects Note 1 Folders arranged alphabetically by name of project Note 2 Retention period begins when case file closed	Temporary 25 years	3440	N1-95-88-2 5-25 yrs
303	3450	Forest Health Protection Administration	General	General: Includes correspondence, Annual Condition Report, and other records related to the funding and financing of forest health protection activities. Folders arranged by subject matter and/or geographic location Note Close file at end of fiscal year and apply retention period	Temporary 25 years	3450	N1-95-88-2 5-25 yrs
304	3510	Watershed Protection and Flood Prevention	General	General: Includes general correspondence related to P L 566, which ensures that all forest and rangelands are evaluated and considered from a multiple-use standpoint on multiple-use watershed projects Note Close file at end of fiscal year and apply retention period	Temporary 10 years	3510	N1-95-88-2 5 yrs
305	3510	Watershed Protection and Flood Prevention	Reports	Reports Includes reports of activities accomplished on projects by acres, compiled by project, summarized by Regions and the Washington Office Note 1 Close file at end of fiscal year and apply retention period Note 2 Transfer closed file to NARA when 15 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval. Preaccession authorized by mutual consent of both NARA and Forest Service	PERMANENT	3510-1	N1-95-88-2 5-10 yrs
306	3520	River Basin Programs	General	General: Includes general correspondence related to comprehensive and special planning efforts that will result in the best use or combination of uses of water and related land resources Note Close file at end of fiscal year and apply retention period	Temporary 15 years	3520	N1-95-88-2 5 yrs
307	3530	Flood Prevention Program	General	General: Includes general correspondence pertaining to P L 534, which ensures restoration and preservation of desirable watershed conditions on forestlands	Temporary 25 years	3530	N1-95-88-2 5 yrs

Forest Service – Changes to Currently Existing Temporary Retention Schedules: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<u>Note</u> Close file at end of fiscal year and apply retention period			
308	3540	Emergency Watershed Protection	General	General: Includes general correspondence pertaining to emergency measures used to assist local areas on forest lands affected by fire, flood, or other disasters <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	3540	N1-95-88-2 5 yrs
309	3570	Hydrologic Surveys and Analysis	General	General: Includes correspondence and technical reports related to program direction, planning, conducting, and evaluating hydrologic surveys and analysis in response to a cooperative watershed management study or program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	3570	N1-95-88-2 5-10 years
310	3600	Rural Resource Conservation and Development	General	General. Includes general correspondence too broad to be filed under a specific subject heading <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3600	N1-95-88-2 3-5 yrs
311	3610	Rural Development	Reports	Reports: Includes a) the Annual Rural Development Report, which is a consolidated report from field units summarizing special projects with USDA to help farmers, and b) the Annual Needs Assessment Report required by USDA <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3610-1	N1-95-88-2 3-5 yrs
312	3620	Resource Conservation and Development	Annual Forestry Plan of Work	Annual Forestry Plan of Work: Report containing funding needs for the RC&D <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	3620-2-1	N1-95-88-2 3-5 yrs
313	3700	Organization Management Assistance	General	General: Includes correspondence and other records related to technical assistance provided to State Foresters or equivalent officials in the areas of managerial assistance. Includes systems studies and analysis, employee development and training and managerial improvement <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3700	N1-95-88-2 3-5 yrs
314	3900	Statewide Forest Resource Planning	General	General. Includes general correspondence concerning state forest resource planning and coordination with the Forest Service. Excludes correspondence with a specific plan or special project <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	3900	N1-95-88-2 2-3 yrs
315	3900	Statewide Forest Resource Planning	State Forest Resource Plans	State Forest Resource Plans: Includes state plan, revisions, amendments, tables, attainment reports, and correspondence concerning development and publication of the state plan. Case file by State <u>Note</u> Retention period begins when plan is superseded	Temporary 3 years	3900-1	N1-95-88-2 When superseded
316	3900	Statewide Forest Resource Planning	Special Projects	Special Projects: Includes correspondence, work plans, reports, and documents concerning projects between state officials and the Forest Service. Case file by State <u>Note</u> Retention period begins when administrative use ceases	Temporary 3 years	3900-2	N1-95-88-2 When admin use ceases