

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-10-10	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/28/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 9 April 13	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 _____ 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 9/20/2010	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 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 See attached		

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	1660	Web Content and Format	General	<p>General General correspondence, email messages, reports, and similar information regarding Forest Service external and internal websites not retained under other categories in the 1660 series</p> <p><u>Note</u> Cut off at end of the calendar year, or when superseded or obsolete, and apply retention period</p>	Temporary 1 year (see note)	New, not previously scheduled	New, not previously scheduled
2	2560	Groundwater Resource Management	Authorizations	<p>Authorizations Includes records pertaining to proposals, applications, and special use authorizations that involve water extraction or injection wells on or water pipelines crossing National Forest System Lands</p> <p><u>Note 1</u> Close file when authorization expires or revoked and apply retention period</p> <p><u>Note 2</u> Create case files as needed</p> <p><u>Note 3</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat 688)</p> <p><u>Note 4</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled
3	2560	Groundwater Resource Management	Cleanup	<p>Cleanup Records pertain to cleanup of groundwater on National Forest System lands contaminated with hazardous substances, petroleum products, pollutants, or contaminants. Also includes determinations as to potential cleanup sites</p> <p><u>Note 1</u> Close file at the end of the project</p> <p><u>Note 2</u> Create case files as needed</p> <p><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. Pre-accession is authorized by mutual consent of both NARA and Forest Service. Copies (clearly marked "REFERENCE") may be retained on site for administrative use</p> <p><u>Note 4</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat 688)</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled

FSH 6209.11, Chapter 40
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				<p><u>Note 5</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>			
4	2560	Groundwater Resource Management	Cooperation	<p>Cooperation Records document collaboration with local, State, and other federal agencies and Tribes to sustain the availability and usability of groundwater over the long term through the use of conventional and innovative approaches</p> <p><u>Note 1</u> Close file at the end of partnership/collaboration</p> <p><u>Note 2</u> Create case files as needed</p> <p><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. Pre-accession is authorized by mutual consent of both NARA and Forest Service. Copies (clearly marked "REFERENCE") may be retained on site for administrative use</p> <p><u>Note 4</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688)</p> <p><u>Note 5</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled
5	2560	Groundwater Resource Management	General	<p>General Records, including correspondence, regarding management of groundwater resources associated with National Forest System lands, not covered by other 2560 records categories</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688)</p> <p><u>Note 5</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy</p>	Temporary 50 years (FY)	New, not previously scheduled	New, not previously scheduled

FSH 6209.11, Chapter 40
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				of pre-existing records is retained under the appropriate 2560 file code category			
6	2560	Groundwater Resource Management	Inquiries	<p>Inquiries Includes standard replies or transmittals to non-substantive inquiries</p> <p><u>Note 1</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688)</p> <p><u>Note 2</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 3 months	New, not previously scheduled	New, not previously scheduled
7	2560	Groundwater Resource Management	Legal Considerations	<p>Legal Considerations Records document efforts to comply with State and Federal water-related laws and regulations protecting groundwater from activities associated with outdoor recreation, authorized special uses, permitted livestock grazing, and fish and wildlife management (including consultation with States). Additionally, records document groundwater claims, adjudications, and administrative proceedings associated with Federal reserved water rights under the Organic Administration Act, the Wild and Scenic Rivers Act, and the Wilderness Act. Includes records associated with Tribal trust and reserved rights, as well as cooperation with Department of the Interior and affected Tribes during Tribal water settlement negotiations involving National Forest System groundwater resources</p> <p><u>Note 1</u> Close file at the end of the case</p> <p><u>Note 2</u> Create case files as needed</p> <p><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. Pre-accession is authorized by mutual consent of both NARA and Forest Service. Copies (clearly marked "REFERENCE") may be retained on site for administrative use</p> <p><u>Note 4</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688)</p> <p><u>Note 5</u> Pre-existing records may currently be retained under other 2500 series</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled

FSH 6209.11, Chapter 40
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				file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category			
8	2560	Groundwater Resource Management	Measuring and Reporting	<p>Measuring and Reporting Records pertain to measuring and reporting volume of extracted or injected water, excluding authorized minerals or energy development on National Forest System Lands</p> <p><u>Note 1</u> Close file when the water use ceases</p> <p><u>Note 2</u> Create case files as needed</p> <p><u>Note 3</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat 688)</p> <p><u>Note 4</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled
9	2560	Groundwater Resource Management	Projects	<p>Projects Includes records pertaining to groundwater resources associated with specific projects. Records document hydrological connection between groundwater and surface water, cross-contamination, reductions in quantity, aquifer storage and recovery, mineral and energy development, oil and gas operations, geothermal operations, tunneling, and other impacts of proposed agency projects, approvals, and authorizations on groundwater resources on National Forest System lands</p> <p><u>Note 1</u> Close file at the end of the project</p> <p><u>Note 2</u> Create case files as needed</p> <p><u>Note 3</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat 688)</p> <p><u>Note 4</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled

FSH 6209.11, Chapter 40
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10	2560	Groundwater Resource Management	Source Water Protection	<p>Source Water Protection Records document collaboration and coordination efforts to protect drinking water systems located entirely or partially on National Forest System lands. Collaboration and coordination occurs with EPA, State, local, and Tribal governments, drinking water providers, and holders of special use authorizations. Includes documentation of safeguards, contingencies, and plans that serve as an acceptable permanent solution when proposing to develop new or expanded water supply facilities on NFS lands in response to emergency water supply shortages.</p> <p><u>Note 1</u> Close file when the water use ceases</p> <p><u>Note 2</u> Create case files as needed</p> <p><u>Note 3</u> Records associated with American Indians and Alaska Natives are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians. These records include those created under the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688)</p> <p><u>Note 4</u> Pre-existing records may currently be retained under other 2500 series file code categories, and/or other file code categories associated with grazing, special uses, minerals and geology, recreation, etc. As applicable, ensure a copy of pre-existing records is retained under the appropriate 2560 file code category</p>	Temporary 50 years (see notes)	New, not previously scheduled	New, not previously scheduled
11	3170	Cooperation	Cooperative Agreements	<p>Cooperative Agreements Includes supplements, revisions, and related correspondence</p> <p><u>Note</u> Retention period begins when agreement expires or terminates</p>	Temporary 5 years (see note)	3170-1	N1-95-88-2 3 yrs
12	5100	Fire Management	General	<p>General Records pertaining to fire management policies, programs, and administration that are not retained under any other schedule in the 5100 series. Includes broad policies pertaining to the administration of the fire management program</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	5100	N1-95-88-2 5-25 yrs
13	5100	Fire Management	Studies, Administrative	<p>Studies, Administrative Administrative studies of the fire management program, including but not limited to policies, programs, and administration</p> <p><u>Note</u> Close file at end of study and apply retention period</p>	Temporary 25 years	5100-2	N1-95-88-2 5 yrs
14	5110	Wildfire Prevention	General	<p>General Includes records associated with wildfire prevention, that document cost-efficient reduction of fire suppression expenditures, damages from human-caused fires, resource management objectives, fire management direction,</p>	Temporary 50 years	5110	N1-95-88-2 5-10 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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				<p>coordination with other Forest Service offices, Federal and State agencies, and procedures and policies associated with the fire management analysis systems and applications</p> <p><u>Note 1</u> Create subject folders by topic</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>			
15	5110	Wildfire Prevention	Plans	<p>Plans Includes records associated with wildfire prevention plans, including the actual plan</p> <p><u>Note 1</u> Arrange in folders by plan</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5110	N1-95-88-2 5-50 yrs
16	5120	Preparedness	Dispatching	<p>Dispatching Records associated with the implementation of a command decision to move resources from one place to another, includes geographic area and local dispatch operating plans and mobilization guides Includes documentation associated with the following dispatch centers</p> <ul style="list-style-type: none"> • <u>The National Interagency Coordination Center (NICC)</u> Coordinates and facilitates Interregional, Interagency, and International fire management support and predictive services • <u>Geographic Area Coordination Centers (GACC)</u> Provides interregional fire management support and prescribed fire support to Regions, National Forests, and cooperators identified in Regional or Geographic Area Mobilization Guides • <u>Local dispatch centers</u> Provides wildland fire and prescribed fire support to national forests, ranger districts, and cooperating agencies <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5120-3-1	N1-95-88-2 10 yrs
17	5120	Preparedness	Fire-Danger Rating	<p>Fire-Danger Rating Includes records regarding the National Fire Danger Rating System (NFDRS), fire danger rating operating plan, fire danger rating pocket card for firefighter safety, and similar topics</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5120-1	N1-95-88-2 5 yrs
18	5120	Preparedness	General	<p>General Includes records of fire management activities planned and accomplished in advance of wildland fire ignition to ensure safe, efficient, effective management action Activities include preparedness planning, fire detection, fire management resource dispatching, communication systems, rating of fire danger, fire weather monitoring, wildland fire suppression, planning for wildland fire use, maintaining fire records including tabular and spatial data, fire training course materials, and qualification guidance Records document oversight of operation and maintenance, as well as coordination with the National Interagency Coordination Center (NICC) at Boise, Idaho</p>	Temporary 50 years	5120	N1-95-88-2 5-50 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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				<p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> All records documenting individual employee completion of training are maintained under "5100 – Fire Management – Individual Employee Training Records"</p> <p><u>Note 3</u> The official record copy of training course material developed or sponsored by the Agency (such as that developed by the NWCG or by a regional fire staff) is to be maintained by the originating/sponsoring FS unit or authority. All other FS units using the course materials are not required to maintain a record copy in official files</p>			
19	5130	Wildland Fire Suppression	Fire Organization	<p>Fire Organization Records pertaining to the duties and responsibilities of supervisors, employees, line officers, incident commanders, and other personnel associated with fire suppression activities</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5130-1	N1-95-88-2 5 yrs
20	5130	Wildland Fire Suppression	General	<p>General Correspondence and other documentation associated with wildland fire suppression. Topics include fire suppression, emergency firefighters, safety, civil rights, structure fires, and strategies</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5130	N1-95-88-2 5-50 yrs
21	5130	Wildland Fire Suppression	Reports	<p>Reports Includes reports, plans, and programs pertaining to fire suppression and organization. File fire incident reports under 5180</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 50 years	5130-2	N1-95-88-2 10 yrs
22	5140	Fire Use	Appraisal Methods	<p>Appraisal Methods Documentation associated with appraisal methods associated with fire use planning, prescribed fire, fire use in forest land and resource management plans, wildland fire use, and smoke management</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	5140-1	N1-95-88-2 5 yrs
23	5140	Fire Use	General	<p>General Records include general correspondence and records not listed elsewhere in this schedule, pertaining to fire use planning, prescribed fire, fire use in forest land and resource management plans, wildland fire use, and smoke management</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	5140	N1-95-88-2 5-25 yrs
24	5140	Fire Use	Statistical Appraisals	<p>Statistical Appraisals Statistical appraisals associated with fire use planning, prescribed fire, fire use in forest land and resource management plans, wildland fire use, and smoke management</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 25 years	5140-2	N1-95-88-2 5 yrs
25	5150	Fuel Management	Burning Plans	<p>Burning Plans Includes burning plans and supporting documentation</p> <p><u>Note</u> Organize in folders by unit</p>	Temporary 25 years	5150-2	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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				<u>Note</u> Close file when administrative use ends and apply retention period			
26	5150	Fuel Management	General	General Includes records pertaining to fuel management, the practice of evaluating, planning, and treating wildland fuel to support land and resource management objectives, and methods used for controlling flammability and reducing the resistance to control <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	5150	N1-95-88-2 5-25 yrs
27	5150	Fuel Management	Hazard Reduction	Hazard Reduction Documentation of efforts to replace hazardous fuel with less flammable fuel or fuel that offers less resistance to suppression <u>Note</u> Organize in folders by area <u>Note</u> Close file when administrative use ends and apply retention period	Temporary 25 years	5150-1	N1-95-88-2 5 yrs
28	5150	Fuel Management	Reports	Reports Includes annual fuel treatment reports that summarize accomplishments of fuel treatment on National Forest Lands <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	5150-3	N1-95-88-2 10 yrs
29	5160	Fire Management Equipment and Supplies	General	General Fire equipment inspection, maintenance, storage, and financing <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	5160	N1-95-88-2 5-25 yrs
30	5170	Fire Management Cooperation	Agreements	Agreements Records include documentation of agreements between the Forest Service, other Federal agencies and/or foreign countries regarding fire management cooperation <u>Note 1</u> Arrange folders alphabetically by agency association, or individual <u>Note 2</u> Cooperation with State, local, and private entities is retained under file code 3170 <u>Note 3</u> Retention period begins when agreement ends	Temporary 25 years	5170-1	N1-95-88-2 5 yrs
31	5170	Fire Management Cooperation	General	General Fire management correspondence and similar records pertaining cooperation among the Forest Service, other Federal agencies, and foreign countries not covered elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	5170	N1-95-88-2 5-25 yrs
32	5190	Management	Administrative Fire Analysis	Administrative Fire Analysis Policies, procedures, and reports regarding fire reviews <u>Note</u> Close file when administrative use ends and apply retention period	Temporary 50 years	5190-1	N1-95-88-2 5-50 yrs
33	5190	Management	General	General Correspondence and records of a general nature pertaining to administrative fire analysis, National Fire Planning, and FFF standards <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 50 years	5190	N1-95-88-2 5-50 yrs
34	5190	Management	National Fire	National Fire Planning Records associated with the planning, evaluation,	Temporary	5190-3	N1-95-88-2

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			Planning	documentation, and implementation of fire management programs and analysis Includes development and evaluation documentation of an array of fire management program options at the forest, regional, and national level <u>Note</u> Close file when administrative use ends and apply retention period	50 years		5-50 yrs
35	5400	Landownership	General	General Records concerning landownership too broad to be filed under one of the more specific subjects <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5400	N1-95-88-2 3 yrs
36	5400	Landownership	Plans	Plans Land adjustment plans and related correspondence for National Forests, National Grasslands, and Land Utilization Project areas, and right-of-way procurement plans for current and anticipated needs for rights-of-way over non-Federal lands and interests in lands <u>Note 1</u> Arrange by type of plan <u>Note 2</u> Retention period begins when plan completely revised or superseded by new plan	Temporary 5 years	5400-3	N1-95-88-2 3 yrs
37	5410	Appraisals (Land)	General	General Including correspondence on principles, approaches to value, procedures, controls, and other information relating to valuation real property <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 yrs	5410	N1-95-88-2 3 yrs
38	5420	Purchases and Donations (Land)	Donation - Case Files	Donation - Case Files Including administrative sites Includes correspondence, purchase agreements, contracts, land surveys, grants, patents, deeds, deed of trust or mortgage, title insurance policy, abstract of title, certificate of title, Torrens certificate of title, or other such related documents Arrange files alphabetically by case name <u>Note 1</u> Screen for records necessary for permanent Title file (5590), apply retention period to records not incorporated into 5590 title file <u>Note 2</u> Retain records in office Retention period begins after title file is created and administrative/legal use ceases Do not transfer to FRC or NARA <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 years	5420-2	N1-95-88-2 Destroy after title file create and administrative use ceases
39	5420	Purchases and Donations (Land)	Donations – Unconsummated Cases	Donations – Unconsummated Cases Includes correspondence, title evidence and related documents <u>Note</u> Retain records in office Retention period begins after administrative/legal use ceases Do not transfer to FRC	Temporary 5 yrs	5420-2-1	N1-95-88-2 Destroy after title file create and administrative use ceases
40	5420	Purchases and	General	General Includes correspondence concerning land purchases and donations,	Temporary	5420	N1-95-88-2

FSH 6209.11, Chapter 40
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		Donations (Land)		not related to specific case <u>Note</u> Close file at end of fiscal year and apply retention period	5 yrs		3 yrs
41	5420	Purchases and Donations (Land)	Purchases - Case Files	Purchases - Case Files Including Administrative sites Includes correspondence, survey, appraisal reviews, deeds, condemnation documents where applicable, appeals other title evidence, and related documents Arrange files alphabetically by case name <u>Note 1</u> Screen for records necessary for permanent Title file (5590), apply retention period to records not incorporated into 5590 title file <u>Note 2</u> Retain records in office Retention period begins after title file is created and administrative/legal use ceases Do not transfer to FRC or NARA <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 yrs	5420-3	N1-95-88-2 Destroy after title file create and administrative use ceases
42	5420	Purchases and Donations (Land)	Purchases – Unconsummated Cases	Purchases – Unconsummated Cases Includes correspondence, title evidence, and related documents <u>Note</u> Retain records in office Retention period begins after administrative/legal use ceases Do not transfer to FRC	Temporary 5 yrs	5420-3-1	N1-95-88-2 Destroy after title file created and administrative use ceases
43	5430	Exchanges (Land)	Exchanges – Case File	Exchanges – Case Files Including correspondence, letters of negotiation, explanatory notes, exchange agreements, proposals, plans, or contracts, appraisal reviews, appeals, objections and related decisions, land descriptions, field examinations, surveys, certificates of possession, statements of intent, environmental assessments, statements of value and appraisal, statements of disposal, certificates of title or title insurance policy, certifications and proof of publications, and other related documents Arrange files alphabetically case name <u>Note 1</u> Screen for records necessary for permanent Title file (5590), apply retention period to records not incorporated into 5590 title file <u>Note 2</u> Retain records in office Retention period begins after title file is created and administrative/legal use ceases Do not transfer to FRC or NARA <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 years	5430-2	N1-95-88-2 Destroy after title file created and administrative use ceases
44	5430	Exchanges (Land)	Exchanges – Unconsummated Cases	Exchanges – Unconsummated Cases Includes correspondence documents incidental to land adjustments <u>Note</u> Retain records in office Retention period begins after administrative/legal use ceases Do not transfer to FRC	Temporary 5 years	5430-2-1	N1-95-88-2 Destroy after title file create and

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
							administrative use ceases
45	5430	Exchanges (Land)	General	General Includes correspondence concerning land exchanges, not related to specific case <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5430	N1-95-88-2 3 yrs
46	5440	Partial Land Interests, Except Rights-of-Way	General	General Includes correspondence concerning partial land interest, not related to specific case <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5440	N1-95-88-2 3 yrs
47	5440	Partial Land Interests, Except Rights-of-Way	Partial Land Interests – Case Files	Partial Land Interests – Case Files Including correspondence, evaluations, appraisal reviews, scenic or conservation easements, mineral deeds, documentation of NEPA compliance, environmental assessments or statements, mortgages, deeds of trust and vendors liens, leases, and related documents Arrange files alphabetically by name of grantor <u>Note 1</u> Screen for records necessary for permanent title file (5590), apply retention period to records not incorporated into 5590 title file <u>Note 2</u> Retain records in office Retention period begins after title file is created and administrative/legal use ceases Do not transfer to FRC or NARA <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 years	5440-2	N1-95-88-2 Destroy after title file create and administrative use ceases
48	5440	Partial Land Interests, Except Rights-of-Way	Partial Land Interests – Unconsummated Cases	Partial Land Interests – Unconsummated Cases Includes correspondence, documents incidental to acquisition of partial land interest <u>Note</u> Retain records in office Retention period begins after administrative/legal use ceases Do not transfer to FRC	Temporary 5 years	5440-2-1	N1-95-88-2 Destroy after title file create and administrative use ceases
49	5460	Rights-of-Way Acquisition	Easement Case Files	Easement Case Files Permanent easements acquired over private or other lands not administered by Forest Service Includes correspondence, appraisal reviews and options, if made, certification of cost of right-of-way and improvements, record of payment, and related documents Arrange files by project name or number and grantor <u>Note 1</u> Screen records for documents deemed appropriate for permanent title file as specified under 5590 Retention period for this file code applies to documents that do not become part of the title file <u>Note 2</u> Apply retention period when case file closed <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 years	5460-2	N1-95-88-2 Destroy after title file is created and administrative or legal use ceases

New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
50	5460	Rights-of-Way Acquisition	General	General General correspondence concerning the acquisition of right-of-way, not related to a specific case <u>Note 1</u> Screen records for documents deemed appropriate for permanent title file as specified under 5590 Retention period for this file code applies to documents that do not become part of the title file <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5460	N1-95-88-2 3 yrs
51	5460	Rights-of-Way Acquisition	Temporary Rights-of-Way	Temporary Rights-of-Way Term easements and permits acquired for temporary roads over private or other lands not administered by FS Includes title approval, certification of cost, record of payment, and related documents Arrange case files by project name or number and grantor <u>Note 1</u> Regional and Supervisors' Offices maintain official records Transfer to FRC is not authorized <u>Note 2</u> Retention period begins when easement or permit expires	Temporary 5 years	5460-4	N1-95-88-2 3 yrs
52	5460	Rights-of-Way Acquisition	Unconsummated Case Files	Unconsummated Case Files Includes correspondence, documents incidental to rights-of-way acquisition <u>Note</u> Retain closed case files until local need ceases, then destroy Transfer to FRC is not authorized	Temporary 5 years	5460-2-1	N1-95-88-2 Retain closed case files until local need ceases
53	5470	Reservations and Outstanding Rights	General	General Includes general correspondence related to timber, residency, occupancy, easements, improvements, water, grazing, and other rights or reservations on acquired land <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 25 years	5470	N1-95-88-2 3 yrs
54	5480	Condemnation	General	General Includes general correspondence concerning condemnation actions, not related to a specific case <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5480	N1-95-88-2 3 yrs
55	5480	Condemnation	Project Case Files	Project Case Files Includes correspondence, reports, and related documents Arrange case file alphabetically by case name <u>Note 1</u> Screen all records for documents appropriate for permanent title file (5590), retention period applies to documents that do not become part of the title file <u>Note 2</u> Apply retention period when case file closed <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	Temporary 5 years	5480-2	N1-95-88-2 3 yrs
56	5510	Title Claims and Encroachment	General	General Correspondence concerning title claims and encroachments of lands under the jurisdiction	Temporary 5 years	5510	N1-95-88-2 3 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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> Screen all records for documents appropriate for permanent title file under 5590 – Landownership Status - Land Status Title, apply 5510 retention period to records that do not become part of the title file</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>			
57	5510	Title Claims and Encroachment	Title Claims and Encroachment Case Files	<p>Title Claims and Encroachment Case Files Includes correspondence, land use permits, aerial photographs, plats, maps, environmental assessments, permit applications, STA applications, general land office survey plats and notes, court documents, litigation reports, deeds, appraisal reviews, grants, certified letters, affidavits, patent applications, patents, land classification studies and maps, bills of sale, tax assessment records, court decisions or settlements, sale notices, notices of award, and related documents Arrange files according to the specific subject and, alphabetically by name of claimant, purchaser, or grantee</p> <p><u>Note 1</u> Retain records in office Retention period begins after title file created and administrative/legal need ceases Transfer to FRC not authorized</p> <p><u>Note 2</u> Screen all records for documents appropriate for permanent retention under 5590 – Landownership Status - Land Status Title Apply 5510 – Title Claims and Encroachment retention period to records that do not become part of the title file</p> <p><u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>	Temporary 5 years	5510-2	N1-95-88-2 3 yrs
58	5570	Sales, Grants, Special Acts	General	<p>General Includes correspondence concerning sales and grants of lands under jurisdiction</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	5570	N1-95-88-2 3 years
59	5570	Sales, Grants, Special Acts	Sales and Grants Cases	<p>Sales and Grants Cases Includes correspondence, maps, environmental assessments, deeds, appraisal reviews, grants, certified letters, affidavits, land classification studies and maps, bills of sale, tax assessment records, sale notices, notices of award, appeals, and related documents Arrange files according to the specific subject and, alphabetically by case name</p> <p><u>Note 1</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p> <p><u>Note 2</u> Screen for records necessary for permit title file (5590), apply retention period of records not incorporated into 5590 title file</p> <p><u>Note 3</u> Apply retention period when case file closed</p>	Temporary 5 years	5570-1	N1-95-88-2 Destroy after title file is created and administrative or legal need ceases

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
60	5570	Sales, Grants, Special Acts	Unconsummated Cases	Unconsummated Cases Includes correspondence, documents incidental to sales and grants <u>Note</u> Retention period begins when local need ceases DO NOT transfer to FRC	Temporary 5 years	5570-2	N1-95-88-2 Retain closed case file until local need ceases, then destroy
61	5590	Landownership Status	General	General Correspondence concerning the status of lands <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	5590	N1-95-88-2 3 years
62	6220	Correspondence	Controlled Correspondence reports	Controlled Correspondence Reports Reports listing status of controlled correspondence <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6220-3	N1-095-05-3 1 yr
63	6220	Correspondence	General	General General records regarding the creation, tracking, issuing, storage, and retrieval of correspondence <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6220-1	N1-095-05-3 3 yrs
64	6220	Correspondence	Routine Controlled Correspondence	Routine Controlled Correspondence Correspondence of a routine nature, such as inquiries from members of Congress or constituents concerning general information about the Forest Service Includes the following <ul style="list-style-type: none"> • USDA Controlled Correspondence Correspondence assigned to the Forest Service by the Office of the Secretary of Agriculture • NRE Controlled Correspondence Responses to correspondence prepared at the request of the Office of the Under Secretary for Natural Resources and the Environment (NRE) • FS Controlled Correspondence Correspondence from a member of Congress addressed to the Chief of the Forest Service, to individual Forest Service staffs, or to the Congressional Liaison Officer <u>Note</u> Close file at end of FY Apply retention period	Temporary 5 years	6220-2	N1-095-05-3 3 yrs
65	6300	Procurement Management	General	General Includes general correspondence and other records related to management, policy, interpretation of procurement practices established for organizational levels of FS File also includes pertinent laws, regulations and translations previously filed under 6310 and 6320 <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6300	N1-95-88-2 5 yrs
66	6300	Procurement Management	Procurement Preference Programs	Procurement Preference Programs Includes general correspondence, reports and procedures for establishment of goals for Small Business Administration,	Temporary 10 years	6300-4	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SBA 8(a) Contracts, Women-Owned Businesses and Minority Businesses <u>Note</u> Close file at end of fiscal year and apply retention period			
67	6360	Printing	General	General: Includes correspondence and other general records regarding free printing, field printing, reprints, printing equipment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6360	N1-95-88-2 3-5 yrs
68	6400	Property Management	General	General: Includes general correspondence and other records related to Asset Management too broad to file under a specific heading <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6400	N1-95-88-2 3-5 yrs
69	6410	Personal Property Management	Records and Inventory	Records and Inventory: Includes inventories of accountable personal property and supporting documentation such as AD-112, Report of Unserviceable, Lost or Damaged Property Note: Retention period for inventories begins when next comparable inventory completed	Temporary 6 years, 3 months	6410-4	N1-95-88-2 5 yrs
70	6410	Personal Property Management	Registers	Registers: Includes registers of GBLs and other accountable forms <u>Note</u> Retention period begins after GAO audit and when records no longer have administrative use Do not send to FRC	Temporary 6 years 3 months	6410-4-1	N1-95-88-2 Destroy after GAO audit
71	6410	Personal Property Management	Registers for Items of Tangible and Other Value	Registers for Items of Tangible and Other Value: Includes registers for subway tickets, I D Badges, keys, building passes, and so forth <u>Note</u> Apply the retention after register is closed Register is closed when each item is accounted for Do not send to FRC	Temporary 6 years, 3 months	6410-4-2	N1-95-88-2 3 yrs
72	6410	Personal Property Management	Reports	Reports: Recurring and non-recurring reports such as Utilization and Disposal of Excess and Surplus Property, and AD-120, Report of Excess Personal Property, Exchange/Sale of Personal Property <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 6 years, 3 months	6410-7	N1-95-88-2 and GRS 4-2 3-10 yrs
73	6410	Personal Property Management	Surplus Personal Property - \$5,000 - \$24,999	Surplus Property - \$5,000 - \$24,999 or less: Case files on transactions of more than \$5,000 but less than \$25,000, or if identified in FMRs as requiring special handling (firearms, weapons, aircraft, etc) on sales of surplus (to the Federal government) personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence <u>Note</u> Retention period begins after final payment	Temporary 6 years, 3 months	6410-2-1	N1-95-88-2 3-5 yrs
74	6410	Personal Property Management	Surplus Personal Property - \$25,000 or Greater	Surplus Property - \$25,000 or Greater: Case files on transactions of more than \$25,000 on sales of surplus (to the Federal government) personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence	Temporary 6 years, 3 months	6410-2 6410-2-1	N1-95-88-2 3-5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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> Retention period begins after final payment			
75	6410	Personal Property Management	Transfer in and/or Receipt	Transfer in and/or Receipt: Including donations and AD-107 - Report of Transfer/Disposition/Construction of Property, SF122/123 – Report of Excess Personal Property/ Transfer Order – Excess Personal Property/ Transfer Order Surplus Personal Property <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 6 years 3 months	6410-6	N1-95-88-2 3-5 yrs
76	6430	Fleet Equipment Management	Acquisitions, Identification, and Classification	Acquisitions, Identification, and Classification: Records pertaining to the acquisition, identification, and classification of fleet equipment <u>Note 1</u> For general records not associated with a specific vehicle or piece of equipment, close file at end of fiscal year and apply retention period <u>Note 2</u> For records associated with a specific vehicle or piece of equipment, retention period begins after equipment leaves agency custody/ownership	Temporary 5 years	7130-1	N1-95-88-2 3-5 yrs
77	6430	Fleet Equipment Management	Disposal of Fleet Equipment	Disposal of Fleet Equipment. Includes SF-120/122/123 Report of Excess Personal Property/Transfer of Excess Personal Property, Exchange/Sale or Trade-In information related to the disposal/replacement of vehicles/aircraft <u>Note 1</u> For general records not associated with a specific vehicle or piece of equipment, close file at end of fiscal year and apply retention period <u>Note 2</u> For records associated with a specific vehicle or piece of equipment, retention period begins after equipment leaves agency custody/ownership <u>Note 3</u> See 7130 for related records	Temporary 5 years	7130-5	N1-95-88-2 3-5 yrs
78	6430	Fleet Equipment Management	Fleet Assignment and Utilization	Fleet Assignment and Utilization: Reports provided to Washington Office and GSA <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> See 7130 for related records	Temporary 5 years	7130-2	N1-95-88-2 3-5 yrs
79	6430	Fleet Equipment Management	Use and Storage	Use and Storage: Pertains to fleet vehicles and aircraft, and storage Include records regarding garaging location (as required in USDA mandated property accounting management system) <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> See 7130 for related records	Temporary 5 years	7130-3	N1-95-88-2 3-5 yrs
80	6440	Real Property Management	General	General: Includes general correspondence and other records regarding real property management not covered elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6440	N1-95-88-2 3-5 yrs
81	6440	Real Property Management	Real Property Disposition	Real Property Disposition: Includes reports, disposition position instructions and correspondence related to real property, as well as records related to the	Temporary 10 years	6440-1-1	N1-95-88-2 Destroy when

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>sale, donation or trade of real property</p> <p><u>Note 1</u> Maintain records in office, retention period begins when administrative use ceases</p> <p><u>Note 2</u> Records (such as abstract or certificate of title) necessary or convenient for the use of real property sold, donated or traded to non-federal ownership or transferred to Federal ownership shall be conveyed to the new custodian upon completion of sale, trade, donation or transfer proceedings</p>			administrative use ceases or transfer to new custodian
82	6440	Real Property Management	Rental Rates	<p>Rental Rates: Includes reports, printouts, correspondence, contract information regarding the establishment of rental rates</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	6440-2-1	N1-95-88-2 5 yrs
83	6440	Real Property Management	Reports	<p>Reports: Recurring and non-recurring reports such as Annual Report of Real Property Leased to the U S , report of space used by building, rental housing survey Accounting, bookkeeping, Federal Real Property Program (FRPP) management reports submitted to USDA and GSA, and other records may be maintained in accordance with regulations or procedures prescribed by GAO or Treasury</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	6440-4	N1-95-88-2 5-10 yrs
84	6440	Real Property Management	Space Management	<p>Space Management: Includes correspondence and records pertaining to space and maintenance matters, including</p> <ul style="list-style-type: none"> • allocation, • utilization, • building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment, • Agency reports to GSA, • directory service files, • identification credentials and related papers (including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, passes, and other identification credentials) <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	6440-3	N1-95-88-2 3-5 yrs
85	6500	Finance and Accounting	Batch Control Records	<p>Batch Control Records: Form FS-6500-160 tracks the number of records to be sent from one location to another and certifies the specific number of documents sent</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	6500-4	N1-95-90-2 2 yrs
86	6500	Finance and Accounting	Batch Transmittal Record File	<p>Batch Transmittal Record File: Form FS-6500-161 certifies the number of records transmitted and received at National Computer Center at Kansas City</p>	Temporary 10 years	6500-4-1	N1-95-90-2 2 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				(NCC_KC) <u>Note</u> Close file at end of fiscal year and apply retention period			
87	6500	Finance and Accounting	General	General: Correspondence and records regarding adherence to OMB, GAO, Treasury, USDA, and Forest Service guidelines and principles for financial management accounting and reporting, fund management, and related internal controls not covered elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6500	N1-95-88-2 3-5 yrs
88	6500	Finance and Accounting	Membership Certificates	Membership Certificates : <u>Note 1</u> Retain in office <u>Note 2</u> Retention period begins when superseded or obsolete	Temporary 10 years	6500-3	N1-95-88-2 Destroy when superseded or obsolete
89	6500	Finance and Accounting	Reports	Reports: Statement of account and reports containing specific accounting information for each contract, permit, and agreement These reports are produced at the end of each month's accounting cycle whenever there is activity on a contract or permit <u>Note 1</u> Synopsis - Retain original and most recent copy in sale folder (under 2450) <u>Note 2</u> Timber Sale Statement of Account - Retain with official contract (under 2450) <u>Note 3</u> Agreements Report <u>Note 4</u> Permit Product Report – Retain most current in the Timber Sale Permit folder (under 2450) <u>Note 5</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6500-6	N1-95-90-2 various
90	6500	Finance and Accounting	Reports - Administrative	Reports - Administrative: Includes monthly and quarterly summaries by distinct, national forest, or proclaimed unit, of all contract and permit information summarized in the monthly accounting cycle reports <u>Note 1</u> Contracts, Permits, and Agreements Scheduled Past/Terminations Reports Retention period begins when administrative use ceases <u>Note 2</u> Uncut Under Contract Report Retention period begins when administrative use ceases <u>Note 3</u> Road Credits Authority Year-end report only <u>Note 4</u> Contract History <u>Note 5</u> Transfer of Earned Timber Sale Receipts File with AD-742, Transfer and Adjustment Voucher, under 6540 – Vouchers and Related Documents <u>Note 6</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6500-7	N1-95-90-2 various

New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
91	6500	Finance and Accounting	Reports - Edit/Update Transactions	Reports – Edit/Update Transactions: Outputs consisting of listings of edit/update transactions on a given date for timber sale agreements, contracts and permits <u>Note</u> Close file when agreement, contract, or permit ends, apply retention period	Temporary 10 years	6500-5	N1-95-90-2 6 mos
92	6510	Appropriations and Funds	General	General: General correspondence and records regarding symbol numbers, availability, and use, not otherwise covered in this schedule <u>Note</u> Close file when agreement, contract, or permit ends, apply retention period	Temporary 5 years	6510	N1-95-88-2 3-5 yrs
93	6550	Accounting	Air Tanker Cost Analysis	Air Tanker Cost Analysis: Includes working papers and cost analysis of flying planes and keeping them up to date <u>Note</u> Retention period begins when contract terminated	Temporary 10 years	6550-4-3	N1-95-88-2 3 yrs
94	6550	Accounting	Financial Analysis for Non-Successful Bidders	Financial Analysis for Non-Successful Bidders: Case files and related reports for timber sale bidders, permittees, and regular contractors who were not awarded the sale or permit. Financial analyses and related work papers for approved bidders are filed with the case file for Timber Sale Contracts, Special Use Permits, and Contracts <u>Note</u> Retention period begins when case file closed	Temporary 10 years	6550-5	N1-95-90-1 1 yr
95	6550	Accounting	General	General: Correspondence and other general records regarding accounting, revenue, obligations, costs, financial analysis, etc., not covered elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6550	3-5 yrs
96	6550	Accounting	Obligations	Obligations: Source documents <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6550-1	N1-95-88-2 3-5 yrs
97	6550	Accounting	Reports	Reports: Includes Statement of Obligations Year-End Reports, National Appropriation (Fund) Control Year-End Report, Report of Budget Execution Year-End Report, and other reports related to final year-end financial status of Forest Service programs <u>Note</u> Retention period begins when data no longer needed and reference use ceases	Temporary 10 years	6550-6	N1-95-88-3 5-10 yrs
98	6550	Accounting	Revenue	Revenue: Records pertaining to inflows of resources of revenue <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6550-3	N1-95-88-2 3 yrs - Permanent
99	6550	Accounting	Special	Special Includes backup records to the General Ledger Account pertaining to	Temporary	6550-4	N1-95-88-2

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				road development costs for timber <u>Note</u> Close file at end of fiscal year and apply retention period	10 years		3 yrs
100	6550	Accounting	Timber Cost Analysis	Timber Cost Analysis: Includes operator cost analysis working papers <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6550-4-1	N1-95-88-2 3 yrs
101	6550	Accounting	Timber Operator Survey	Timber Operator Survey: Includes working papers and cost analysis reports <u>Note 1</u> This information is current while timber operator remains in sample <u>Note 2</u> Retention period begins after mill is sold or transferred or data are no longer included in appraisal schedule	Temporary 10 years	6550-4-2	N1-95-88-2 3 yrs
102	6600	Systems Management	Application Systems	Application Systems: Includes correspondence relating to security and privacy in computer design and review <u>Note</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6600-2-2	N1-95-88-2 5 yrs
103	6600	Systems Management	Coordination and Plans	Coordination and Plans: Includes general correspondence relating to systems coordination, long- and short-range plans and budget estimates <u>Note</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6600-1	N1-95-88-2 3-10 yrs
104	6600	Systems Management	Data Base Systems	Data Base Systems: Includes correspondence relating to security and privacy in data base systems <u>Note</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6600-2-3	N1-95-88-2 5 yrs
105	6600	Systems Management	General	General. Includes general correspondence, budget reports, and rate computation worksheets <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600	N1-95-88-2 3 yrs
106	6600	Systems Management	National and Departmental Standards	National and Departmental Standards: Correspondence with other agencies and the Department about the Federal Processing Standards (FIPS), American National Standards Institute (ANSI), International Standards Organization (ISO), Departmental Information Processing Standards (DIPS), or other standards programs <u>Note 1</u> Retain in office <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600-3-1	N1-95-88-2 3-5 yrs
107	6600	Systems Management	Security and Privacy Program Management	Security and Privacy Program Management: Includes correspondence relating to the establishment, authorization, and delegation of security program officers and to general administration of ADP, data and telecommunications security	Temporary 10 years	6600-2	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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 when no longer needed for administrative use and apply retention period			
108	6600	Systems Management	Standards Program Management	Standards Program Management: Correspondence relating to FS standards program Includes plans, reviews, approvals <u>Note 1</u> Standards are incorporated into the Forest Service Directive System and retained permanently in the 1100-Directives file <u>Note 2</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6600-3	N1-95-88-2 3-5 yrs
109	6600	Systems Management	Systems Coordinating Council	Systems Coordinating Council: Includes general correspondence relating to activities of the council and minutes of meetings <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600-1-1	N1-95-88-2 3-5 yrs
110	6600	Systems Management	Systems Facilities	Systems Facilities: Includes correspondence relating to ADP and telecommunications security facilities, including physical factors, that is, access control, power, fire, and the actual facilities, that is, computer hardware, software, telecommunication lines, and other equipment <u>Note</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6600-2-1	N1-95-88-2 5 yrs
111	6610	Computer Technology Management	Commercial Services	Commercial Services: General correspondence, agreements, and related records <u>Note</u> Close file at end of fiscal year or when agreement ends (as applicable) and apply retention period	Temporary 10 years	6610-6-2	N1-95-88-2 3 yrs
112	6610	Computer Technology Management	Computer Management Plans	Computer Management Plans. Correspondence and records relating to technical plans for computing activities <u>Note</u> Close file when no longer needed for administrative use and apply retention period	Temporary 10 years	6610-1-1	N1-95-88-2 3-10 yrs
113	6610	Computer Technology Management	Computer Technology Standards	Computer Technology Standards: Correspondence relating to equipment, data communication, programming languages, ADP security and privacy and review and approval of Service-wide computer technology standards <u>Note 1</u> Standards are incorporated into the Forest Service Directive System and retained permanently in the 1100-Directives file <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6610-3	N1-95-88-2 3-5 yrs
114	6610	Computer Technology Management	Facilities Technology	Facilities Technology: Includes correspondence, studies and other materials relating to computer technology other than telecommunications systems, that is, computer hardware, operating systems, general purpose software, utility programs, programming languages, FORTRAN, COBOL See 6240 for	Temporary 10 years	6610-6-7	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				telecommunications systems <u>Note 1</u> Close files (except for studies) at end of fiscal year and apply retention period <u>Note 2:</u> Retention period for studies begins when study closed or completed			
115	6610	Computer Technology Management	General	General: Correspondence relating to overall policies for computer technology management <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6610	N1-95-88-2 3 yrs
116	6610	Computer Technology Management	Institutional Services	Institutional Services: General correspondence, agreements, and related records <u>Note</u> Close file at end of fiscal year or when agreement ends (as applicable) and apply retention period	Temporary 10 years	6610-6-3	N1-95-88-2 3 yrs
117	6610	Computer Technology Management	Management and Administration	Management and Administration: General correspondence relating to computer science administration and management <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600-2	N1-95-88-2 3-5 yrs
118	6610	Computer Technology Management	Planning	Planning: General correspondence relating to computer activity plans, long and short-range facilities plans, and workload forecasting <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6610-1	N1-95-88-2 3-5 yrs
119	6610	Computer Technology Management	Reports - General	Reports - General: Includes reports required by GSA, OMB and USDA Set-up separate folders by report name and number <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600-2-1	N1-95-88-2 5-10 yrs
120	6610	Computer Technology Management	Selection and Acquisition	Selection and Acquisition: Correspondence, requests, and approvals for hardware, software, data communications, ADP services and supplies <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6610-5-2	N1-95-88-2 3 yrs
121	6610	Computer Technology Management	Sharing Programs	Sharing Programs: Includes records on availability and use of equipment, services, and other products other than by lease or purchase Also includes Federal Government sharing programs and GSA Sharing Coordination--Form 2068 <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6610-5-6	N1-95-88-2 3 yrs
122	6610	Computer Technology Management	Studies - General	Studies - General: General studies relating to ADP management and administration, and related correspondence Set up case folders for individual studies as needed <u>Note</u> Apply retention period upon completion of study	Temporary 10 years	6600-2-2	N1-95-88-2 5 yrs
123	6610	Computer Technology	Study Reports – Supporting	Study Reports – Supporting Documentation: Supporting documentation, copy of final report	Temporary 10 years	6600-2-3	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Management	Documentation	<u>Note 1</u> Field offices transfer records to FRC when 2-years old or retain in office until final disposition <u>Note 2</u> Send final study reports (including summaries) to WO for inclusion in permanent record			
124	6610	Computer Technology Management	Support Services for WO	Support Services for WO: Correspondence regarding production furnished to functional users <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6610-6-4	N1-95-88-2 3 yrs
125	6610	Computer Technology Management	Technical Authorization	Technical Authorization: Includes general correspondence relating to the administration of ADP and data communications equipment, software, and services acquisition. Includes all material not maintained in the procurement file under 6310 or 6320 <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6610-5-1	N1-95-88-2 5 yrs
126	6610	Computer Technology Management	Technical Services	Technical Services: Includes correspondence relating to services obtained from outside sources or provided within the FS, including material on coordination, cooperative agreements, meetings, user relations and problems, and workload <u>Note</u> Retention period begins upon expiration or termination of agreement	Temporary 10 years (see note)	6610-6-1	N1-95-88-2 3 yrs
127	6610	Computer Technology Management	Training and Information Services	Training and Information Services: Includes training plans, programs, and correspondence relating to general ADP and computer technology training. Does not include reference aids <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6610-5	N1-95-88-2 3 yrs
128	6610	Computer Technology Management	Workload Forecasting	Workload Forecasting: Reviews and analysis of future demands for computing resources, departmental studies, and related correspondence <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	6600-1-2	N1-95-88-2 3-5 yrs
129	6620	Computer Software Management	Computer Applications Standards	Computer Applications Standards: Correspondence relating to application development standards, national application development strategies and practices, including Regions, Experiment Stations, and the Area Office development programs <u>Note 1</u> Standards are incorporated into the Forest Service Directive System and retained permanently in the 1100-Directives file <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6620-4	N1-95-88-2 3-5 yrs
130	6620	Computer Software Management	Correspondence – Review and Evaluation Process	Correspondence – Review and Evaluation Process: General correspondence relating to the management of the review and evaluation process <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6620-2-1	N1-95-88-2 3 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
131	6620	Computer Software Management	General	General: Includes correspondence relating to broad policy issues involved in the management of computer programming and systems activities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6620	N1-95-88-2 3 yrs
132	6620	Computer Software Management	Planning	Planning: General correspondence relating to computer application plans and workload forecasting <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6620-1	N1-95-88-2 3-5 yrs
133	6620	Computer Software Management	Systems Support and Training	Systems Support and Training: Correspondence and documentation relating to specific projects for which applications support activities are assigned to Computer Science and Tele- communications Staff Includes correspondence relating to training needs and sources <u>Note</u> Close file at end of project and apply retention period	Temporary 5 years	6620-3	N1-95-88-2 3 yrs
134	6630	Data Management	Data Base Coordination	Data Base Coordination: Correspondence on multi-unit inputs and establishment of data bases <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6630-5	N1-95-88-2 3-5 yrs
135	6630	Data Management	Data Base Operations and Support	Data Base Operations and Support: Correspondence and operating guides for using national and Chief and Staff data base systems <u>Note</u> Close file at end of fiscal year or when system discontinued (as applicable) and apply retention period	Temporary 5 years	6630-6	N1-95-88-2 3 yrs
136	6630	Data Management	Data Management Standards	Data Management Standards: Correspondence relating to data base development, management and operation standards, and review and approval of Service-wide data standards <u>Note 1</u> Standards are incorporated into the Forest Service Directive System and retained permanently in the 1100-Directives file <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6630-3	N1-95-88-2 3-5 yrs
137	6630	Data Management	General	General: Includes correspondence relating to broad policy issues involved in the management of data management activities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6630	N1-95-88-2 3 yrs
138	6630	Data Management	Planning	Planning: General correspondence relating to data management plans and workload forecasting <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6630-1	N1-95-88-2 3-5 yrs
139	6630	Data Management	Training	Training. Correspondence, training plans, programs, and evaluations <u>Note</u> Close file at end of fiscal year or when system discontinued (as applicable) and apply retention period	Temporary 5 years	6630-7	N1-95-88-2 3 yrs
140	6640	Telecommunications	Radio System File	Radio System File: File that documents the authorization process for radio	Temporary	6640-2-4	N1-95-91-2

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				frequencies and tracks the long-term management of a FS radio system. The file contains background material such as forest maps, system diagrams, site-specific data, approval letters, current radio frequency authorizations, and other records that characterize the radio system. The Washington Office System file also contains documentation for other USDA agencies. <u>Note 1</u> Retain in office. Retention period begins when radio system is updated. <u>Note 2</u> WO Only – Retention period for USDA and external agencies radio system files begins when radio systems are updated. Retain in office.	3 years		Destroy outdated material as radio file system is update
141	6640	Telecommunications	Radio Tests and Evaluations	Radio Tests and Evaluations: Includes test and evaluation reports and related correspondence. WO file by manufacturer and test number. <u>Note</u> Apply retention period when equipment is obsolete or replaced.	Temporary 3 years	6640-2-2	N1-95-91-2 Destroy when equipment is obsolete or replaced
142	6640	Telecommunications	Technical Approvals - Telephones	Technical Approvals - Telephones: File contains GSA Required Information Sheet, Cost Summary Sheet, Justification Statement, Geographical Location Map, correspondence, and other records that authorize the purchase of telephone equipment. <u>Note</u> Retain in office. Retention period begins when revised, cancelled, or terminated.	Temporary 3 years	6640-3-1	N1-95-91-2 Destroy official case file when revised, canceled, or terminated
143	6700	Safety and Occupational Health	General	General: Includes correspondence and records regarding program management, safety training and education, safety and health promotions, and related matters not covered elsewhere in this schedule. <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 5 years	6700	N1-95-88-2 3-5 yrs
144	6710	Safety and Health Program Administration	General	General: Includes records and correspondence regarding SHIPS, Program Evaluations, and the National Safety and Health Council. <u>Note 1.</u> The SHIPS database system/application repository scheduled separately. <u>Note 2</u> Close file at end of fiscal year and apply retention period.	Temporary 5 years	6710	N1-95-88-2 3-5 yrs
145	6720	Occupational Health Program	General	General. Includes records pertaining to bloodborne pathogens, hearing conservation, respiratory and environmental protection, medical surveillance, and ergonomics. <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 5 years	6720	N1-95-88-2 3-5 yrs
146	6730	Accident Reporting	Accident	Accident Investigations: Case folders. Includes investigator's notes,	Temporary	6730-1	N1-95-88-2

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		and Investigation	Investigations	accident brief, analysis, appendix material, description of the investigation, and related correspondence Correspondence and operating guides for using national and Chief and Staff data base systems <u>Note 1:</u> Retention period begins after case file closed <u>Note 2:</u> Files may contain PII, store in secure area, control access	5 years		3-5 yrs
147	6730	Accident Reporting and Investigation	General	General. Correspondence and records related to accident reporting and investigations, operating guides for using National, Chief, and Staff database systems <u>Note 1:</u> Files may contain PII, store in secure area, control access <u>Note 2:</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6730	N1-95-88-2 3-5 yrs
148	6740	Hazardous Materials	General	General: Records and correspondence regarding radiation, respiratory inventories, explosives, and related matters not covered elsewhere in this schedule <u>Note 1</u> File any records pertaining to Personal Protective Equipment and Clothing under 6710 <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6740	N1-95-88-2 3-5 yrs
149	7100	Engineering Operations	Cooperation	Cooperation: Filed in case folders alphabetically by cooperators <u>Note</u> Apply retention period when case file closed	Temporary 5 years	7100-1	N1-95-88-2 2-3 yrs
150	7110	Engineering Management	Certification Program	Certification Program: General correspondence, examination results, and supporting documentation associated with engineering management certification <u>Note 1</u> Records covered by Privacy Act System of Records USDA/FS-04 – Certification of Engineering Personnel <u>Note 2</u> General records not maintained under USDA/FS-04, close file at end of fiscal year and apply retention period <u>Note 3</u> For case files maintained under USDA/FS-04, apply retention period when case file closed or certification revoked	Temporary 5 years	7110-4	N1-95-88-2 2-3 yrs
151	7110	Engineering Management	Construction	Construction. Test data and related correspondence <u>Note</u> Close file and apply retention period when administrative and legal use ceases	Temporary 5 years	7110-4-2	N1-95-88-2 3 yrs
152	7110	Engineering Management	Engineering Publications	Engineering Publications and Case Files: Correspondence, case files, and information retrieval documentation <u>Note 1</u> Retention period begins when publication issued <u>Note 2</u> Retain record copy of actual publication under 1630 – Publishing and Related Activities – Publications	Temporary 5 years	7110-2-1, 7110-2-2 7110-2-3	N1-95-88-2 2-3 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
153	7110	Engineering Management	General	General: General records and correspondence associated with engineering management not covered elsewhere in this schedule Note Close file and apply retention period when administrative and legal use ceases	Temporary 5 years	7110 7110-1 7110-2 7110-3 7110-5 7110-5-1 7110-5-2 7110-5-3 7110-5-4 7110-5-5 7110-5-6	N1-95-88-2 2-5 yrs
154	7110	Engineering Management	Preconstruction	Preconstruction: Test data and related correspondence Note Close file and apply retention period when administrative and legal use ceases	Temporary 5 years	7110-4-1	N1-95-88-2 3 yrs
155	7120	Equipment Development	Facilities	Facilities: Records pertaining to the buildings, laboratory and other equipment used by the EDCs Note Retention period for EDC facility records begins after the life of the facility Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory	Temporary 20 years	7120-3	N1-95-88-2 10 yrs
156	7120	Equipment Development	General	General: Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, and facilities not covered elsewhere in this schedule Note Close file and apply retention period when administrative and legal use ceases	Temporary 20 years	7120	N1-95-88-2 3 yrs
157	7120	Equipment Development	Program	Program: Records about program activities including budget matters Note Close file at end of fiscal year and apply retention period	Temporary 20 years	7120-1	N1-95-88-2 10-20 yrs
158	7120	Equipment Development	Projects	Projects: All records relating to a specific project assigned for development and testing Case folders by projects Note 1 Equipment Development Centers (EDCs) maintain project records and reports Note 2 Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilm copies have been reviewed and found satisfactory	Temporary 20 years	7120-2	N1-95-88-2 10 yrs

New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
159	7120	Equipment Development	Reports	Reports: Includes progress reports and final reports on projects developed and tested by EDCs <u>Note 1</u> Equipment Development Centers (EDCs) maintain project records and reports <u>Note 2</u> Retention period begins when records no longer needed for administrative use <u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilm copies have been reviewed and found satisfactory	Temporary 20 years	7120-4	N1-95-88-2 5-20 yrs
160	7130	Fleet Equipment Management	Fleet Assignment and Utilization	Fleet Assignment and Utilization: Correspondence on assignment and use of motorized equipment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	7130-2	3-5 yrs
161	7130	Fleet Equipment Management	Fleet Equipment Acquisition, Identification, and Classification	Fleet Equipment Acquisition, Identification, and Classification: Records pertaining to fleet equipment acquisition, identification and classification <u>Note 1</u> Also see 6430 – Fleet Equipment Management <u>Note 2</u> For general records not associated with a specific vehicle or piece of equipment, close file at end of fiscal year and apply retention period <u>Note 3</u> For records associated with a specific vehicle or piece of equipment, retention period begins after equipment leaves agency custody/ownership	Temporary 5 years	7130-1	3-5 yrs
162	7130	Fleet Equipment Management	HRP Fleet Equipment	HRP Fleet Equipment: Records, including general correspondence, on the use of equipment by Human Resource Program (HRP) activities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	7130-7	N1-95-88-2 2-3 yrs
163	7130	Fleet Equipment Management	Interagency Motor Vehicle Pools and Systems	Interagency Motor Vehicle Pools and Systems: General records, including correspondence, on assignment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	7130-8	N1-95-88-2 2-3 yrs
164	7140	Geospatial	Aerial Photography – General	Aerial Photography – General: Records generally consist of email between the project managers and field technicians, contracting officers, vendors, regional remote sensing coordinators, regional geospatial program managers, the Aerial Photography Field Office, and the Remote Sensing Applications Center in Salt Lake City, Utah <u>Note 1</u> Close file at end of fiscal year, apply retention period <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-4	N1-95-88-2 2-3 yrs
165	7140	Geospatial	Aerial Photography – Projects	Aerial Photography – Projects: Case folders by projects, working papers and other data used in preparing maps for special projects <u>Note 1.</u> Retention period begins when project is completed	Temporary 6 years	7140-4-1	N1-95-88-2 Destroy when project is

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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> Aerial photographs associated with research activities are retained under file code 4110 – Timber Research Management Programs Do not retain aerial photographs under code 1640 – Audiovisual <u>Note 3</u> 'Geometronics' changed to 'Geospatial'			completed
166	7140	Geospatial	Cartographic Base Products – General	Cartographic Base Products – General Records include correspondence and other documents related to cartographic base program activities <u>Note 1</u> Close file at end of fiscal year, apply retention period <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-1	N1-95-88-2 2-3 yrs
167	7140	Geospatial	Coordination	Coordination. Records include documentation relating to coordination efforts, both internal and external, to optimize benefits from and meet simultaneously the needs that are specific to geospatial programs such as those carried out through the Forest Service partnership with the U S Geological Survey <u>Note 1</u> Close file and apply retention period when coordination effort ends and records are no longer needed for administrative purposes <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-8	N1-95-88-2 5 yrs
168	7140	Geospatial	Development – General Correspondence	Development – General Correspondence General correspondence related to geospatial development projects <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note</u> File correspondence related to a specific project in the project case file <u>Note 3</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-9	N1-95-88-2 2-3 yrs
169	7140	Geospatial	Development - Projects	Development – Projects: Records include imagery and GIS data pertaining to special development projects being carried out by the Geospatial Service and Technology Center (GSTC) <u>Note 1</u> Organize case folders by projects Retention period begins when project completed <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-9-1	N1-95-88-2 Destroy when project completed
170	7140	Geospatial	General	General: General records not retained under any other 7140 category <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140	N1-95-88-2 2-3 yrs
171	7140	Geospatial	Geographic Names	Geographic Names: Records include case files, correspondence from internal and external sources and other working papers related to geographic name cases <u>Note 1</u> Retention period begins when no longer needed for administrative use <u>Note 2</u> If microfilmed, destroy paper copy when ascertained that the microform has been made in accordance with GSA regulations and are adequate substitutes	Temporary 6 years	7140-6	N1-95-88-2 Destroy when no longer needed for administrative use

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				for the paper records <u>Note 3:</u> Official Geographic Names data is stored in the Geographic Names Information System (GNIS) maintained by the U S Geologic Survey (USGS) <u>Note 4</u> 'Geometronics' changed to 'Geospatial'			
172	7140	Geospatial	OMB Circular A-16 – Federal Geographic Data Committee	OMB Circular A-16 – Federal Geographic Data Committee. Records include the Agency's annual spatial data report to OMB and other responses to OMB data calls <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-8-1, 7140-8-2	N1-95-88-2 5 yrs
173	7140	Geospatial	Project Support – General	Project Support – General: Records include documentation including maps, imagery, and related working papers GIS data files may also exist and are scheduled separately <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2:</u> Organize by case/project file <u>Note 3</u> GIS data files may also exist and are scheduled separately <u>Note 4</u> 'Geometronics' changed to 'Geospatial'	Temporary 6 years	7140-3	N1-95-88-2 2-3 yrs
174	7140	Geospatial	Remote Sensing - General	Remote Sensing - General: Records generally consist of email between the project managers and field technicians, contracting officers, vendors, regional remote sensing coordinators, regional geospatial program managers, the Aerial Photography Field Office, and the Remote Sensing Applications Center in Salt Lake City, Utah <u>Note.</u> Close file at end of fiscal year, apply retention period	Temporary 6 years	7140-5	N1-95-88-2 2-3 yrs
175	7140	Geospatial	Remote Sensing Project Materials/Non-Imagery	Remote Sensing Project Materials/Non-Imagery: Records include information retained by project managers at the Remote Sensing Applications Center, regional offices, and/or ranger district or Forest Supervisor's office The case file will contain all notes and correspondence relating to the particular remote sensing project <u>Note 1:</u> Close file at end of fiscal year, apply retention period <u>Note 2</u> Geometronics – Remote Sensing – Projects has been changed to Geospatial – Remote Sensing Project Materials/Non-Imagery	Temporary 6 years	7140-5	N1-95-88-2 2-3 yrs
176	7140	Geospatial	Reports	Reports Records include documentation pertaining to Geospatial Program information reports GSTC Annual Report, reports to NFS, Secretary of Agriculture, etc <u>Note 1:</u> Close file at end of fiscal year, apply retention period	Temporary 6 years	7140-7	N1-95-88-2 5 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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> Geometronics changed to Geospatial			
177	7140	Geospatial	Special Projects	Special Projects: Case folders by projects, working papers and other data used in preparing maps for special projects <u>Note 1:</u> Retention period begins when project is completed <u>Note 2</u> Geometronics changed to Geospatial	Temporary 6 years	7140-3-1	N1-95-88-2 Destroy when project completed
178	7140	Geospatial	Visitor Information Maps – General	Visitor Information Maps – General Records include correspondence and other documents related to visitor information map program activities <u>Note 1:</u> Close file at end of fiscal year, apply retention period <u>Note 2</u> Geometronics changed to Geospatial	Temporary 6 years	7140-2	N1-95-88-2 2-3 yrs
179	7150	Surveying	General	General: Records Including correspondence, regarding location, marking, and posting of lines <u>Note</u> Retention period begins when records no longer needed for administrative or legal use	Temporary 10 years	7150	N1-95-88-2 2-3 yrs
180	7150	Surveying	Remonumentation	Remonumentation: Organize by type, such as Forest Service, BLM, private, and other <u>Note 1</u> Retention period begins when records no longer needed for administrative or legal use <u>Note 2</u> Regions should work with each State to determine the legal status of digital electronic survey records Where digital electronic survey records are acceptable as legal evidence and/or original data are on file with a State or local Government unit, the records should be maintained in accordance with the appropriate local, state and federal provisions governing official survey records The official agency record copy must be maintained in medium specified by FSH 6209 11, Chapter 40	Temporary 10 years	7150-2	N1-95-88-2 5 yrs or when no longer needed for administrative use
181	7150	Surveying	Reports	Reports: Records include individual survey reports for each land survey documenting how the land survey as completed and pertinent facts and information supporting the survey plat, as well as annual reports on survey activities and associated supporting documentation <u>Note 1</u> Retention period begins when records no longer needed for administrative or legal use <u>Note 2</u> Regions should work with each State to determine the legal status of digital electronic survey records Where digital electronic survey records are acceptable as legal evidence and/or original data are on file with a State or local Government unit, the records should be maintained in accordance with the appropriate local, state and federal provisions governing official survey records	Temporary 10 years	7150-3	N1-95-88-2 5 yrs or when no longer needed for administrative use

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				The official agency record copy must be maintained in medium specified by FSH 6209 11, Chapter 40 <u>Note 3</u> A copy of the survey report may be retained under this file code category All original survey records, reports and survey plats are permanent records and shall not be destroyed, but must be properly retained and archived according to federal records standards found in FSH 6209 11, Chapter 40, 7150 – Surveying – Surveys			
182	7160	Signs and Posters	General	General: Records, including correspondence regarding, all signs and posters—cardboard, metal, wood, plastic—whether on roads, trails, airports, portals, recreational area, use, or for informational, educational, or regulatory purposes <u>Note 1</u> File records pertaining to procurement of these items under the 6300 series <u>Note 2:</u> Retention period begins when records no longer needed for administrative or legal purposes	Temporary 10 years	7160	N1-95-88-2 2-3 yrs
183	7160	Signs and Posters	Sign Planning	Sign Planning: Includes all records pertaining to the development and maintenance of the Sign and Poster Guidelines for the Forest Service (EM 7100-15), as well as any sign plan developed at any scale Sign plans done in conjunction with road or site construction or reconstruction should be retained with the specific construction or reconstruction documents <u>Note:</u> Retention period begins when records no longer needed for administrative or legal purposes	Temporary 10 years	7160-1	N1-95-88-2 5-10 yrs
184	7160	Signs and Posters	Sign Installation, Inspection, and Maintenance	Sign Installation, Inspection, and Maintenance: All records relating to sign installation, inspection, and maintenance activities <u>Note.</u> Retention period begins when records no longer needed for administrative or legal purposes	Temporary 10 years	7160-2	N1-95-88-2 5-10 yrs
185	7160	Signs and Posters	Sign Inventory	Sign Inventory: Documentation and reports, including correspondence, associated with the sign inventory database system/application and repository <u>Note 1:</u> Sign inventory database system/application and repository will be scheduled separately with other electronic systems/applications and repositories <u>Note 2:</u> Retention period begins when database system/application and repository discontinued and records no longer needed for administrative or legal purposes	Temporary 10 years	7160-3	N1-95-88-2 5-10 yrs
186	7170	Materials Engineering	General	General: Records, including correspondence, related to geotechnical and materials engineering not covered elsewhere in this schedule <u>Note:</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	7170	N1-95-88-2 3 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
187	7300	Buildings and Other Structures	General	General: Includes correspondence and other documentation regarding buildings and other structures, not covered elsewhere in this schedule Note: Close file at end of fiscal year and apply retention period	Temporary 3 years	7300	N1-95-88-2 2-3 yrs
188	7310	Buildings and Related Facilities	General	General: Records, including correspondence, not covered elsewhere in this schedule, regarding buildings and related facilities Note: Close file at end of fiscal year and apply retention period	Temporary 10 years	7310	N1-95-88-2 2-3 yrs
189	7320	Passenger Ropeways tramways, funiculars, ski lifts, conveyors, and tows	General	General: Includes correspondence and other records regarding tramways, ski lifts, and tows not covered elsewhere in this schedule Note: Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years	7320	N1-95-88-2 2-3 yrs
190	7410	Administration	General	General: Records, including general correspondence, associated with administration of public health and pollution control facilities not covered elsewhere in this schedule Note: Close file at end of fiscal year and apply retention period	Temporary 10 years	7410	N1-95-88-2 2-3 yrs
191	7420	Drinking Water	General	General: Records, including correspondence, regarding drinking water systems managed by or located on National Forest lands, and not covered elsewhere in this schedule Note: Close file at end of fiscal year and apply retention period	Temporary 10 years	7420	N1-95-88-2 2-3 yrs
192	7430	Waste Water	General	General: Records, including correspondence, regarding waste water storage and treatment, not covered elsewhere in this schedule Note: Close file at end of fiscal year and apply retention period	Temporary 10 years	7430	N1-95-88-2 2-3 yrs
193	7460	Solid Waste Systems	General	General: Records, including correspondence and other documentation, regarding solid waste systems, not covered elsewhere in this schedule Note: Close file at end of fiscal year and apply retention period	Temporary 10 years	7460	N1-95-88-2 2-3 yrs
194	7490	Food Service	General	General: Includes general correspondence related to the operation of food service facilities, coordination between States or other Federal agencies, State and local health agencies, and Regional Offices of the Forest Service Note 1: Close file at end of fiscal year and apply retention period Note 2: Excludes correspondence concerning a specific site. File reports, inspection results, and other site-specific correspondence in 7490-Project Case Files	Temporary 10 years	7490	N1-95-88-2 3 yrs
195	7500	Water Storage and Transmission	General	General: General correspondence and other records regarding water storage and transmission not covered elsewhere in this schedule	Temporary 3 years	7500	N1-95-88-2 2-3 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

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			
196	7510	Project Administration	General	General: Records relate to project classification system and project administrative review, approval and supervision, inventory, operation, maintenance, inspection of water storage, transmission structures <u>Note 1:</u> Close file when administrative use ceases and apply retention period <u>Note 2:</u> File site specific information under the appropriate permanent 7510 files	Temporary 3 years	7510	N1-95-88-2 2-3 yrs
197	7530	Construction	General	General: Information relating to construction, inspection, and management for Forest Service and special-use projects, and certification <u>Note 1:</u> Close file at end of fiscal year and apply retention period <u>Note 2:</u> Records, including correspondence, associated with a specific site/project are to be filed in the project or case file under 7510	Temporary 3 years	7530	N1-95-88-2 2-3 yrs
198	7570	Dam-Management System	General	General: Records, including correspondence, regarding dam management systems, not covered elsewhere in this schedule <u>Note:</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years	7570	N1-95-88-2 2-3 yrs
199	7610	Electrical Systems	General	General: Correspondence and records regarding electrical systems, electrical system projects, and related records not covered elsewhere in this schedule <u>Note 1:</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2:</u> Create case files as needed	Temporary 10 years	7610, 7610-1	N1-95-88-2 2-3 yrs, 10 yrs
200	7620	Electrical Transmission (Reserved)	General	General: Correspondence and records regarding electrical transmission, electrical transmission projects, and related records not covered elsewhere in this schedule <u>Note 1:</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2:</u> Create case files as needed	Temporary 10 years	7620, 7620-1	N1-95-88-2 2-3 yrs, 10 yrs
201	7630	Electrical Distribution (Reserved)	General	General: Records, including correspondence regarding electrical distribution, associated projects, and related records not covered elsewhere in this schedule <u>Note 1:</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2:</u> Create case files as needed	Temporary 10 years	7630, 7630-1	N1-95-88-2 2-3 yrs, 10 yrs
202	7640	Electrical Service	General	General: Records, including correspondence, regarding electrical service, associated projects, and related records not covered elsewhere in this schedule <u>Note:</u> Retention period begins after the life of the facility ends	Temporary 10 years	7640, 7640-1	N1-95-88-2 2-3 yrs, 10 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
203	7650	Premises Wiring System	General	General: Records, including correspondence, regarding premises wiring systems, associated projects, and related records not covered elsewhere in this schedule Note: Retention period begins after the life of the facility ends	Temporary 10 years	7650, 7650-1	N1-95-88-2 2-3 yrs, 10 yrs
204	7660	Electrcnal Utilization Equipment	General	General: Records, including correspondences, not covered elsewhere in this schedule, regarding electrical utilization equipment and associated projects Note: Retention period begins after the life of the facility ends	Temporary 10 years	7660, 7660-1	N1-95-88-2 2-3 yrs, 10 yrs
205	7700	Travel Management	General	General Records, including correspondence, not covered elsewhere in the records schedule for the 7700 series Note Close file at end of fiscal year and apply retention period	Temporary 10 years	7700	N1-95-88-2 2-3 yrs
206	7700	Travel Management	Reports	Reports: Records include reports and supporting documentation analyzing risk factors pertaining to a proposed designation of a road for motorized mixed use, that is signed by a qualified engineer, and that is presented to the responsible official. The report may identify alternatives, as well as risks associated with those alternatives, for mitigation of factors contributing to the probability and severity of crashes Note 1: Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period Note 2: Records, including correspondence, associated with a specific MOU, agreemeent, site, or project are to be filed in the applicable project or case file	Temporary 10 years	7700-1	N1-95-88-2 5-10 years
207	7710	Travel Planning	General	General: Records, including correspondence, to broad to file under a specific project or case file, pertaining to roads, trails, highways, airfields, other special facilityes, and traffic control systems Note Close file at end of fiscal year and apply retention period	Temporary 10 years	7710	N1-95-88-2 2-3 yrs
208	7710	Travel Planning	Larger than Project Scale Travel Analysis	Larger than Project Scale Travel Analysis Includes Forest development transportation plans and documents related to alrger than project scale Travel Analysis Note 1 Retention period starts after last update Note 2 Subheading changed, formerly Transportation Plans	Temporary 10 years	7710-3	N1-95-88-2 5-10 yrs
209	7710	Travel Planning	Project Scale Travel Analysis	Project Scale Travel Analysis (case folders) Case studies pertaining to area or project planning prior to or not related to the development of a project Note 1 Retention period starts after last update Note 2 Subheading changed, formerly Transportation Studies and Analysis	Temporary 10 years	7710-2	N1-95-88-2 3-5 yrs
210	7720	Development	Forest Highway	Forest Highway Projects: Records documenting forest highway projects	Temporary	7720-2-1	N1-95-88-2

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Projects	<u>Note 1</u> : Create case folders by projects <u>Note 2</u> Retention period begins after completion of project	10 years		7+ yrs
211	7720	Development	General	General : Records, including correspondence, not found elsewhere in this schedule, relating to transportation development and program management <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	7720	N1-95-88-2 2-3 yrs
212	7720	Development	General Forest Highway	General Forest Highway : Records, including correspondence, not covered elsewhere in this schedule, relating to road construction <u>Note 1</u> Subheading changed, formerly Road Construction <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	7720-1-2	N1-95-88-2 2-3 yrs
213	7720	Development	Road Construction Projects	Road Construction Projects Records documenting road construction project activities <u>Note 1</u> Create case folders by project <u>Note 2</u> Retention period begins after completion of project <u>Note 3</u> Subheading changed, formerly Forest Highways	Temporary 10 years	7720-2	N1-95-88-2 2-3 yrs
214	7720	Development	Road Preconstruction Projects	Road Preconstruction Projects : Records documenting road project preconstruction activities <u>Note 1</u> Create case folders by projects <u>Note 2</u> Retention period begins after completion of project <u>Note 3</u> Subheading changed, formerly Road Projects	Temporary 10 years	7720-1-4	N1-95-88-2 7+ yrs
215	7720	Development	Specifications	Specifications : All documentation related to development of standard specifications, including National and Regional supplemental specifications Documents pertaining to Special Project Specifications should be kept with the project file The specifications are stored in an electronic database that has been scheduled separately from this item <u>Note 1</u> Subheading changed, formerly Trails <u>Note 2</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years	7720-3	N1-95-88-2 2-3 yrs
216	7730	Road System Operations and Maintenance	Design Records	Design Records : Road by road design records necessary to advise operation and maintenance decisions <u>Note 1</u> Create case folders by projects <u>Note 2</u> Retention period begins when road decommissioned <u>Note 3</u> Subheading changed, formerly Road Maintenance Projects	Temporary 20 years	7730-4-1	N1-95-88-2 10-20 yrs
217	7730	Road System Operations and	Engineering Studies	Engineering Studies : Includes motorized mixed use studies and traffic engineering studies for sign warrants	Temporary 20 years	7730-1-1	N1-95-88-2 5-10 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Maintenance		<p><u>Note 1</u> Organize by study</p> <p><u>Note 2:</u> Subheading changed, formerly Traffic Studies</p> <p><u>Note 3</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p>			
218	7730	Road System Operations and Maintenance	General	<p>General Records, including correspondence, not covered elsewhere in this schedule, pertaining to road system operations and maintenance</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	7730	N1-95-88-2 2-3 yrs
219	7730	Road System Operations and Maintenance	General ERFO Event Specific Records	<p>General Emergency Relief for Federally Owned Roads (ERFO) Event Specific Records: Records associated with the General Emergency Relief for Federal Owned Roads program administered by the Federal Highway Administration that provides funding for repair and reconstruction of federally-owned roads and trails damaged or destroyed by natural disasters over a wide area or by catastrophic failures from external causes</p> <p><u>Note 1</u> Create case folders by projects</p> <p><u>Note 2</u> Retention period begins when road decommissioned</p> <p><u>Note 3</u> Subheading changed, formerly Forest Highway Maintenance</p>	Temporary 20 years	7730-6	N1-95-88-2 10 yrs
220	7730	Road System Operations and Maintenance	Intermodal Transportation Operations and Maintenance	<p>Intermodal Transportation Operations and Maintenance: Records include documentation of operation and maintenance activities associated with intermodal transportation routes</p> <p><u>Note 1</u> Create case folders by projects</p> <p><u>Note 2</u> Retention period begins after completion of project</p> <p><u>Note 3</u> Subheading changed, formerly Forest Highway Maintenance Projects</p> <p><u>Note 4</u> Includes trail maintenance, water facility maintenance, airfield maintenance, and airfield maintenance</p>	Temporary 20 years	7730-6-1, 7730-7, 7730-7-1, 7730-8, 7730-8-1, 7730-9, 7730-9-1	N1-95-88-2 10-25 yrs
221	7730	Road System Operations and Maintenance	Permits and Agreements	<p>Permits and Agreements: Including road permits, agreements, closures, enforcement procedures, etc., for roads, trails, and other facilities)</p> <p><u>Note 1</u> File a copy of road/trail closure orders under 5530 Law Violations – Closure Orders</p> <p><u>Note 2</u> Subheading changed, formerly Regulation and Control</p> <p><u>Note 3</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p>	Temporary 20 years	7730-3	N1-95-88-2 5-10 yrs
222	7730	Road System Operations and Maintenance	Road Maintenance – COOP Work and CWFS	<p>Road Maintenance Plans – Coop Work and CWFS Expenditures: Includes records and documentation relating to road maintenance plans involving cooperative work and CWFS expenditures</p> <p><u>Note</u> Retention period begins when cooperative work ends or after expenditure</p>	Temporary 20 years	7730-4	N1-95-88-2 10 yrs

FSH 6209.11, Chapter 40
New Temporary and Changes to Currently Approved Retention Schedules

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Expenditures	of collected funds			
223	7730	Road System Operations and Maintenance	Road Maintenance Plans - Annual	Road Maintenance Plans - Annual: Includes records and documentation relating to annual road maintenance plans <u>Note</u> Retention period begins at end of planning period	Temporary 20 years	7730-4	N1-95-88-2 10 yrs
224	7730	Road System Operations and Maintenance	Road Management Objectives	Road Management Objectives: Records relating to development of Road Management Objectives (RMO) <u>Note 1</u> Retention period begins when RMO superseded or road decommissioned <u>Note 2:</u> Subheading changed, formerly Traffic Management Operations	Temporary 20 years	7730-1	N1-95-88-2 5 yrs
225	7730	Road System Operations and Maintenance	Structure Maintenance	Structure Maintenance: Maintenance records for structures located on National Forest lands <u>Note 1</u> Retention period begins when structure decommissioned <u>Note 2</u> Establish and maintain case file for each structure	Temporary 20 years	7730-5, 7730-5-1	N1-95-88-2 10 yrs
226	7730	Road System Operations and Maintenance	Traffic Counts	Traffic Counts: Includes all records related to traffic counts <u>Note 1</u> Supervisor's Office maintains official record, do not send to FRC <u>Note 2:</u> Subheading changed, formerly Road Users Cost Sharing	Temporary 20 years	7730-2	N1-95-88-2 5-10 yrs