

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-095-10-11</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) US Forest Service		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3803a, 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Shirley Ann Bara	5 TELEPHONE NUMBER 503-808-2825	DATE <i>4/30/2010</i> 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 <u>5</u> 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 <i>6/11/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Monica K. McQueen</i>		TITLE <i>Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Total Resource Information (TRI) Data includes annual snapshots about the status of various resources on Forest Service (FS) land. Initially, this information covered resources in Oregon and Washington (Forest Service Pacific Northwest Region), though may have later been used by other FS offices beyond the Pacific NW Region (Region 6).</p> <p>The information covered by this schedule was produced during the initial implementation of geospatial databases. Snapshots were recorded onto microfiche and span a period from the 1970s through 2000.</p> <p>In Region 6, the TRI data was turned back to the units to manage and each forest used the data as needed and as funds allowed. Forests used various methods to migrate the information, or not. Some forests migrated the data into current information systems. Some units kept the data stored on microfiche and did not use it. Some data was migrated it into various other systems between 1970-2000.</p> <p>(See attached pages)</p>		<i>4/30/2012</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The TRI data is a unique collection and has historical value. Information that was migrated into current electronic systems cannot be retrieved for historical research.</p> <p>A more thorough description follows, along with a proposed disposition schedule for this data.</p> <p>Regional specialists in natural resources, geospatial databases, and management agree that this data is an important historical record.</p> <hr/> <p>TRI System (Total Resource Information) Description of Organization and Components</p> <p>TRI MANUAL MAP BASE & COMPUTER DATABASE APPLICATION</p> <p>Ortho-photo hardboards provided the base mapping format for the TRI System.</p> <p>Hardboards produced for forest ranger districts were named following forest-defined convention of a compartment number and name. Within each compartment, individual polygons were established and given unique cell numbers. Forest ranger district units used both components of the TRI system, the manual mapping system and the tabular database to track polygon characteristics including vegetation information, management activities, exams and surveys, and to tie various land management objectives and/or classifications to the compartment cells using the TRI Subsystem layers and coding scheme.</p> <p>Compartment ortho photos provided the base for the clear overlay that contained cell polygons that were delineated to reflect current state of known or interpreted ground condition for those characteristics and requirements as defined in the documentation of the Pacific NW Regional Total Resource Information (TRI) System.</p> <p><u>TRI COMPONENTS</u> COMPARTMENT/CELL ORTHO PHOTO HARDBOARD</p>		

	<p>COMPARTMENT/CELL CLEAR CELL OVERLAY</p> <p>TRI-ORACLE TABLE(S) (Fort Collins Database was extracted and each Forest Unit provided ORACLE TABLE(S) with their data)</p> <p>TRI MANUAL SUB-SYSTEM LAYERS</p> <p>In general, the TRI layers listed below were managed as sub-system information and kept current, the thematic resource information identified on these manual overlays were to be used in conjunction with the TRI Compartment/Cell hardboard ortho-photo base In addition, codes from these thirteen sub-systems were assigned to the compartment/cell polygon and entered into the tabular database</p> <p><u>TRI COMPONENTS</u></p> <p>AQUATIC ECOCLASS GENETIC LANDLINE MINERALS PREATTACK RANGE RECREATION SENSITIVE SOILS TIMBER VISUAL WILDLIFE</p> <p>TRI MICROFILM</p> <p>Microfilm records were completed on a schedule, in general it was completed once a year, and included the capturing and storing on microfiche of the forest ranger district unit hardcopy paper records, locator maps for each unit showing their configuration of compartments, the hard boards and cell overlays, and each subsystem were micro-filed along with the units activity cards, survey and exam paper records including vegetation plot cards, field forms, and computer generated reports from applications like a formal stand exam program</p> <p>In addition, the TRI system defined specific tabular attribute requirements to be entered for activities, exams and various other fieldwork documents Required information was taken from the hardcopy records that were microfilmed and entered into the appropriate cell record in the tabular database A microfiche record of the "master cell file" which</p>		
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provided a snapshot in time of the tabular data was also provided from the database once a year Note The database was located at a centralized computer at Fort Collins, Colorado when microfiche was processed for each of the forest ranger district units

Each forest ranger district office could also microfilm completed Environmental Impact Statements (EISs), Environmental Assessments (EAs)

TRI COMPONENTS

MASTER CELL FILE - Microfilm of cell data from the oracle database (Fort Collins)

INDEX ACTIVITIES - Locator Map for Compartments

INDEX ACTIVITIES - Accomplishment Reports

INDEX ACTIVITIES - Filmed activities by Compartment and Compartment maps

CELL FILE CODES - (printed all codes from microfilm)

FIELD EXAMS - Stand Exam Codes (comes from the R-6 Stand Exam User Guide)

FIELD EXAMS - Filmed exams by Compartment

Also microfilmed were EISs and EAs

TRI System

(Total Resource Information)
Proposed Disposition Schedule

Total Resource Inventory "TRI" Data TRI Data geospatially describes National Forest Stands in Oregon and Washington This information was gathered from the 1970s to 2000 and reports on forest resources and activities. Information captured includes tree species, insect, disease and fire damage, threatened and endangered species, habitat, soils, vegetation, terrain, and forest management activities such as thinning, harvesting, recreation usage, and other information/ activities on Forest Service land

a) Database

Databases that contain the TRI data sets

Retention PERMANENT

Transfer a copy of the master file to NARA The transfer will include all previous data sets and take place upon approval of this schedule and validation and verification of the database Consult with

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NARA to determine the applicable format standards at the time of transfer

b) Input documents.

(1) Input documents, forms, and data used to capture stand information and used solely for data input into the database described in (a) This may include activity cards and stand exams There may also be draft working copies, raw data, input forms, microform copies, and other materials used as source data for database entries All natural resources Information contained in the latter has been entered into a database described in (a), verified, is fully retrievable and is no longer needed

Retention TEMPORARY

Destroy after data input, verified as correct and complete, and input documents no longer needed

(2) Hard copy and microfiche TRI data that is not included in a database or not retrievable in a query requesting a specific period

Retention. PERMANENT

Ship the data to the Federal Records Center (FRC) when no longer needed on site Transfer to the National Archives when data is 25 years old

c) Reports

(1) Record and Case File Reports

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

Retention File with records of activity for which report created Retain according to the retention period of case file or report.

(2) Convenience and Reference Reports

Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution Decisions and

GRS 20.2

Withhold 4/30/2012

GRS 20.16

GRS 20.16

management activities were not based on the report

Retention TEMPORARY

Destroy when no longer needed

d.) Databases Documentation

System documentation for database described in (a), such as data dictionaries, table structures, manuals, description of coded information and other system documentation

Retention PERMANENT

Transfer current copy of system documentation to NARA when transferring database

GRS 20.112

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