REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-95-12-05

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
NWML, ROOM 2100
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
2/22/12

1 FROM (Agency or establishment)
USDA/Forest Service

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER
Monica McGee

5 TELEPHONE NUMBER
(202) 205-0442

DATE
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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE
2/22/2012

SIGNATURE OF AGENCY REPRESENTATIVE
Monica McGee

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

115-109   PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

05/16/2013

Forest Service
4000 series file codes
New and/or Previously Unscheduled

N1-95-12-5

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD

1	4000	Research and Development	Statistical Reports	Records include statistical reports for each State, following coverage by an initial inventory and by each subsequent reinventory. Statistical reports for Regions, Survey units, and counties are optional. Reports compare principal statistics with similar data from previous surveys or estimates, and indicate the extent to which differences are attributable to such factors as changes in forest conditions, or differing accuracy standards, definitions, and techniques.
				
				    Statistical reports should also include an appraisal of the outlook for timber supplies in terms of available cut, study, and technical opportunities for improving the future supply situation. Statistical reports for counties or Survey units may be issued at the option of Forest Service Research Stations. The release of county statistics should be accompanied by a statement on reliability and a word of caution regarding the use of statistics with high sampling errors.
				
				    Final reports may be included in other reports included elsewhere in this schedule, though an official copy of the report should be retained under this filecode.
				Note: Close file when report issued and apply retention period
					Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled

2	4020	Research Data Management	General	Records, including general correspondence, associated with Forest Service research data management activities not covered elsewhere in this retention schedule. Includes information regarding prospective and restrospective archive-related budget and performance information. Documentation includes communication with Research Stations regarding archive activities Note: Close file at end of fiscal year and apply retention period	Temporary, 30 years (FY)	New Not Previously Scheduled	New Not Previously Scheduled
3	4020	Research Data Management	Policies and Procedures	Records include policies and procedures for research data archiving and management Note: Close file at end of fiscal year and apply retention period	Temporary, 30 years (FY)	New Not Previously Scheduled	New Not Previously Scheduled
4	4020	Research Data Management	Research Data Archive	Records include the formal archive research data products developed from Forest Service Research and Development studies (original study data scheduled separately) Note 1: Database systems and applications holding archive data products consisting of structured research data are scheduled separately Note 2: Close file at end of fiscal year and apply retention period Note 3: Transfer closed file to NARA in 5 year blocks when most recent is 50 years old Note 4: Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent	PERMANENT (FY)	New Not Previously Scheduled	New Not Previously Scheduled

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				records to custody and ownership of NARA Note 5 As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service Note 6 Store closed hardcopy records at FRC until eligible for transfer to NARA custody			
5	4900	Emerging Research Areas	General	General records, including correspondence, regarding development of Emerging Research Areas (ERAs) ERAs rest on a science foundation structured around Research and Development's (R&D's) Strategic Program Areas In 2012 the five (5) ERAs are • Climate Change Adaptation research to improve the resiliency of forests, rangelands and aquatic areas, and mitigating the adverse impacts of climate change through trees, forests, and forest ecosystems • Biofuels Alternative energy sources and new markets that contribute to energy security and independence while reducing greenhouse gases • Urban Natural Resources Stewardship The management, protection, and stewardshiop of urban natural resources to improve people's lives • Nanotechnology Leading-edge innovations in the development of wood products • Water Management and Restoration Best management practices designed to protect and restore watersheds that enhance water quantity and quality Note 1 The list of Emerging Research Areas will change over time at R&D's discretion as new research areas come into being Note 2 Close file at end of fiscal year and apply retention period Note 3 Transfer closed file to NARA in 5 year blocks when most recent is 15 years old Note 4 Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA Note 5 As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service Note 6 Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	New, not previously scheduled	New, not previously scheduled
6	4910	Programs (Emerging Research Areas)	Problem Analysis	Research and Development (R&D) problems associated with emerging research areas Includes specific questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled

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				process, including an analysis of the feasibility of conducting R&D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&D to problems of higher priority Note 1 Create case files as needed Note 2 Close file when problem resolved and apply retention			
7	4910	Program (Emerging Research Areas)	Program Formulation	Policy, program formulation, and management records, including correspondence, regarding regarding development of Emerging Research Areas (ERAs) ERAs rest on a science foundation structured around Research and Development's Strategic Program Areas In 2012 the five (5) ERAs are • Climate Change Adaptation research to improve the resiliency of forests, rangelands and aquatic areas, and mitigating the adverse impacts of climate change through trees, forests, and forest ecosystems • Biofuels Alternative energy sources and new markets that contribute to energy security and independence while reducing greenhouse gases • Urban Natural Resources Stewardship The management, protection, and stewardshiop of urban natural resources to improve people's lives • Nanotechnology Leading-edge innovations in the development of wood products • Water Management and Restoration Best management practices designed to protect and restore watersheds that enhance water quantity and quality Set up individual folders, as needed, for specific programs such as economics, facilities, resources, and users Note 1 Establish case files as needed Note 2 Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
8	4910	Programs (Emerging Research Areas)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters Types of research work units include pioneering research work units, multifunctional	Temporary, 30 years, (FY)	New, not previously scheduled	New, not previously scheduled

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				research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions Note Close file at end of fiscal year and apply retention period			