

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions in reverse)

LEAVE BLANK

JOB NO.

N1-95-87-1

DATE RECEIVED

10-14-86

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Lands (2700 Special-Uses Management)

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

235-2539

DATE

3-26-87

ARCHIVIST OF THE UNITED STATES

Frank A. Burke

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

10-9-86

Mary H. Davis

Records Management Officer

7.
ITEM
NO.8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

One mission of the Forest Service Lands Staff is to authorize the Special use of National Forest System lands by public agencies, private industry, and individuals. Special-Uses are authorized as permits, term permits, temporary permits, leases, or easements for roads, pipelines, power-lines, electronic sites, archeological or paleontological explorations, recreation facilities, and so forth.

Withdrawals are a management tool for withholding an area of the National Forest System from settlement, sale, location, or entry in conflict with Forest Service. Withdrawals may also transfer jurisdiction of lands for same purposes.

The Forest Supervisor level approves and issues most authorizations,, The District Ranger level generally has responsibility for on-the-ground administration of the special authorizations.

The 2700 series was generally approved under NN-166-136 (March 6, 1966). The 2730 portion of the series was expanded under NC1-95-78-2 (December 22, 1977); the same section was revised under NC1-95-82-14 (December, 1982). This schedule supersedes all items in any of these schedules.

All changes made to this proposed schedule have been approved by:

Redund Williams

NARA appraiser

3/4/87

date

Mary H. Davis

Agency representative

3-4-87

date

3/30/87 Agency, NNF, NNA

- 1 **2700 Special Uses Management** (Includes general correspondence and records of a routine nature related to special use management.) Establish subject files as needed.

NN-166-136
#177

All Offices: Destroy records when 3 years old.

- 2 **2700-1 Inquiries** (Includes routine transmittals and acknowledgements for the 2700 series.)

All Offices: Destroy records when 3 months old.

- 3 **2710 Special Use Authorizations** (Includes general correspondence and documents related to special use applications; the preparation and administration of special use permits; fee regulations, fee systems and fee administration.) Establish subject folders as needed.

NN-166-136
#178

All Offices: Destroy records when 3 years old or no longer needed for administrative use.

- 4 **2710-2 Administrative Studies** (Includes appraisals and studies to revise special use fees and studies assessment and evaluation.)

Washington Office & Regions: a) Studies. Permanent. Transfer to the National Archives in 5 year blocks when 10 years old. b) Supporting documentation. Destroy when 5 years old.

All Other Offices: (Copies) Destroy when no longer needed.

- 5 **2720 Special Use Administration** (Includes general correspondence and records on current and newly recognized kinds of land uses. File correspondence on specific cases in case files.)

NN-166-136
#179

Washington Office: Permanent. Transfer to the National Archives in 5 year blocks when ^{newest records are} 5 years old.. Destroy extraneous material when permanent records are transferred to the National Archives.

All other offices: Destroy records when 5 years old or no longer needed for administrative use.

- 6 **2720-1 Applications** (file consist of applications and supporting documentation used in determining whether to issue a permit.)

All Offices: If application is approved, establish case file under 2720-2 or 2720-3. If disapproved, file here and destroy when 10 years old or when administrative use ceases, whichever comes first. If withdrawn, destroy when reference value ceases.

NOTE: File appeals under 1570.

- 7 **2720-2 Special Use Permits** (Case file includes active authorizations, superseded authorizations on the same facility, correspondence and reports except material under 2730, 2770 and 2820. See sec. 44.4 for retention period for records created under Alaska Native Claim Settlement Act of 1971). Establish casefile by kind of use, permittee and other identifying information.

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value ceases.

Supervisor's Office: Destroy records 5 years after case file is closed.

- 8 **2720-3 Easements** (Case file includes correspondence, applications, letters of approval, documents on the easements granted, and so forth.) Arrange folders by project name or number.

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value ceases.

Supervisor's Office: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the casefile material in the office. Destroy after project is terminated and no longer needed for administrative use.

- 9 **2730 Road and Trail Right-Of-Way-Grants**
(Includes correspondence related to right-of-way grants, not related to a specific case.)

NC1-95-78-2
1

All Offices: Destroy records when 3 years old.

- 10 **2730-1 Applications** (file consist of applications and supporting documentation used in determining whether to issue a permit.)

NC1-95-82-14
2

All Offices: If application is approved, establish case file under 2730-2, 2730-3-1,3-2, OR 3-3. If disapproved, file here and destroy when 10 years old or when administrative use ceases, whichever comes first. If withdrawn, destroy when reference value ceases.

NOTE: File appeals under 1570.

- 11 **2730-2 Department of Transportation Easements**
(Case file includes correspondence, applications, letters of approval, documents on the easements granted, and so forth. See sec. 44.4 for retention period for records created under Alaska Native Claim Settlement Act of 1971.) Arrange folders by project name or number.

NC1-95-82-14
1

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.

Supervisor's Office: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the casefile material in the office. Destroy when project is terminated and longer needed for administrative use.

- 12 **2730-3 Rights-of-Way Authorizations** (Includes general correspondence not related to a case file.)

All Offices: Destroy records when 5 years old.

- 13 **2730-3-1 Permits** (Case file includes application, active authorizations, correspondence, reports, and so forth.) Establish casefile by kind of use, permittee and other identifying information.

NC1-95-78-2
3

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.

Supervisor's Office: Destroy records 5 years after case file is closed.

- 14 **2730-3-2 FLPMA Easements** (Federal Land Policy and Management Act easements authorize rights-of-way grants outside of designated wilderness who pay a road fee. Case file includes correspondence, application, easement granted, and so forth.) Arrange folders by project name or number.

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.

Supervisor's Office: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the casefile material in the office. Destroy after project is terminated and no longer needed for administrative use.

- 15 **2730-3-3 FRTA Easements** (Forest Road and Trail Act Easements authorizes the issuance of easements to landowners who join the Forest Service in providing permanent road systems the serves lands administered by both parties. Case file includes correspondence, applications, easement granted, and so forth.) Arrange folders by project name or number.

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.

Supervisor's Office: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the casefile material in the office. Destroy after project is terminated and no longer needed for administrative use.

2740 Memorandums of Understanding (Deleted. File existing records under 1530, 1540, or 1580 and apply the retention period.)

NN-166-136
181

2750 Easements (Deleted. File existing records under the appropriate secondary or tertiary file codes in the 2700 series.)

NN-166-136
182

- 16 **2760 Withdrawals** (Includes general correspondence not related to a specific withdrawal.)

NN-166-136
183

All Offices: Destroy records when 3 years old.

- 17 **2760-1 Forest Service Withdrawals** (Case file consisting of the report of the withdrawal including the mineral report, correspondence with Bureau of Land Management, copies of published order establishing or altering the withdrawal and other pertinent records.)

All Offices: Upon completion of withdrawal action, transfer the case file to 5490-3 Land Status Record Title to become a permanent title file. See file designation 5490-3 for retention instructions for title records.

- 18 **2760-2 Other Agency Withdrawals Of National Forest Service Lands** (Case file consisting of the report on the withdrawal including mineral report, correspondence with Bureau of Land Management, copies of published order regarding the purpose of the withdrawal and other pertinent records.)

All Offices except SO: Upon completion of withdrawal action, transfer title evidence in the case file to 5490-3 Land Status Record Title to become a permanent title file. See file designation 5490-3 for retention instructions for title records.

Destroy the non-title record material in the case file 10 years after the case file is closed.

Supervisor's Office: Retain a project file containing information, correspondence and agreements necessary for continuing management and coordination of the withdrawal use. Destroy 10 years after the withdrawal is vacated.

- 19 **2770 Federal Power Act Projects** (Includes general correspondence not related to a specific project.)

All Offices: Destroy records when 3 years old.

- 20 **2770-1 Preliminary Permits/Investigation Special-Use Permits** (file consist of applications and supporting documentation used in determining whether to issue a permit.)

All Offices: If permit is followed with an application for license or exemption, follow procedures for 2770-2. If not followed with an application for license or exemption, destroy 5 years after the preliminary permit or proposal becomes inactive.

NOTE: File appeals under 1570.

- 21 **2770-2 Licensed and Exempt Projects** (Case file includes active Federal Energy Regulatory Commission and Forest Service project applications, authorizations, correspondence, reports, and so forth.) Establish authorization or easement casefile by project name, number, applicant and other identifying information.

All Offices but Supervisor's Office: Send any official records to the Supervisor's Office for intergration with the official file. Destroy duplicate copies of case file material when reference value cease.

Ranger District: If RD maintains the official file, apply the Supervisor's Office retention period.

Supervisor's Office:

(1) Disposition instructions if special use permit is issued: Destroy case file 10 years after project is terminated. If denied, destroy 5 years after application is denied.

(2) Disposition instructions if easement is issued: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Destroy case file after project is terminated and no longer needed for administrative use.

- 22 **2780 Terms and Conditions** (Includes general correspondence related to the purpose, meaning, and utility of approved clauses; and records documenting the development, review, and approval of general purpose clauses and special purpose clauses.)

Washington Office, Regions and Area: Originating Unit: Destroy records when 20 years old. If the clause is not adopted, destroy when reference value ceases.

All Other Offices: Destroy records when 5 years old.

- 23 **2790 Reports** (Includes the Forest Land Use Report FLUR) which is information on special-use authorizations as an in-house management tool for control, budgetary, and planning purposes.)

All Offices: Destroy print-outs when no longer needed.