

**REQUEST FOR RECORD DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-95-88-2

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

DATE RECEIVED

3-18-88

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

US Department of Agriculture

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Forest Service

3 MINOR SUBDIVISION

Information Systems Staff

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Norina G. Mosby

235-2539

8/30/88

*Claudine Pfeiffer*

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 \_\_\_\_\_ 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
3/10/88	Mary H. Davis <i>Mary H Davis</i>	Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The Forest Service request approval for a comprehensive retention schedule and a single disposal authority to cover records created and maintained Service-wide under file series 1010-7730. The itemized job and item numbers and General Records Schedule references appearing next to each file designation are currently approved by the National Archives.</p> <p>The last comprehensive schedule was approved under NN-166-136 on March 6, 1966. This schedule supersedes the enclosed job numbers.</p>		

APPROVED JOB NUMBERS

	<u>JOB NUMBER</u>	<u>DATE APPROVED</u>	<u>FILE SERIES</u>
1.	NN-166-136	03/14/66	Comprehensive Schedule
2.	NN-168-123	06/05/68	1530-1
3.	NN-169-39	04/21/69	5120-3-1
4.	NC-174-215	08/05/74	4000 series
5.	NC1-95-75-1	02/21/75	2310, 2310-1
6.	NC1-95-76-1	06/02/76	1350
7.	NC1-95-78-1	11/17/77	1510
8.	NC1-16-78-1	See USDA Job Number	6160
9.	NC1-95-78-2	12/22/77	2730, 5400
10.	NC1-95-78-3	02/24/78	6600
11.	NC1-95-78-5	03/03/78	1840, 1850
12.	NC1-95-78-7	04/14/78	1100
13.	NC1-95-79-1	09/20/79	2200
14.	NC1-95-79-2	05/07/79	1200,1300,1400
15.	NC1-95-80-1	06/19/80	7000
16.	NC1-95-80-3	09/22/80	1700
17.	NC1-95-81-1	04/20/82	7500
18.	NC1-95-81-2	05/06/81	1580
19.	NC1-95-81-3	03/11/82	2360
20.	NC1-95-81-4	04/23/82	7140-5-1, 7400
21.	NC1-95-81-5	02/08/83	2200
22.	NC1-95-81-6	05/19/81	1900, 1910
23.	NC1-95-81-7	09/15/81	7490
24.	NC1-95-81-8	05/28/81	1920
25.	NC1-95-81-9	09/10/81	Alaskan Native Claims
26.	NC1-95-81-10	09/03/81	1950-1990
27.	NC1-95-82-2	02/04/82	1870
28.	NC1-95-82-3	09/16/82	6170
29.	NC1-95-82-5	11/28/84	2600
30.	NC1-95-82-6	05/27/83	2800
31.	NC1-95-82-7	09/15/82	6140-1, 6150, 6160
32.	NC1-95-82-9	03/28/83	4800
33.	NC1-95-82-10	10/26/82	1870-6
34.	NC1-95-82-11	03/26/84	3400
35.	NC1-95-82-12	06/09/83	1930, 1940
36.	NC1-95-82-13	09/09/82	5490-4
37.	NC1-95-82-14	12/08/82	5400, 2730
38.	NC1-95-82-15	10/01/82	1340-3, 3-1, 4
39.	NC1-95-82-16	09/03/82	6110, 6120
40.	NC1-95-82-17	10/18/82	1920-1-1, 1-2, 2-1, 2-2

	<u>JOB NUMBER</u>	<u>DATE APPROVED</u>	<u>FILE SERIES</u>
41.	NC1-95-82-18	09/16/82	6130
42.	NC1-95-82-19	11/12/82	5110, 5130-2, 5150-3, and 5700
43.	NC1-95-82-20	10/21/82	1840-7
44.	NC1-95-83-1	10/04/82	3200
45.	NC1-95-83-2	11/09/82	1840-9-2
46.	NC1-95-83-3	06/10/83	5300
47.	NC1-95-83-4	02/04/83	6400
48.	NC1-95-83-5	06/09/83	1590
49.	NC1-95-83-6	03/29/84	1200, 1300
50.	NC1-95-83-7	02/27/87	6500
51.	NC1-95-83-8	04/03/84	2500
52.	NC1-95-83-9	01/17/84	3500, 3600
53.	NC1-95-83-10	02/06/84	1600
54.	NC1-95-83-11	11/18/85	1640
55.	NC1-95-84-1	11/07/83	6300
56.	NC1-95-84-2	01/20/84	3000, 3700
57.	NC1-95-84-3	12/06/83	1930-3
58.	NC1-95-84-4	12/04/85	5500
59.	NC1-95-84-6	02/01/84	1630-1
60.	NC1-95-84-7	03/18/87	2400-2480
61.	NC1-95-84-8	05/08/84	1910-5
62.	NC1-95-84-9	05/25/84	7150
63.	NC1-95-85-3	02/06/86	1570
64.	NC1-95-85-4	02/25/86	3620-1, -2, -2-2
65.	N1-95-86-2	12/04/85	1640-1
66.	N1-95-86-3	11/10/87	1800
67.	N1-95-86-4	01/05/88	3100
68.	N1-95-86-5	03/03/87	2410
69.	N1-95-86-6	10/03/86	1930-3
70.	N1-95-86-7	12/09/86	1650-4
71.	N1-95-86-8	02/27/87	1910-7
72.	N1-95-87-1	03/26/87	2700
73.	N1-95-87-2	03/03/87	1690-4, -5
74.	N1-95-87-3	11/10/87	1010
75.	N1-95-87-4	10/27/87	1970
76.	N1-95-87-5	06/16/87	1390
77.	N1-95-87-6	05/14/87	6600
78.	N1-95-87-7	06/04/87	2850
79.	N1-95-87-8	01/25/88	3260, 3300

	<u>JOB NUMBER</u>	<u>DATE APPROVED</u>	<u>FILE SERIES</u>
80	N1-95-87-10	08/26/87	1990
81.	N1-95-87-11	<del>Pending signature</del> 5-26-88	1460
82.	N1-95-87-12	01/05/88	2060
83.	N1-95-87-14	01/05/88	4080

## RECORDS MANAGEMENT HANDBOOK

## CHAPTER 40 - FILE DESIGNATIONS AND DISPOSITION

40.5 - Definitions. (See also sec. 30.5.)

1. All Offices. The term "Offices" refers to each organizational unit such as the Washington Office, Regional Office, (including Supervisor's Office, Ranger District and similar units), Stations (including Research Work Units), and Area; and subunits such as a Staff in the Washington Office or the Regional Office, or a Research Work Unit within a Station's Headquarters. The disposition instructions apply only to those organizational units and subunits responsible for maintaining documents that are records material for their program area(s), office operations, or require a response. (See section 24.5).
2. All Other Offices. When specific instructions are given to only one organizational unit (for example, the Washington Office), the remaining or "other" organizational units (Regional Office, Experiment Stations, Supervisor's Office, and Ranger District) are collectively given different instructions for disposing of the same documents. The disposition instructions apply only to those organizational units and subunits responsible for maintaining documents that are records material for their program area(s), office operations, or require a response. (See section 24.5).
3. Block. Transfer of a series of records covering a specified period of time, such as a 5-year (1980-85) or 10-year (1980-90) block.
4. Cut-Off. Termination of a file at regular intervals to facilitate continuous disposal or transfer (also called "filebreak").
5. Deleted. File designation is removed from the filing system.
6. N/A. Not applicable. Documents on the subject matter are never received or generated at that organizational level.
7. Offer to NARA When 20 Years Old. This term provides direction to the federal records centers when to offer stored records to the National Archives.
8. 1/4. A 3-month (one quarter) retention period.
9. Originating Office. The disposition instructions apply only to the unit or subunit which originates particular studies, reports, audio-visual products or other records materials.

RECORDS MANAGEMENT HANDBOOK

10. P. Stands for permanent records.

11. "See Note." Directs reader to the "Note" under the description of the file designation, giving additional instructions not addressed in the retention columns.

12. U. Unscheduled records, having no approved disposition authority, and cannot be destroyed or shipped to a Federal records center for storage unless special authority is received from the Washington Office.

13. "When Administrative Use Ceases." Time identified by office personnel when particular records are no longer needed and can be destroyed (also termed, "when local need ceases").

41 - FILE PLAN FOR FILE DESIGNATIONS AND RETENTION PERIODS.

Organize all Forest Service material according to the file plan in section 41, which provides primary, secondary, and tertiary filing levels by file designation and retention periods for records. Refer to chapters 20 and 30 for more information on filing and disposition of records.

## RECORDS MANAGEMENT HANDBOOK

NL-95-893

Item #1

1010 Laws, Regulations, and Orders (Includes general correspondence notifying units of new laws, regulations, and orders; also significant correspondence such as that initiated by the Forest Service or by external agencies (Office of General Counsel, Office of Budget and Management, Department of Justice, and so forth) that interprets or clarifies new and existing laws, regulations, and orders. File written comments from OGC on specific rules initiated within the Forest Service in the 1010-2-1 Rulemaking. Also file correspondence on rules and regulations proposed by other agencies under 1010-2-2.) Establish case files as needed, and apply retention period when the file is closed.

Note: WO: Destroy records when 10 years old or no longer needed for administrative use.

This file designation was previously 1020. File records under the appropriate secondary or tertiary code in this series.

Item #2

1 Federal Register Liaison (Includes general correspondence, records related to yearend reports, instructions on the preparation of all types of Federal Register documents, and other activities carrier out by the Federal Register Officer.)

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER
10	5	5	3	3

5	N/A	N/A	N/A	N/A
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## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1010						
<i>Item #3</i>	2	10	3	3	3	3
Regulations (Includes general correspondence related to Office of Management and Budget review of rules and departmental directives on procedures on rulemaking; correspondence not related to a specific rule proposal; suggestions for revisions of rules from the general public or field units; records related to the regulatory program and agenda.) Establish subject folders as needed.						
<i>Item #4</i>	2-1					(See Note)
Rulemaking (Case files on each proposed and final rule developed by Forest Service, and each review of an existing regulation. Contains file copies of all rule documents submitted to the Federal Register, background data on which the proposed and final regulation is based, analysis conducted on the rule, comments received from the public, transcripts of any meetings or hearings on the rule, and any other data considered in the promulgation of the final rule. See FSM 1013.)						
<u>Note: Originating Staff: (Official File) Permanent.</u> Transfer closed file to the FRC in 5-year blocks. Offer to NARA when 20 years old.						
<u>All Other Offices:</u> Duplicate records. Destroy when reference value ceases.						
<i>Item #5</i>	2-2	3	3	3	3	3
Rules Proposed By Other Agencies (Includes Forest Service comments on rules proposed by other agencies.) Establish case files as needed, and apply the retention period when the file is closed.						

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1010

*Item # 3* Federal Register Policy Notices (See Note)  
(Includes correspondence and file copies of all Notice documents including papers showing rationale, justification, and analysis leading up to the policy submitted to the Federal Register about pending FS policies and correspondence related to OMB review of policy.) Establish case files, as needed, on proposed and final Notices. Apply retention period after case file is closed.

Note: Originating Office: Permanent.  
Transfer to FRC in 5-year blocks. Offer to NARA when 20 years old.

All Other Offices: Duplicate records.  
Destroy when reference value ceases.

<i>Item # 3-1</i>	Federal Register Routine Notices (Includes notices of meetings, availability of publications, notices of management decisions, and so forth.)	1	1	1	1	1
<i>NN-166-136</i>						
<i>Item # 1030</i>	Forest Service Mission (Do not use use for material which can be classified under a specific subject.)	10	5	5	3	3
<i>NCL-95-78-4</i>						
<i>Item # 1100</i>	Directives (Includes general correspondence.)	3	3	3	3	3
<i>NCL-95-78-7</i>						
<i>Item # 1</i>	Record Copies (Record copy of directives issuance or amendments, interim directives and related material. Case file numerically by title and amendment numbers. Files should contain a printed copy of new or revised material and a copy of superseded material.)					(See note)

Note: Originating Offices (WO Directives Section, Information Systems Staff, and field units):

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HE R
1100-1						
	<p><u>PERMANENT:</u> Transfer records to FRC 2 years after issuance. Offer records to NARA 25 years after issuance.</p> <p><u>All Other Offices</u> (WO and field units):</p> <p>Retain duplicate copy of manuscripts in office. Destroy 1 year after issuance. Do not send to FRC.</p>					
<i>NCI-95-78-7</i> <i>stem #2</i>	1110 Directive System Components (Correspondence and related records on policies and responsibilities for establishment of directives and the design, maintenance, and improvement of the directive system.)	3	3	3	3	3
<i>stem #3</i>	1120 Directive Writing, Preparation, and Clearance (Correspondence and records relating to directive system training and directive writing techniques.)	3	3	3	3	3
<i>stem #4</i>	1130 Directive Distribution and Maintenance (Includes correspondence on reconciliation of distribution records and questions on policies, standards, and responsibilities.) <u>Note:</u> Requests for amendments, supplements, interim directives,	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
	1130					
	or emergency directives, and changes in distribution of such items should be destroyed when filled, canceled, or superseded.					
NCI-95-83-6 Item #1	1200 Organization (Includes General Correspondence. Do not use for material which can be classified under a specific subject.)	3	3	3	3	3
Item #2	2 Special Studies and Reviews (Studies requested by Management in assessing the needs of the organization. The studies may be substantive. For example, studies that affect overall FS organization, regional, or WO organization; or are otherwise of special significance to the FS. Other studies are routine in nature. For example, a workload measurement or a study of the organization's typing pool.)			(See Note)		
<u>NOTE: ALL Offices:</u>						
<u>Significant Studies - Final Report:</u>						
<u>Permanent.</u> Offer to NARA in 5-year blocks when 20 years old.						
<u>Routine Studies:</u> Destroy routine studies and related background papers when 3 years old.						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT HER
	1200					
<i>NCI-95-83-6 Item # 2a</i>	2-1 Significant Studies (Background Papers)	10	10	10	10	10
<i>NCI-95-79-2 Item # 1</i>	1220 Organization and Position Management (Includes general correspondence not related to items listed below.)	3	3	3	3	3
<i>NCI-95-79-2 Item # 2</i>	2 Historical Organization Matters (Establishment reorganization, and abolishment of significant units and studies identified as having historical value. Cases under this designation will be selected on the basis of unique- ness, first of its kind, unusual impact. All other cases will be filed under 1220-3 described below). <u>Note:</u> Offer to NARA when 20 years old.	P	P	P	P	P
<i>Item # 3</i>	3 Unit Reorganization Matters (Includes organization studies, requests for reorganization, approvals, charts, functional statements, and correspondence.)	10	10	10	3	3
<i>Item # 4</i>	4 Organization Charts <u>Note:</u> Applicable only to responsible offices initiating the chart. Offer to NARA when 15 years old.	P	P	P	P	P

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1220						
<i>NCI-95-83-6</i> <i>Item #3</i>	5	5	5	5	3	3
<i>NA 166-136</i> <del><i>Item #8</i></del>	1230	10	10	10	3	3
<i>NCI-95-79-2</i> <i>Item #5</i>	1240	3	3	3	3	3
<i>Item #6</i>	1	(See Note)				
<i>Item #7</i>	2	30	30	30	30	30



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1240-2						
	<u>Note:</u> Applies only to office approving the location or relocation.					
<i>Item #8</i>	3 Names for Administrative Units and Related Sites and Areas (Includes markers, dedications, memorials, and structures.) <u>Note:</u> WO: and RO: Approving Office will retain in the office as long as needed.			(See note)		
	<u>All Other Offices:</u> Copies are non-record material in these offices and should be destroyed when no longer needed.					
1250	Technology Transfer (Deleted. File existing records under 1320.)					
<i>NCI-95-83-6</i> <i>Item #4</i>	1300 Management (Includes general correspondence pertaining to management function. Does not include material that can be filed under specific secondary subjects.)	5	5	5	3	3
<i>Item #5</i>	1310 Methods of Doing Business (Includes general correspondence; work force management and planning records and Annual Administrative Management Report.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

1320

NOTE: Collection of historical records documenting the establishment of Technology Transfer Program created between 1972 and 1983.

WO: Permanent. Offer to NARA when 20 years old or when no longer needed for administrative use, whichever comes sooner.  
All Other Offices: Not Applicable.

*NCI-95-85-6  
Item #9*

- 1 Reports (Includes Annual Technology Transfer Report and Biennial Report.)

NOTE: All Offices: Destroy field reports 2 years after the report is published.

*Item #9*

- 2 Technology Transfer Council (Includes meeting minutes, agendas, and backup material related to activities of the Council, which is made up of Associate Deputy Chiefs who set technology transfer policies for the FS.)

NOTE: WO: Permanent. Offer to NARA in 5-year blocks when 20 years old.  
All Other Offices: Not Applicable.

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
5	3	3	3	3
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH ER
	1330					
	Direction (Deleted. Also 1330-1 Reports. File any existing records under 1300 and apply retention period.)					
<i>NN166-136</i>	1340	10	5	5	3	3
<del>Item # 20</del>	Management Improvement Administration					
<i>GRS 1-12a(1)</i>	1					
	Employee Suggestions					
	<u>NOTE:</u> All offices destroy 2 years after approval or disapproval.					
<i>NN166-136</i>	2	5	5	5	3	3
<del>Item # 22</del>	Management Studies					
<i>NCI-95-82-15</i>	3	5	5	5	3	3
<del>Item # 1</del>	Patents (Includes general correspondence pertaining to the patent process.)					
<i>Item # 2</i>	3-1					
	Patent Case files (This file contains documentation such as (OGC-3) search and application reports from patent attorney, NTIS-303 form from the inventor and other records related to the patent process.)					
	<u>NOTE:</u> All Offices: Destroy closed case file 3 years after date of closure.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1340	4 Reports (Deleted. File existing records under 1300 and apply the retention period.)					
<i>NCI-95-76-11350</i> <i>Item #1</i>	Committees (Includes general correspondence and summary reports.)	3	3	3	3	3
<i>Item #9</i>	NOTE: Case folder all committees alphabetically by name of committee. Dispose of duplicate files maintained by committee management officer 3 years after termination of committee.					
<i>Item #2</i>	1 Statutory Committees (Records regarding committees established by Federal law. It may be an advisory committee or inter-agency committee.)			(See Note)		
	NOTE: Office or official responsible for the assembling and maintenance of reports, records, and other papers of the committee: PERMANENT - Transfer records to the records center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.					



RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
1350-2-1	<p>If the official committee file is maintained by another agency: <u>All Offices</u> (Duplicate records) - Destroy 3 years after termination of the committee.</p>					
<i>Item #4</i> 2-2	<p>Regional  <u>Note:</u> Office or official responsible for the assembling and maintenance of reports, records, and other papers of the committee.</p> <p><u>PERMANENT</u> - Transfer records to the records center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.</p> <p><u>All Other Offices</u> (Duplicate records) - Destroy 3 years after termination of the committee. If the official file is maintained by another agency: <u>All Offices</u> (Duplicate records) - Destroy 3 years after termination of the committee.</p>			(See Note)		
<i>Item #5</i> 3	<p>Interagency Committees  <u>Note:</u> The 3-year retention applies to the office or official maintaining the official</p>	3	3	3	3	3





## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item # 14</i>	1380 Reports Management (Correspondence related to the management of the reports program but too general to be filed in a specific project or analysis file.)	1	1	1	1	1
	1 Reports (Including only management narrative and statistical reports. Folder alphabetically by type of report. All other reports will be filed under appropriate subjects.) <u>Note:</u> Storage of Statistics: Statistics serving management as a continuing reference are to be kept in a Reference Material File.					(See Note)
<i>Item # 15</i>	2 Projects (Correspondence, reports, and other documents related to specific report improvement, reports review or similar study or project.)	5	5	5	3	3

## RECORDS MANAGEMENT HANDBOOK

1510

RETENTION  
PERIOD  
(BY FS AND FRC)

WO	RO&A	ES	SO	OTHER
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<i>NA-95-78-1</i>	4	Congressional Briefings, Oversight Hearings and Investigations (Includes correspondence, testimonies, transmittal letters, reports, and related documents.)	10	5	5	3	3
<i>Item # 7</i>							
	5	Drafting Services (Includes requests for drafting service, legislative drafts and transmittal letters, and related correspondence. If the proposed legislation is subsequently introduced in the House or Senate, the records will be transferred to a case folder and filed under 1510-1 Bills.)	10	3	3	3	3
<i>Item # 8</i>							
	6	Congressional Liaison (Records of contacts with Congress (individual members of the House and Senate), including committees.)	3	3	3	3	3
<i>Item # 9</i>							
	7	State Legislation (Records relative to State legislative proposals, testimonies given by FS representatives, regarding FS activities, and related correspondence.)					(See Note)
<i>Item # 10</i>							

Note: All Offices: Retain records in office. Destroy when reference value ceases. Do not send to FRC.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)

WO	RO&A	ES	SO	OTHER
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1510

*NCI-95-78-1  
stem #10*

Note: Maintenance and disposition of records under 1510 are handled on a calendar year basis. The disposition periods will be applied after the file is closed.

1520	Public Service Programs (Includes correspondence concerning public service programs that cannot be directly related to a specific program such as HOST. Do not use for public involvement programs, which are to be filed in 1620.)	U	U	U	U	U
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1	HOST Program (Includes correspondence and related material concerning the public service program known as HOST.)	U	U	U	U	U
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1530	Interdepartmental (Including AID, Interior, Commerce, Defense, Justice, U.S. Postal Service, HHS, Treasury, State, Labor, ACTION, and Federal Regional Council.)	U	U	U	3	3
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*NA-168-123  
stem #8*

1	Foreign Visitors (Deleted. File existing records under 1550-5-1.)					
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Note: 1530-2 and 1530-2-1 are deleted. File existing records under 1550-1 and apply the retention period.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>NC-174-215</i>	1470					
<i>Item #13</i>		P	10	10	10	10
<i>NC 166-136</i>	1500					
<del><i>Item #16</i></del>		20	5	5	3	3
<i>GRS 14-3</i>	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	1510					
<i>NC 1-95-78-1</i>		5	5	5	3	3
<i>Item #1</i>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1510						
<i>Item # 2</i>	1 Bills (Bills affecting FS program activities, legislative reports, and related records. File chronologically by House and Senate Bill number. See 1510-1-1 for disposition of Bill files selected and identified as having continuing value to FS.)	10	3	3	3	3
<i>Item # 3</i>	1-1 Bills Identified as Having Continuing Value to FS (Files will be selected on basis of significance and impact of legislation on FS programs and basic authorities. Includes legislative reports, correspondence, and related records.) <u>Note: WO (Legislative Affairs Staff): Destroy 75 years after file is closed.</u> <u>All Other Offices: Not applicable.</u>			(See Note)		
<i>Item # 4</i>	2 FS Legislative Program and Proposals (Includes proposals recommended by FS for inclusion in the Department's proposed legislative program, copies of proposals submitted by field units, and related correspondence. See 1510-2-1 for disposition of legislative program and proposals files selected and	10	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1510-2	identified as having historical or continuing value to FS.)					
<i>Item #5</i>	2-1 Legislative Program and Proposals Identified by FS as Having Historical or Continuing Value (Includes correspondence, proposals, and related records. Files will be selected on basis of significance and impact of legislation on the program. File chronologically. Remove all copies of Bills from folders before transferring records to FRC.)			(See Note)		
	<u>Note:</u> <u>WO</u> (Legislative Affairs Staff): <u>PERMANENT</u> - Transfer records to FRC 2 years after file is closed. Offer records to NARA 10 years after file is closed. <u>All Other Offices:</u> Not applicable.					
<i>Item #6</i>	3 Other Executive Legislative Proposals (Includes proposals prepared by other Departments which are submitted to FS for review and comment, and related correspondence.)	10	NA	NA	NA	NA

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1410-3

Note: All Offices: Office making the review shall retain the record copy in files 5 years or until the next activity review is conducted and then destroy. Other offices with copies shall destroy when no longer needed.

<i>Item # 2</i>	1420	GAO Audits (Includes audit reports and related correspondence.)	5	3	3	3	3
<i>Item # 22</i>	1430	Internal Audits (Includes audit reports and corrective action correspondence related to specific audits. This item was formerly identified as 1450 Special Reviews.)	5	5	5	5	5
<i>Item # 23</i>	1	General Correspondence (Includes correspondence of a general nature not related to a specific audit.)	3	3	3	3	3
<i>NC 1-16-54-1</i>	1440	External Accounting and Auditing (Includes annual statistical and cost reports, surveys, program reviews, general correspondence and related documents concerning the audit of grants, agreements, and contracts with the Forest Service. File material relating to a specific external audit in 1440-1.)	3	3	3	3	3
<i>Item 1720</i>							

RECORDS MANAGEMENT HANDBOOK

RETENTION PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1440

*CLAS 25-4*

- 1 External Audit Case Files  
(All material relating to a specific audit, including but not limited to, audits, action plans and reports, activity reviews, and related correspondence.)  
Note: Destroy 8 years after resolution of audit findings and corrective actions.

(See Note)

*NY-95-74-2*  
*Item #24*

- 1450 Special Audits, Reviews and Investigations (Includes correspondence, reports, and documents related to investigations conducted by the Office of Investigation.)

7 7 7 7 7

*NI-95-87-11*  
*Item 1*

- 1460 Cooperative Forestry Assistance Reviews (Includes review schedules, general correspondence not related to a specific review.)

3 3 3 3 3

*Item 2*

- 1 Cooperative Management Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.)

(See Note)

U U U U U

*Item 3*

- 2 Cooperative Program Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.)

(See Note)

U U U U U

Note: Record copy is maintained only by the office making the review. Retain the record copy in files until the next program review is conducted, and then destroy.  
All other offices: Destroy records when 5 years old.



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	RTS-TO
1410-1						
<i>Item #18</i>	1 General Management Reviews (Formerly GII's and GRI's. Includes the review report, corrective action plan, and follow-up correspondence until action is completed and case is closed.)  Note: Record copy is maintained only by the office making the review. Other offices with copies will retain as long as needed and then destroy.	10	10	10	10	10
<i>Item #19</i>	2 Program Reviews (Formerly GFI's. Includes the report on review of specific programs, corrective action plan, and follow-up correspondence until action is completed and case is closed.)  Note: All Offices: Office making the review shall retain the record copy in files 5 years or until the next program review is conducted and then destroy. Other offices with copies will destroy when no longer needed.			(See Note)		
<i>Item #20</i>	3 Activity Reviews (Formerly LFT's. Includes the report on review of specific activities within a program, corrective action plan, and follow-up correspondence until action is completed and case is closed.)			(See Note)		

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1550-1

exchanges (i.e., PL 480) between the US and specific countries; and records that document specific activities between U.S. cooperators Forest Service and non-Forest Service employees and other countries.) Establish folders alphabetically by Region and country.

- |   |  |   |   |   |   |   |
|---|--|---|---|---|---|---|
| 2 | <p>Relations With International Governmental Organizations (Includes general correspondence, reports, and information copies on the activities of international governmental organizations such as the World Bank, Organization of American States (OAS), InterAmerican Development Bank and so forth; United Nations agencies and programs such as Man and the Biosphere (MAB), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Development Program (UNDP), United Nations Environment Programs (UNEP), European Economic Community (EEC), Organization for Economic Cooperation and Development (OCED), International Tropical Timber Organization (ITTO), and other agencies/statutory bodies.) Establish subject folders by UN agency or statutory body, or major project as needed.</p> | U | U | U | U | U |
|---|--|---|---|---|---|---|

## RECORDS MANAGEMENT HANDBOOK

	WO	RETENTION PERIOD (BY FS AND FRC)			
		RO&A	ES	SO	OTHER
<i>N.D. 166-136</i> <del>Item #54</del> 1540	20	5	5	3	3
<i>Item #55</i> <del>Item #55</del> 1550	U	U	U	U	U
1	U	U	U	U	U



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT H R
1550						
2-1	Food and Agriculture Organization (FAO) (File contains general correspondence, briefing books, reports, position papers, on the United States and Department of Agricultural [via Forest Service] role in the development of international forestry-related issues. The Forest Service is involved in FAO activities such as: Council, Conference, Committee of Forestry Development in the Tropics, Committee on Forestry, Study Groups, General Sessions; and Latin American, Asian, and North American Forestry Commissions. The Chief of the Forest Service, and/or selected Delegates serve on various committees and commissions to represent the United States interest in forestry activities.) Establish folders by subject matter on councils, conferences, committees, commissions, study groups, and so forth.	U	U	U	U	U
2-2	World Forestry Congress (The file consists of briefing books, reports, and numerous information copies. The World Forestry congress consists of scientists, technicians, administrators, and others interested in forestry and its allied fields. It is	U	U	U	U	U

1550

- 4 USDA International Programs  
(Includes general correspondence documenting the Forest Service direction with Department of Agriculture agencies that have scientific and technology exchange programs, PL 480 programs, and so forth. Examples would be Foreign Agricultural Service (FAS), Soil Conservation Service (SCS), Office of International Cooperation and Development (OICD), Extension Service, and so forth.) Establish subject folders as needed.

NOTE: File records leading up to formal agreements with USDA agencies under 1540 Intragovernmental. File record material dealing with specific countries under 1550-I Bilaterals.

- 5 Forest Service International Programs (Includes general correspondence related to programs of an international scope that are unique to the Forest Service.)

*NN-168-123*

*Item #9 5-1*

- International Visitors and International Volunteers  
(Includes general correspondence related to arrangements and agendas for visitors and volunteers from other countries.)

	RETENTION PERIOD (BY FS AND EFC)				
	WO	RO & A	ES	SO	OTH
4	U	U	U	U	U
5	U	U	U	U	U
5-1	5	5	5	3	3

## RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY FS AND ERC)				
	WO	RO & A	ES	SO	OTH
1550					
5-2 Forestry Support Program (Includes correspondence on the general technical support the Forest Service gives AID, other than disasters. Records related to specific activities in countries should be filed under the Bilaterals or the appropriate subject heading.)	U	U	U	U	U
5-3 International Skills File (File of foresters and natural resource specialists seeking international employment in the US and abroad. Individual files contain SF 171, biographical sketch, contact sheet, correspondence and related records. File is updated annually. International Forestry Staff provides this as a service to AID. OICD handles all the personnel functions.)	U	U	U	U	U
5-4 Disaster Assistance Support Program (Includes general correspondence related to disasters in other countries and the disaster-related assistance provided by the Forest Service through AID.)	U	U	U	U	U

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OTH
<i>NN 166-136</i>	1560	State, County, and Local Agencies (Includes relationships with soil conservation districts.)	20	5	5	3	3
<i>Item #56</i>							
<i>NCI-95-85-3</i>	1570	Appeals and Litigation (Includes general correspondence and congressional inquiries not related to a specific case.)	3	3	3	3	3
<i>Item #1</i>							
<i>Item #2</i>	1	Appeals and Litigation Cases (Includes all administrative appeals filed under 36 CFR 211.18 and administrative lawsuits filed against the Forest Service. Excludes supply or construction contract appeals, see 6320; or FOIA/PA appeals, see 6270; or grazing board appeals, see 2230.)			(See Note)		

NOTE: All Offices: Destroy records 7 years after case file is closed.

## RECORDS MANAGEMENT HANDBOOK

1550

	RETENTION PERIOD (BY FS AND ERC)				
	WO	RO & A	ES	SO	OT HR
6 Relations With Non-Governmental Organizations (Includes general correspondence, reports, working papers, studies, and other related records showing Forest Service activities with international and domestic organizations interested in an exchange of scientific information concerning natural resources. These organizations are non-governmental. Examples are World Resource Institute (WRI), Institute for Environment Development (IIED), private voluntary organizations such as CARE, consulting firms, institutions such as universities, and so forth.) Establish subject folders as needed.	U	U	U	U	U
6-1 International Union of Forestry Related Research Organizations (IUFRO) (Includes general correspondence, publication ideas, research plans, scientific group meeting minutes, IUFRO Congress records and the divisional group research activities showing how IUFRO helps Federal, State and private forestry research organizations world-wide to exchange scientific information related to various disciplines.)	U	U	U	U	U

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1570						
<i>Item # 3</i>	2 Reports (Includes a monthly report and index by fiscal year of Appeals decisions. This is a tracking system for appeals and lawsuits.)	3	3	3	3	3
<i>NC1-95-81-1580</i> <i>Item # 1</i>	Grants and Agreements (Includes general correspondence on broad grant and agreement programs, including interagency agreements memorandums of understanding, collection agreements, employment, training, and volunteer agreements, indirect cost negotiation agreements, and recommendations to external organizations on assistance program policies. Does not include correspondence that pertains to policy guidance, interpretations of law, or procedural instructions.)	10	10	10	10	10
<i>Item # 2</i>	1 Interpretations (Includes all correspondence on grants and agreements that provides direction, procedural instructions, or policy guidance.)	P	10	10	10	10
<i>Item # 3</i>	2 Grants and Agreements Case Files (Case folders filed alphabetically to be used only for grants and agreements that are too broad in nature and scope				(See Note)	



## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1590-2-1

NOTE: WO, RO, A, and ES: Destroy records 3 years after plan is terminated or superseded.

*GR3 18-29* All Other Offices: Destroy when no longer needed.

*Item #4* 2-2 Identification Cards (FEMA 11-2)  
(Deleted. File existing records under 1590 and apply retention period.)

*Item #5* 2-3 Major Disasters (Deleted. File any existing records under 1590 and apply the retention period.)

*Item #6* 3 Rural Fire Defense (Includes general correspondence.) 3 3 1 1 1

*Item #7* 4 Cooperation (Deleted. File existing records under 1580 and apply retention period.)

4-1 Memorandums of Understanding and Agreements (Deleted. Last document was issued in 1967. Destroy any existing documents upon issuance of this directive.)

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1590

5 Search and Rescue (Includes general correspondence.) 8 8 NA 8 8

*Item # 8* 5-1 Cooperative Agreements (Deleted. File existing records under 1580 and apply retention period.)

*NN166-136* 1600 Information Services 5 5 5 3 3

*~~Item # 60~~* 1 Inquiries 1/4 1/4 1/4 1/4 1/4

*GRS 14-3*

*Item # 61* 1610 Plans (Folder alphabetically by type.) 10 10 10 3 3

*NCI-95-53 10* 1620 Public Involvement Programs (Records and general correspondence regarding public involvement programs too broad to file under a specific secondary or tertiary subject.) 5 5 5 3 3

*Item # 1*

*Item # 2* 1 Woodsy Owl Environmental Program (Includes general correspondence on items informing the public of environmental cleanup projects and licensing program.) 3 3 3 3 3

## RECORDS MANAGEMENT HANDBOOK

NCI-95-83-10 1620

		RETENTION PERIOD (BY FS AND EFC)				
WO	RO & A	ES	SO	O T H E R		
	<i>Item #3</i> 1-1 Licenses and Contracts (Case folders filed alphabetically.)		(See Note)			
	<b>NOTE: All Offices:</b> Destroy case folders 3 years after the case is closed.					
	<i>Item #4</i> 3 Natural Resource and Environmental Education Program (Includes general correspondence. File in folders designated internal or external, if desired.)	3	3	3	3	
	<i>Item #5</i> 3-1 Cooperative Agreements (Including supplements, revisions, and related correspondence.)		(See Note)			
	<b>NOTE: All Offices:</b> Destroy 3 years after case is closed.					
	<i>Item #6</i> 4 Cooperative Outdoor Environmental Programs (Includes tree planting and all other outdoor programs involving cooperation with the public regarding the environment.)	3	3	3	3	
	<i>Item #7</i> 4-1 Cooperative Agreements and Memorandums of Understanding (Including supplements, revisions, and related correspondence.)		(See Note)			

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1620-4-1						
NCI-95-89-10		<u>NOTE: All Offices:</u> Destroy 3 years after case closes.				
<i>Item #8</i>	5	1	1	1	1	1
Group Contacts (Ref. USDA FS-19 Privacy Act System description. Identifies 100 key national interest groups that FS maintains contact with. Also includes planning and coordination records related to the Group Contact Program.)						
<i>Item #11</i>	5-1	3	3	3	3	3
Cooperative Activities (Includes speeches and demonstration or "Show-me" trip information.)						
<i>Item #12</i>	6	3	3	3	3	3
Public Participation Program (Includes general correspondence and background papers related to establishing direction and/or standards.)						
<i>Item #14</i>	6-1	(See Note)				
Planning (Includes plans and correspondence in preparation for future events.)						
<u>NOTE: All Offices:</u> Destroy 1 year after completion of project.						
<i>Item #15</i>	6-2	(See Note)				
Public Involvement Activities and Techniques (Includes methods and activities for accomplishing public involvement.)						



## RECORDS MANAGEMENT HANDBOOK

1630-1

NOTE: Originating Office:  
(Office of public affairs staff  
only): Permanent. Maintain a  
 file of publications as records  
 copies. Transfer to FRC when 1  
 year old or when 1 cu. ft. is  
 accumulated. Offer to NARA when  
 5-years old in 5-years blocks.

All Other Offices: Destroy when  
 no longer needed, superseded, or  
 obsolete.

		RETENTION PERIOD (BY F.S. AND FRC)				
		WO	RO & A	ES	SO	OTH R
<i>NCI-95-83-10</i>	2	2	2	2	2	2
<i>Item # 19</i>						
<i>GRS 13-2</i>						
	3			(See Note)		
<i>Item # 20</i>						
<i>GRS 13-5</i>						
	4	2	2	2	2	2
<i>Item # 21</i>						
<i>GRS 13-7</i>						

## RECORDS MANAGEMENT HANDBOOK

*NCI-95-83-11*  
*Item # 1* 1640

Audio-Visual (Includes general correspondence related to still photography, prints, slides, slide-tape and multi-media programs, exhibits, motion pictures, and other audio-visual type records.)

*NCI-95-86-2* 1  
*Item # 1*

Still Photography (Includes official portraits and record photographs of personnel functions that provide documentation of essential transactions of the Forest Service; or contains information unique in substance, arrangement, or manner of presentation, and is unavailable in another form; or documents events of phenomena which are significant; or utilizes significant new technology and represents an advance in the state of the art. This file also includes the machine-readable database (PIC database) housed at the Fort Collins Computer Center. It serves as a finding aid for identification and retrieval of photographic data. Organize photo files using instructions in Photography Management Handbook, FSH 1609.21.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH
5	5	5	3	3
			(See Note)	

1640-1

Note: Originating Office: Review local photo collection for original photo material having archival value. Submit whichever of the following is applicable or available along with documentary data to the WO, Office of Information Staff every 3 years:

- (1) original black-and-white negatives,
- (2) duplicate negatives,
- (3) color transparencies, and
- (4) color negatives.

WO: Public Affairs Office Staff: Collect original photographic material and documentary data from field units and transfer to NAL every 5 years to become part of the Permanent Image Collection.

National Agricultural Library:

A. Photo Image Collection.  
Permanent. Break file every 5 years. Offer collection to NARA when 5-years old.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER









## RECORDS MANAGEMENT HANDBOOK

Item # 9 1640-7

national use; informational, educational, recruiting films; training films that explain agency functions or activities; research and development, fact-finding and other study films which are deemed historically significant. This file would also include stock footage, out-takes, trims created during the course of an agency-sponsored production.)

NOTE: Washington Office:

(1) Original Footage: PERMANENT.  
Submit original negative or color original plus separate sound track, and an intermediate master positive, or duplicate negative plus sound track and projection print and related scripts to NARA 5 years after it's withdrawn from distribution.

(2) Stock Footage, Outtakes, and Trims: Offer immediately for deposit in the Stock Film Library, Motion Picture, Sound, and Video Branch, Special Archives Division, NARA.

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
	1640-7					
	<u>All Other Offices: Prints:</u> Offer to other Forest Service units when no longer needed for administrative use. If offer not accepted, destroy.					
<i>NCI-95-83-11</i>						
<i>Item # 10</i>	7-1 Local Agency-Sponsored Films (Motion picture films created by Regional Offices for planned use in more than 2 Forest Service regions. These films highlight a local problem, event, and so forth.)				(See Note)	
	<u>NOTE: All Offices:</u> Offer to Forest Service units when no longer needed for administrative use. If offer is not accepted, destroy.					
<i>Item # 11</i>	7-2 Miscellaneous Films (Films acquired from outside sources for personnel and management training.)				(See Note)	
	<u>NOTE: All Offices:</u> Offer to other Forest Service units when no longer needed for administrative use. If not needed, destroy.					
<i>Item # 12</i>	8 National Video Productions (Agency-Sponsored video productions created for use in more				(See Note)	



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTH
1640						
<i>Item # 15</i>	9-1 Local Agency-Sponsored Audio Production (Audio productions created by Regional Offices for planned use in more than two FS Regions. These productions highlight a local problem, event, and so forth.)			(See Note)		
	<b>NOTE: All Offices:</b> Offer to FS units when no longer needed for administrative use. If offer is not accepted, then destroy.					
<i>NCI-95-83-10</i>	1650 Press, Radio, and Television (Includes general correspondence with media on specific books, magazine articles and speeches, as well as media requests for information.) File standard inquiries under 1600-1.	3	3	3	3	3
<i>Item # 22</i>						
<i>Item # 23</i>	1 Press Releases (Issued by FS units.)			(See Note)		
<i>GRS 14-1(b)</i>	<b>NOTE: Issuing Office: Permanent.</b> Offer to NARA in 5-year blocks when 10 years old.					
	<b>All Other Offices:</b> Destroy copies when 2 years old.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
NCI-95-83-10 1650						
Item #24	2	2	2	2	2	2
Clippings (Includes newspaper, magazine, and trade or technical journal clippings relative to activities or matters in which FS is concerned, and reprints of articles in non-Federal Government publications.)						
Item #25	3	3	3	3	3	3
Radio and Television (Includes working papers and background material developed for talk shows, interviews, public service, panel discussions, news shows, and records regarding personal contacts.)						
Item #26 GAS 14-101	4					
Policy Speeches (Includes policy speeches and by-lined articles for the Chief, Associate Chief, and forestry-related speeches for USDA Assistant Secretary for Natural Resources and Environment; and selected policy speeches of Regional Foresters and Forest Supervisors.)						
(See Note)						
NOTE: <u>WO, RO, A, and SO: Permanent.</u> Offer to NARA in 5-year blocks when 10 years old. <u>All Other Offices: Destroy records when 2 years old.</u>						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH R
	1660					
	Interpretive Service (Deleted. File records under 2390.)					
<i>NCI-95-83-10</i>	1670	3	3	3	3	3
<i>Item #27</i>	Library (Includes correspon- dence and related records per- taining to library management and service functions.)					
<i>Item #28</i>	1	3	3	3	3	3
	Translations (Includes English version of material (on For- estry) originally published in some other language such as French, Spanish, Russian, and so forth.) Establish folder as needed, by kinds or request.					
<i>Item #29</i>	1680	2	2	2	2	2
	History Program (General corre- spondence of a routine nature, including cooperation among History coordinators.)					



RECORDS MANAGEMENT HANDBOOK

1680

*Item #31*

2 Administrative History (File consisting of working copies of duplicate records (paper and microfilm) having historical importance to the Forest Service. The original exist somewhere else in the agency. Examples are important correspondence, newspaper clippings, reports, and so forth.) See FSH 1680 for administrative history file.

NOTE: All Offices: Retain file in office. Transfer to FRC is not authorized. Destroy when administrative use ceases.

*Item #32*  
*GAS 16-13(c)*

3 Historical Report and Studies (Includes internal documents produced by the Historians for other units, such as: Legislative Affairs, Office of Information, Gray Towers National Historic Site, and Policy and Analysis. Contents address or describe historical background of policy issues, recommendations on the preservation of historical sites, and other topics of historical interests.)

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		



RECORDS MANAGEMENT HANDBOOK

NCI-95-83-10

1680-3

NOTE: WO: Permanent: Offer to NARA in 5-year blocks when 20 years old.  
All Offices: (Duplicates) Destroy when 3 years old.

		RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	O T H E R		
<i>Item # 33</i>	1690 Internal Communications (Records and correspondence too broad to file under a specific secondary subject.) File standard inquiries under 1600-1.	3	3	3	3	
<i>Item # 34</i>	1 Early Warning Alert (Form 1600-13)	5	5	5	5	
<i>Item # 35</i>	2 Daily News Digest (Daily summary of news items on nationwide activities, used to keep the Chief and Staff groups current on news pertaining to FS. Includes summaries of current newspaper clippings, magazine articles, or other media items.) <u>NOTE: WO: Destroy when 2 years old.</u> <u>All Other Offices: Destroy when superseded or obsolete.</u>		(See Note)			
<i>Item # 36</i>	3 Internal Newsletter (Includes Washington Office "Friday Newsletter." Covers policy and administrative needs such as: safety, training, incentive awards, or similar official subjects.)		(See Note)			

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH REF
1690-5						
<p>WO: <u>Deputy for Administration:</u> Permanent. Break file annually. Transfer to National Archives when 5 years old in 5-year blocks.</p> <p><u>All Other Offices:</u> Destroy when reference value ceases.</p>						
<i>NCI-95-80-3</i>	1700	5	3	3	3	3
<i>Item #1</i>						
<i>Item #2</i>	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	1710	10	5	5	5	3
<i>Item #3</i>						
<i>Item #4</i>	1	10	10	10	10	10
<i>Item #5</i>	1720	5	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HER
<i>NCI-95-80-3</i>						
	1750					
<i>Item #10</i>	1	10	10	10	10	10
	2	10	10	10	10	10
	1760					
<i>Item #11</i>	1760					
<i>GRS 1-269</i>						
						(See Note)
<i>Item #12</i>	1	5	3	3	3	3
<i>Item #13</i>	1-1	10	5	5	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	O T H E R
	1720					
	wood permits, Christmas tree permits, and recreation facilities.)					
<i>Item # 6</i>	1730 Civil Rights Impacts (General correspondence not relating to any specific impact statement.)	5	3	3	3	3
<i>Item # 7</i>	1 Civil Rights Impact Statements (Case files and material relating to specific impact statement.)	15	10	10	5	5
<i>Item # 8</i>	1740 Training (Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs offered by Government agencies or non-Government institutions.) <u>NOTE:</u> All Offices - Destroy when 5 years old or when superseded or obsolete, whichever is sooner.			(See Note)		
<i>Item # 9</i>	1750 Reports (Informational Reports or miscellaneous materials from other agencies or organizations not originating within the Forest Service.)	3	2	2	2	2

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-80-3</i>						
	1770					
<i>Item #24</i>	2	10	10	10	5	5
	Assurances (Case files consisting of correspondence, agreements, plans, and related records.)					
<i>Item #25</i>	3	10	10	10	10	5
	Compliance Reviews (Case files consisting of reviews, background papers and correspondence relating to contractor employment practices.)					
<i>Item #26</i>	4	10	10	10	5	3
	Complaints (Case files of complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings.)					
<i>Item #27</i>	5	10	10	10	5	5
	Noncompliance (Case files consisting of correspondence, noncompliance notices, reports, and related records.)					
<i>Item #28</i>	1780	5	5	5	3	3
	Direct Programs (Includes correspondence, complaints, and reports. Set up individual case folders as needed.)					
<i>Item #29</i>	1	10	5	5	3	3
	Minority Participation and Targets (Set up individual folders for each activity, that is, recreation, range (grazing), timber management (free use permits), and cooperative forestry					

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			WO	RO & A	ES	SO	OTHER
<i>NCI-95-80-3</i>							
1760							
<i>Item #14</i>	1-2	Hispanic Employment Program	10	5	5	3	3
<i>Item #15</i>	1-3	Native American Program	10	5	5	3	3
<i>Item #16</i>	2	Special Programs	10	5	5	3	3
<i>Item #17</i>	2-1	Upward Mobility Program	10	5	5	3	3
<i>Item #18</i>	2-2	Cooperative Education Program	10	5	5	3	3
<i>Item #19</i>	2-3	Other Special Programs (Includes employment of physically handicapped, mentally retarded.)	10	5	5	3	3
<i>Item #20</i>	3	Housing	10	5	5	3	3
<i>Item #21</i>	4	Complaints and Appeals (Case files of complaints and appeals with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings.)	15	5	5	3	3
<i>Item #22</i>	1770	Federal Financial Assistance Program (General correspondence relating to issues not specifically listed below.)	5	3	3	3	3
<i>Item #23</i>	1	Programs Covered by Title VI (Set up case folders for individual programs as needed.)	5	5	5	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1780-1						
<i>Item #30</i>	(minority landowners assistance.)					
1790	Minority Business Enterprise (Includes correspondence, questionnaires, and related records.)	5	3	3	3	3
<i>N 95-86-3</i>						
1800	Human Resource Programs (Includes general correspondence related to human resource programs too broad to file elsewhere.)	3	3	3	3	3
<i>Item #1</i>						
<i>Item #2</i>	1 Inquiries (Standard replies to public inquiries and congressional inquiries that are routine acknowledgments for all HRP programs.)	1/4	1/4	1/4	1/4	1/4
<i>Item #3</i>	2 Reports (Includes form FS-1800-16, Human Resources Programs Accomplishment Report submitted by each HRP Program which contains narratives and statistics on accomplishments collected by field units and consolidated in the Washington Office, for use in the Annual Report made to Congress.)	(See Note)				
<p><u>Note: WO: Permanent.</u> Transfer records to FRC when 1 cu. ft. is accumulated. Offer to NARA in 5 year blocks when the most recent records are 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>						
<i>Item #4</i>	1810 Hosted Human Resource Programs (Includes general correspondence, policy and procedural records, reports, studies, and records related to special outreach efforts for hosted human resource programs.)	3	3	3	3	3
1820	(Deleted. File any existing records under 1800 and apply the retention period.)					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item # 5</i>	1830	Volunteers Program (Includes general correspondence, policy clarifications and other records related to special outreach efforts.)				
		3	3	3	3	3
<i>Item # 6</i>	1	Volunteers Records (Case files containing FS-1800-7, Agreement for Individual Volunteer Services, FS-1800-8, Agreement for Sponsored Voluntary Services, hours worked, accomplishments, training received, SF-1164, Claim for Reimbursement for Expenditures Official Business, medical records, and correspondence.)				
		(See Note)				
		<u>Note: All Offices:</u> Destroy records 3 years after case file is closed.				
<i>NCI-95-78-5</i>	1840	Youth Conservation Corps (YCC)				
		(See Below)				
<i>Item # 1</i>	1	Environmental Work Learning Program (Correspondence relating to the program.)				
		3	3	3	3	3



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
	1840					
<i>NCI-95-78-5 Item #6</i>	3-1 Safety Plans (Includes project hazard analyses, unit safety plans; that is, rescue and emergency medical aid plans, safety plans covering specific hazards of jobs and activities.) <u>Note: SO:</u> Retain records in office. Destroy 3 years after plan is revised. <u>All Other Offices:</u> Not applicable.			(See Note)		
<i>Item #7</i>	4 Enrollee Pay (General correspondence concerning enrollee pay.)	3	3	3	3	3
<i>Item #8</i>	4-1 Enrollee Pay Records (Includes BR Forms UC-507, ASC pay printouts, advance payment vouchers, and related records. Records maintained by imprest fund cashiers for advance payment will be filed under the 6540 file designation.) <u>Note: SO:</u> (Including records transferred from YCC Camps.) Retain records in office. Destroy when 3 years old. <u>All Other Offices:</u> Copies of BRASC computer printouts.) Retain records in office. Destroy 3 months after the end of the period covered.			(See Note)		



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1840						
<i>Item # 9</i>	5 Youth Recruitment and Selection (Includes correspondence, recruiting plans, cooperative agreements with State officials coordinating youth recruiting, and related records.)	3	3	3	3	3
<i>GRS 14/3</i>						
<i>Item # 10</i>	5-1 Inquiries on Recruiting and Selection (Routine acknowledgements and transmittals.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item # 11</i>	5-2 Applications (Recruiters file of applications and related information on applicants. Records covered under USDA-FS-30 system description.)			(See Note)		
	<u>Note: YCC State Recruiter Offices:</u> Retain records on non-selected applicants in office. Destroy by September 30 of each year. <u>All Other Offices:</u> Not applicable.					
<i>Item # 12</i>	6 Administrative Support (Correspondence and other records relative to administrative support of YCC program.)	3	3	3	3	3
<i>Item # 13</i>	6-1 Staff Training (Correspondence reports, and other records relative to staff participation in training programs.)	3	3	3	3	3





## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

NCI-95-78-5  
1840-10

distribution of YCC fund by States for both Federal and State programs.)

Note: All Offices: Retain records in office. Destroy when 5 years old.

Item # 23 10-1

Plans (Fund distribution plans for projects. Case folder as needed for individual projects.)

(See Note)

Note: All Offices: Retain records in office. Destroy 5 years after plan is revised or after final action.

Item # 24 11

Interagency Agreements Interagency agreements concerning YCC, supplements and revisions to agreements, and related correspondence.

(See Note)

Note: WO: PERMANENT - Transfer records to FRC 3 years after agreement expires or terminates. Offer records to NARA 10 years after agreement expires or terminates.

All Other Offices: Retain records in office. Destroy 3 years after agreement expires or terminates.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #25</i>	1850	3	3	3	3	3
	Job Corps Civilian Conservation Centers (General Correspondence concerning Job Corps too broad to file under a specific secondary or tertiary subject.)					
<i>Item #26</i>	2					(See Note)
	Job Corps (Includes survey records, establishment records, and related correspondence for individual centers. Arrange case folders alphabetically by center name and location.) <u>Note:</u> <u>WO:</u> <u>PERMANENT</u> - Transfer records to FRC 3 years after center is closed. Offer records to NARA 10 years after center is closed. <u>SO:</u> Transfer records to FRC 3 years after center is closed. Destroy 10 years after center is closed. <u>All Other Offices:</u> Not applicable.					
<i>Item #27</i>	3	3	3	3	3	3
	Corpsmember Personnel (Correspondence, reports, and related records pertaining to incidents involving corpsmembers, and other records too broad to file under a specific tertiary subject.)					
<i>Item #28</i>	3-1					(See Note)
	Corpsmember Personnel Records (Correspondence and records relative to conduct, discipline, education, vocational training awards, assignments, and investigations and corpsmember health records.)					

RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1850  
NCI-95-78-5

Note: Job Corps centers:

a. Terminated Corpsmember: Transfer personnel records to local FRC 30 days after termination. Destroy 75 years after date of birth of corpsmember. Send copy of Transmittal and Receipt Form, SF-135 (with accession number) to the Regional Office responsible for the center.

Inquiries from corpsmembers terminated prior to November 1, 1986, will be handled by the Regional Office responsible for the center.

b. Deceased Corpsmember: Within 10 days after death, transfer entire personnel records to Department of Labor, National Health Office, Employment and Training Administration Office of Job Corps, Room N4508, Francis Perkins Building, Washington, DC 20210.

All Other Offices: Not applicable.

<i>Item # 29</i>	3-2	Corpsmember Health Records (Deleted. See 1850-3-1.)						
<i>Item # 30</i>	3-3	Placement (Correspondence and related records pertaining to placement of corpsmembers; for example, jobs and other training programs.)	3	3	3	3	3	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1850						
<i>Item #31</i>	4	Education and Training (Correspondence and related records pertaining to education and training provided for corpsmembers, too broad to file under a specific tertiary subject.)	3	3	3	3
<i>Item #32</i>	4-1.	Recreation Plans (Includes center recreation plans and related correspondence.) <u>Note: All Offices:</u> Retain records in office. Destroy 3 years after plan is superseded or obsolete.				(See Note)
<i>Item #33</i>	4-2	Basic Education (Correspondence relating to individual center programs.)	3	3	3	3
<i>Item #34</i>	4-3	General Education Development (GED) (Correspondence relating to individual center programs.)	3	3	3	3
<i>Item #35</i>	4-4	Vocational Education (Correspondence relating to individual centers programs.)	3	3	3	3
<i>Item #36</i>	5	Clothing (General Correspondence) <u>Note:</u> File records pertaining to procurement and supply of clothing under the 6300 series. File records of clothing issued under the 6400 series.	3	3	3	3



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTH ER
1850						
<i>Item #39</i>	8 Vocational Skills Training (Correspondence)	3	3	3	3	3
<i>Item #40</i>	8-1 Project Work Plans (Plans and related correspondence. Includes cooperative work projects.) <u>Note: All Offices:</u> Transfer records to FRC 2 years after plan is superseded or obsolete or retain records in office. Destroy 5 years after plan is superseded or obsolete.			(See Note)		
<i>Item #41</i>	8-2 Semiannual VST Accomplishment Reports (Includes reports and related correspondence.)	5	5	5	5	5
<i>Item #42</i>	9 Facilities (Case files consisting of correspondence, plans, prospectuses, and other related records.) <u>Note: SO and Job Corps centers:</u> Transfer records to FRC 2 years after structure is removed, or retain records in office. Destroy 5 years after structure is removed. If center is closed, records will be forwarded to SO. <u>RO:</u> Retain records in office. Destroy 3 years after structure is removed. <u>All Other Offices:</u> Not applicable.			(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
	1850					
<i>Sten # 43</i>	9-1 General Correspondence (Correspondence pertaining to to facilities, too broad to file in a specific case folder.)	3	3	3	3	3
<i>Sten # 44</i>	10 Reports (Includes facility inspection reports, annual national review reports by DOL, morning report recapitulation, quarterly reports.)				(See Note)	
	<u>Note:</u> <u>WO:</u> Transfer records to FRC when 3 years old. Destroy when 10 years old.					
	<u>RO, SO, and Job Corps centers:</u> Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.					
	<u>All Other Offices:</u> Not applicable.					
<i>NI-95-86-3</i>	1860 Senior Community Service Employment Program (Includes general correspondence related to policy clarifications and other records too broad to file under a subject heading.) Establish subject folders as needed.	3	3	3	3	3
<i>Sten # 7</i>						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #8</i>	1	Coordination and Cooperation (Includes general correspondence related to various senior programs conducted by State Governments and other organizations. Files include copies of agreements from other sponsoring organizations and sharing of quarterly progress reports.)				
		1	1	1	1	1
<i>Item #9</i>	1-1	Equitable Distribution Plans (Includes plans from States requesting enrollee slots. These are copies provided to all sponsors.)				
		3	3	3	3	3
<i>Item #10</i>	2	Recruitment and Selection (FS-1800-21B Application for the program.)				
						(See Note)
<u>Note. All Offices:</u> Destroy when no longer needed or when applicant is found ineligible. Applications accepted for enrollment are filed in accordance with FSM 1866.						
<i>Item #11</i>	3	Enrollee Work-Site Records (Includes orientation, certification, safety training documentation, training records, assessment and plans, transition to unsubsidized employment, follow-up documentation after placement and other records related to the work-site (FSM 1866).)				
						(See Note)
<u>Note: All Offices:</u> Destroy records 3 years after separation from employment.						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #12</i>	4	5	5	5	5	5
	Reports (Includes quarterly progress reports FS-1800-G, and narrative attachments which are required by the Department of Labor for congressional testimony on the status of the program; file also includes reporting of local project data.) Establish subject folders as needed.					
	<u>Note:</u> File financial records such as Report of Cumulative Obligations, Quarterly Report of Cumulative Contributions and so forth under 6550 Accounting and apply retention period.					
<i>Item #13</i>	4-1					(See Note)
	Enrollee by State (Includes the report on the number of enrollees by State.)					
	<u>Note:</u> <u>All Offices:</u> Destroy when no longer needed.					
<i>Item #14</i>	5					(See Note)
	Special or Experimental Projects (Includes proposals, agreement forms, correspondence, strategies and techniques, and other records related to improve unsubsidized placement for older Americans.) Establish folders by project.					
	<u>Note:</u> <u>All Offices:</u> Destroy records 3 years after termination of special project.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #15</i>	6	3	3	3	3	3
	Planning and Distribution of Slots (Includes correspondence relating to the capability and distribution of Senior Community Service Employment Program (SCSEP) slots. Includes local project data prepared on a yearly basis.)					
<i>Item #16</i>	7					(See Note)
	Interagency Agreement (Includes the Interagency Agreement, supplements, modifications, closeout documents, and financial status report.)					
	<u>Note:</u> WO: Permanent. Break file every 10 years and transfer to the FRC. Offer to NARA when 20 years old.					
	<u>All Other Offices:</u> Destroy 3 years after the agreement expires or terminates.					
<i>NCI-95-82-21870</i>		3	3	3	3	3
<i>Item #1</i>		Young Adult Conservation Corps (Includes general correspondence, subject files, memoranda, studies, reports and other records related to YACC.)				
<i>Item #2</i>	1					(See Note)
	Work Plans (Includes Project Work Plans, FS-1900-4, correspondence and related records.)					
	<u>Note:</u> SO: Destroy 3 years after plan is revised or no longer needed for administrative use.					
	<u>All Other Offices:</u> Not applicable.					
<i>Item #3</i>	2	3	3	3	3	3
	Safety Plans (Includes correspondence and records related to safety.) Records					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1870-2						
	referring to serious incidents, deaths, OWCP and Tort Claims file under 6180.					
<i>Item #4</i>	3 Staff-Enrollee Living (Includes correspondence, roster and other records related to youth accountability in residential programs.) <u>Note: All Offices: Destroy upon closeout of program</u>			(See note)		
<i>Item #5</i>	4 Youth Recruitment and Selection (Includes general correspondence, with employment service and general public, inquiries from youth and request for information on the program.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #6</i>	5 Enrollee Pay (Includes general correspondence concerning enrollee pay.)	2	2	2	2	2
<i>Item #7</i>	5-1 Enrollee Pay Records (Includes copies of BRASC pay print outs, BR form UC-507 (Employment Notification) and related records.) Records maintained by imprest fund cashiers for advance payments, file under 6540-6.			(See Note)		



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1870-7						
<p><u>Note: All Offices: Destroy when 2 years old or upon close-out of the program, whichever is earlier.</u></p>						
<i>Item #10</i>	8 Reports (Includes annual reports submitted to the President and Congress highlighting accomplishments of program, study reports, narrative reports prepared by field units.) <u>Note: WO: Offer to NARA when 20 years old.</u>	P	5	5	5	5
<i>Item #11</i>	9 State Grant Program (Includes general correspondence, reports, and records related to the administration of State Grant Program.)	2	2	2	2	2
<i>Item #12</i>	9-1 State Grant Case Files (Includes SF 424 application, letter of Credit, Governor's designated rep., and other related records.) File project reports under 1410. <u>Note: All Offices: Destroy duplicate copies of State grant case files when 2 years old or upon closure of the program, whichever comes first. The original State grant application will be retained by BRASC and</u>					(See Note)

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1870-9-1						
	destroyed 7 years after the date of termination of the program or when audit is completed, whichever comes first.					
<i>Item #13</i>	10 Enrollee Targets (Includes correspondence and records related to enrollee targets.) <u>Note: All Offices: Destroy when 2 years old or upon close out of the program, whichever is earlier.</u>			(See Note)		
<i>Item #14</i>	11 On Board Strength Report (Includes correspondence and related records.) <u>Note: All Offices: Destroy when 2 years old or upon close out of the program, whichever is earlier.</u>			(See Note)		
<i>Item #15</i>	12 Interagency Agreements (Includes interagency agreements, YACC supplements, revisions to agreements.) <u>Note: WO: Permanent. Offer to NARA when 20 year old. All Other Offices: Destroy 3 years after agreement expires or terminates.</u>			(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OT HER
<i>NCI-95-81-6</i>	1900	10	10	10	5	5
<i>Item #1</i>						
	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<del><i>Item #2</i></del>						
<i>CAS 14-3</i>						
<i>Item #3</i>	1910				(See Note)	

Planning (Includes correspondence and reports relating to the various planning processes at all levels in the Forest Service; and records that cannot be readily identified with one of the specific processes described in 1910 thru 1990.)

Inquiries (Includes inquiries for all 1900 series.)

National Resource Planning (Includes general correspondence and material relating to the Nation's renewable resources and development of the Forest Service program at all levels, and not covered by a specific secondary subject.)

NOTE: All Offices: If files labeled "1910" are limited to general correspondence, destroy when 5 years old.

If files labeled "1910" include files described in 1910-1 through 1910-4, use the following disposition:  
WO, RO & A, and ES: Destroy records when 25 years old.  
All Other Offices: Destroy records when 5 years old.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1910						
<i>Item #4</i>	1	25	25	25	5	5
<i>Item #5</i>	2	25	25	25	5	5
<i>Item #6</i>	2-1				See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ETC)				
		WO	RO & A	ES	SO	OTH
1910-2-1						
grouped by geographic locations.)						
NOTE: All Offices: Destroy in agency when administrative use ceases.						
NCI-9581-6						
Item # 7	2-2	25	25	25	5	5
Assumptions (Includes materials relating to development of basic assumptions for assessment analysis, population projections, estimates of economic activity, analyses of alternative future relationships between basic assumptions and resource use.)						
Item # 8	2-3	25	25	25	5	5
Land Inventory (Includes information and public comments.)						
Item # 9	2-4	25	25	25	5	5
Recreation (Includes information and public comments.)						
Item # 10	2-5	25	25	25	5	5
Wilderness (Includes information and public comments.)						
Item # 11	2-6	25	25	25	5	5
Wildlife and Fish (Includes information and public comments.)						
Item # 12	2-7	25	25	25	5	5
Range (Includes information and public comments.)						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
	1910					
<i>Item #13</i>	2-8	25	25	25	5	5
<i>Item #14</i>	2-9	25	25	25	5	5
<i>Item #15</i>	2-10	25	25	25	5	5
<i>Item #16</i>	2-11	25	25	25	5	5
<i>Item #17</i>	2-12	25	25	25	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1910						
<i>Item #18</i>	3	25	25	25	5	5
<i>Item #19</i>	3-1				(See Note)	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	O T H E R
1910-3-1						
NOTE: All Offices: Destroy in agency the master file, backup tape, and record copy of the user's guide when administrative use ceases.						
<i>Item # 20</i>	3-2 Direction (Includes copies of directions and issues pertaining to the RPA Program development process, except for direction relating to policy issues and analysis which are included in 1910-4 and 1910-3-3.)	25	25	25	5	5
<i>Item # 21</i>	3-3 Analysis (Includes material specifically relating to the analysis procedures used in the RPA program development process; unit cost analysis, benefit value analysis, discount rate analysis, present net worth, physical biological, social, and other economic analysis.)	25	25	25	5	5
<i>Item # 22</i>	3-4 Recreation (Includes public comments, process and analysis results.)	25	25	25	5	5
<i>Item # 23</i>	3-5 Wilderness (Includes public comments, process and analysis results.)	25	25	25	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
NO	RO & A	ES	SO	OTH		
	NCI-95-81-6 1910					
Item # 24	3-6 Wildlife and Fish (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 25	3-7 Range (Includes public comments process and analysis results.)	25	25	25	5	5
Item # 26	3-8 Timber (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 27	3-9 Water (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 28	3-10 Minerals (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 29	3-11 Human and Community Development (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 30	3-12 Lands (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 31	3-13 Soils (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 32	3-14 Facilities (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 33	3-15 Protection (Includes public comments, process and analysis results.)	25	25	25	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
1910						
<i>Item # 34</i>	4	25	25	25	5	5
Policy Issues (Includes all material and directions relating to Policy issue identification, organization, and procedures, but does not include decisions or rationale for them which is to be found within resource element files 1910-3-4 thru 1910-3-15.)						
<i>NCL 95-84-8</i>	5	P	25	25	25	25
<i>Item # 1</i>						
<i>and</i>						
<i>NCL 95-81-6</i>						
<i>Item # 35</i>						
Reports of the Forest Service (Includes President's Statement of Policy and any congressional revisions, the Annual Report of the Forest Service as required by Section 8 of the Act, published Assessment, published Report to Congress on the Nation's Renewable Resources.)						
NOTE: WO: Offer to NARA when 30 years old in 10-year blocks.						
<i>NCL 95-81-6</i>	6	25	25	25	5	5
<i>Item # 36</i>						
Public Involvement in Planning (Includes correspondence concerning overall public involvement activities and comments concerning RPA which do not relate to a particular resource element, program, or assessment documents specifically.)						

RECORDS MANAGEMENT HANDBOOK

1910  
 NCI-95-86-8  
 Item # 1

7

RPA Special Studies (Studies conducted to support the RPA Assessment or Program activities. These studies relate to supply and demand for natural resources, economic values, and other activities in support of the RPA process. The case file includes approved proposals and funding, progress reports, contracts or cooperative agreements, projects conducted to support the studies and final reports.) Establish case file by study number assigned by the Washington Office.

WO: (a) Final Report. Permanent. Offer to NARA 25 years after the casefile is closed. (b) Remaining casefile material: Destroy 25 years after the casefile is closed.

RO, A, and ES: Destroy records 25 years after case file is closed.

All Other Offices: Destroy records 5 years after case file is closed.

Unfunded proposals: All Offices: Destroy in agency when obsolete.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	



RECORDS MANAGEMENT HANDBOOK

1920-1-1

Section 6 regulations; team meeting minutes, decisions, direction from the Chief, Regional Forester, Area Director; the work plan, correspondence, data information files, or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process. Must maintain all evidentiary material as potential legal or court evidence.)

Note: A. Paper not filmed:  
RO: Permanent. Offer paper records to NARA when 20 years old.

All Other Offices: Destroy paper records when 10 years old.

B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of 36 CFR 1230. Destroy the original records when microforms are reviewed and found satisfactory.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTH





## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT HER
1920						
<i>Item # 8</i>	2	10	10	10	25	10
<i>NCI-95-82-172-1</i>						
<i>Item # 3</i>					(See Note)	

National Forest Planning  
 (Includes Correspondence and information related to forest planning including communication between RO and NF, and between WO and RO. File final National Forest Plan and any amendments under 1920-2-2.)

National Forest Planning Process (Includes planning process used at the National Forest level, required by Section 6; decisions and direction given; the work plan, correspondence; data information files or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process. Must maintain as evidentiary material as potential legal or court evidence.)

Note: A. Paper not filmed: SO: Permanent. Offer paper records to NARA when 20 years old.  
All Other Offices: Destroy paper records when 10 years old.

B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be

RECORDS MANAGEMENT HANDBOOK

1920-2-1

made in accordance with the provisions of 36 CFR 1230. Destroy the original paper records when microforms are reviewed and found satisfactory.

C. Film: SO: Permanent. Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5 years blocks when 20 years old (for example, 1982-1986 block would be offered to NARA in FY 2006).  
All Other Offices: Destroy microform records in office when 10 years old.

NCI-95-82-17 2-2  
 Item # 4

National Forest Decision Documents (Includes EIS, the final Forest plan, amendments and revisions.)  
Note: A. Paper not Filmed: SO: Permanent. Offer paper records to NARA when 20 years old.  
All Other Offices: Destroy paper records when 15 years old.  
B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be made

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	PHOTO
			(See Note)	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	O T H E R
1920-2-2						
in accordance with the provisions of 36 CFR 1230. Destroy the original paper records when microforms are reviewed and found satisfactory.						
C. <u>Film:</u> <u>SO:</u> <u>Permanent.</u>						
Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5 years blocks when 20 years old (for example, 1982-1986 block would be offered to NARA in FY 2006).						
<u>All Other Offices:</u> Destroy microform record in office when 15 years old.						
<i>NCJ-95-81-8</i>						
<i>Item #11</i>	2-3	10	10	10	25	10
Monitoring and Evaluation (Includes the written procedural requirements, the results of all fields monitoring activities and the evaluation of information.)						
<i>Item #12</i>	2-4	10	10	10	15	10
National Forest Planning Criteria (Includes evaluation and decision criteria and process criteria applied throughout the planning process; correspondence, and documentation records mainly between the SO and the interdisciplinary team.)						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHR
1920						
<i>Item #13</i>	2-5	25	25	25	25	25
	3					
	3-1					
	3-2					
<i>Item #17</i>	4					(See Note)

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH ER
1920-4						
NOTE: <u>WO &amp; RO: PERMANENT</u> Offer to NARA when 20 years old. <u>All Other Offices: Destroy</u> records when 10 years old.						
<i>Item # 18</i>	4-1	P	10	10	10	10
RARE II (Includes study, background data, correspondence and other records relating to the roadless area review and evaluation 1977-78. File future wilderness designation information under 1920-4.)						
<i>Item # 19</i>	4-2	25	25	25	25	25
Public Comments on RARE II (Includes comments and suggestion from the public concerning areas proposed for wilderness designation.)						
<i>Item # 20</i>	5					(See Note)
NRA Designation (Includes maps, tabular data, correspondence, and background material relating to studies for National Recreation Areas. File alphabetically by name of area. Use 2370 for management of established NRA's.)						
NOTE: <u>WO &amp; RO: PERMANENT</u> . Offer to NARA when 20 years old. <u>All Other Offices: Destroy</u> records when 10 years old.						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OT HE R
1920						
<i>Item # 21</i>	6 Wild and Scenic River Designation (Includes maps, tabular data, background information and correspondence relating to studies of potential wild, scenic, and recreational rivers. Folders alphabetically by name of river. Use 2350 for management of rivers designated in national system.)	P	P	P	10	10
<i>Item # 22</i>	7 Coastal Zone Management (Includes correspondence regarding coordination, monitoring, review, and implementation of state programs for management of coastal zones, particularly as they apply to federal activities per Coastal Zone Management Act as amended (PL-92-583.)	3	2	2	2	2
<i>Item # 23</i>	8 Special Management Areas (Includes planning information and correspondence for areas designated for special management studies; Mount St. Helen's or other special disaster areas. Excludes management records filed under subjects, such as 2800 Minerals.) <u>NOTE: WO &amp; RO : PERMANENT.</u> <u>Offer to NARA when 20 years old.</u> <u>All Other Offices: Destroy records when 10 years old.</u>				(See Note)	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)							
WO	RO & A	ES	SO	OTHER					
	<i>NCI-95-82-12</i> <i>Item # 1</i>	1930	Program Development and Budgeting (Includes general correspondence and material not covered by a specific secondary subject; preparation of short-term program proposals; development of budgets; and direction for the national, Region, Area, Station, and local levels. Excludes items in 6520, including allocations.)	P	2	2	2		2
	<i>Item # 2</i>	1	Program Planning (Correspondence and reports documenting the development, operation, and maintenance of a program development and budgeting process; and procedures that encompass all program areas and organizational levels. Excludes instruction packages and annual budget proposals, which are filed in 1930-1-1 and 1930-1-2.)	2	2	2	2		2
	<i>Item # 3</i>	1-1	Program Budget Development Instructions (Includes correspondence transmitting and/or revising the final instructions and record copy of package.)	5	5	5	5		5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
NCI-95-82-12 1930						
<i>Item #4</i>	1-2	WO Alternative Budget Proposals (Includes the initial budget presentation with alternatives, subsequently required alternatives in written form, and related computer generated reports.)	5	5	5	5
<i>Item #5</i>	2	Budget Presentation (Includes correspondence directly related to the budget estimates and presentation of the Forest Service budget. WO material is filed under 1930-2-1 thru 2-7.)	NA	2	2	2
<i>Item #6</i>	2-1	Department Presentation (Includes budget material requested by the Department for formal submission; backup material; spread sheets, executive summary; analysis papers; questions and answers generated after formal submission.)	3	NA	NA	NA
<i>Item #7</i>	2-2	OMB Presentation (Includes material used in the Department's formal presentation (marked-up 5's); backup material; spread sheets; executive summary; analysis papers; questions and answers generated after formal submission; and the Budget Appendix material.)	3	NA	NA	NA







## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	O T H E R
<i>NCI-95-81-10</i>	1950	10	10	10	5	5
<i>Item #15</i>						
	Environmental policy and Procedures (Includes correspondence and general material relating to analysis and decisionmaking processes required by the National Environmental Policy Act of 1969, not covered by a specific secondary subject.)					
<i>Item #16</i>	1	10	10	10	5	5
	Project Environmental Assessment (Includes material on site-specific projects supporting project environmental assessments. Assessments are filed in project files.)					
<i>Item #17</i>	2	10	15	15	15	15
	Program Environmental Assessment (Includes material supporting program environmental assessments. Assessments are filed in program files.)					
<i>Item #18</i>	3					
	Forest Service Environmental Impact Statement (EIS) (Includes material supporting an EIS as well as the actual Environmental Impact Statement.)					
					(See Note)	

NOTE: A. Paper Records: All Offices:

(1) If not filmed, destroy records in agency when no longer needed for reference. (2) If

RECORDS MANAGEMENT HANDBOOK

1950-3

filmed, destroy paper records in agency once film is verified.  
 B. Film: (1) WO: PERMANENT. If records are microfilmed, it shall be in accordance with the provisions of 36 CFR 1230. Offer a silver original plus one duplicate copy to NARA in 5-year blocks when administrative use ceases.

(2) All Other Offices: Copies of Film: Destroy when no longer needed for reference.

*Item #193-1*

Comments (Includes correspondence related to EIS's from other government agencies, the general public, and other sources.)

*Item #20* 4

Other Federal Agency Environmental Impact Statements (Set up case folders as needed.)  
NOTE: All Offices: Destroy when 3 years old or administrative use ceases, whichever comes later.

*Item #214-1*

Statements (Includes statements for actions directly affecting NFS lands or FS, S&PF or Research programs, or where FS is a cooperating agency.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

1950-4-1

NOTE: WO: Destroy when 3 years old or administrative use ceases, whichever comes later.  
All Other Offices: Destroy when 15 years old or when administrative use ceases, whichever comes later.

NCI-95-81-10

*Item #22* 4-2 Comments (Includes comments on other agency statements because of special expertise or indirect effect on FS programs.)

NOTE: All Offices: Destroy when 1 year old or when administrative use ceases, whichever comes later.

*Item #23* 5 State Environmental Impact Statements (Set up case folders as needed.)

*Item #24* 1960 Policy Analysis (Includes general correspondence and material concerning routine transactions, such as trip reports, individual letters and memoranda answering requests, and progress reports not directly related to a specific study.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	
3	3	3	3	3
3	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

1960

*Item # 251* Policy and Interpretations (Deleted.  
File any existing records under 1960 and  
apply the retention period.)

*Item # 26* 2 Case Studies (Includes reviews,  
analyses and study reports, staff papers,  
and any related records that analyze  
current Forest Service or emerging policy  
issues. Case file by year and subject  
matter.)

(See Note)

Note: WO: PERMANENT. Offer to NARA in  
5-year blocks when 20 years old.

All Other Offices: Destroy when 10 years  
old or when no longer needed, whichever  
comes sooner.

~~Item # 251~~ 1970 Economic and Social Analysis (Includes  
*NI-95-87-4*  
*Item # 1* general correspondence related to  
technical and procedural direction for  
conducting economic and social  
analysis.) Excludes economic and social  
analysis casefile material which should  
be filed under the appropriate file  
designation for that subject. For  
example, an economic and social analysis  
related to an EIS is filed under 1950-3.

3 3 3 3 3

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

(See Note)

*NCI-95-87-10*  
*Item # 1*  
1990 Special Plans and Studies (Case files consist of a Plan which contain the details of the research findings that will be tested for local or national application, a justification, cooperators, questions that the study will answer, the methodology, cost and funding, followup, and final report. The studies may be routine or substantive, such as studies affecting more than one region).

Note: Office Originating the Study:  
Destroy study and related background papers when 10 years old.

All Other Offices: Destroy copies of studies when 5 years old.

Note: 1990-1, 1990-2 records related to Surface Environment and Mining (SEAM) are now filed under 4310.

<i>NI-95-87-12</i>	2060 Ecosystem, Classification, Interpretation and Application	5	5	5	5	5
	2070 Biological Diversity	U	U	U	U	U

## RECORDS MANAGEMENT HANDBOOK

	WO	RETENTION PERIOD (BY FS AND FRC)			
		RO&A	ES	SO	OTHER
2100 Environmental Management	U	U	U	U	U
2110 Water Quality (Deleted. File any existing records under 2530 and apply the retention period.)					
2120 Air Resource Management (Deleted. File any existing records under 2580 and apply the retention period.)					
2130 Solid Waste Management	U	U	U	U	U
2140 Integrated Pest Management (Deleted. File any existing records under 3400 and apply the retention period.)					
2150 Pesticide Use, Management and Coordination (Includes correspondence and records relating to authorities, responsibilities and definitions.)	U	U	U	U	U

## RECORDS MANAGEMENT HANDBOOK

2150

	RETENTION PERIOD (BY FS AND ERC)				
	WO	RO & A	ES	SO	OTH
1 Pesticide Uses (Correspondence and other records relating to reviews of uses, and preparation of forms.)	U	U	U	U	U
2 Conduct of Projects (Include correspondence relating to project planning, project work plans, and project safety plans.)	U	U	U	U	U
3 Training and Certification of Applicators (Correspondence and other records relating to training and certification requirements for applicators, and training authorizations.)	U	U	U	U	U
4 Pesticide Selection, Application, and Monitoring (Correspondence and other records relating to pesticide selection, safety, formulation, registration, aerial application, ground application, posttreatment evaluation, and environmental monitoring.)	U	U	U	U	U
5 Safety in Pesticide Uses (Correspondence and other records relating to safety. Includes pesticide exposure, transportation, storage, disposal, and treatment.)	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2150						
6	Pesticide Use Reports (Includes post treatment evaluation reports and reports on accidents and incidents involving pesticides.)	U	U	U	U	U
2170	Energy Management	U	U	U	U	U
<i>NCI-95-91-1</i> <i>stem #1</i>	2200 Range (General correspondence files consisting of correspondence pertaining to Range activities too broad to file under a specific file subject.)	3	3	2	2	2
<i>GRS 14/3</i> <i>stem #1</i>	1 Inquiries (Routine acknowledgments and transmittals.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>NCI-95-81-5</i> <i>stem #1</i> <i>GRS 1-306.</i>	2 Training (Records and correspondence relative to all facets of range management training.) <u>Note: All Offices: Destroy when 5 years old, or 5 years after completion of a specified training program.</u>				(See Note)	
<i>stem #2</i>	3 Policy and Direction (includes correspondence relating to policy or program direction concerning range conditions, criteria for classifying grazing lands, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.)				(See Note)	

RECORDS MANAGEMENT HANDBOOK

NCI-95-81-5 2230  
 Item # 6 1-1

Item # 7 2

Item # 8 3

Fee Studies (Case files consisting of all study material collected, including working papers, statistical summaries developed, or other information used in support of fees charged. Files are arranged chronologically. Records regarding monies collected for grazing are filed under 6530.)

Note: Retention period begins after study is completed.

Application (Files consisting of application, supporting documents, and other supplemental information used in determining whether a permit should be issued.)

Note: SO: If application is approved, file in the appropriate case file under 2230-3. If disapproved, file records in general correspondence under 2230 and apply retention period.

All Other Offices: Not applicable.

Permit Case Files (Includes case files consisting of authorizing documents, supplements, amendments, correspondence, and related records. Establish files by PERMIT TYPE: Term

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
50	3	3	3	3
			(See Note)	
			(See Note)	



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FRS AND FRC)				
		WO	RO & A	ES	SO	OTHER
	2200					
	<p>Note: <u>WO: Permanent.</u> Send to FRC 1 year after policy is superseded. Offer to NARA, in 5 year blocks, 25 years after policy is superseded.</p> <p><u>All Other Offices:</u> Retain records in office. Destroy when no longer needed.</p>					
<i>Item # 3</i>	2210	10	10	10	10	10
	<p>Range Management Planning (Correspondence of a general nature pertaining to proposed activities which may not have developed fully to create a specific case folder in the items following. File correspondence of permanent value under 2200-3)</p>					
<i>Item # 4</i>	1					
	<p>Range Allotment Management Plans (Includes correspondence, maps and overlays, photos, trend transect records, grazing capacity estimates, tabulations, utilization records--permitted and actual use--related summary report materials and administrative studies related to range analysis; environmental assessment and decision notices; and the allotment management plan. Includes ranges from which grazing may currently be excluded and previously prepared</p>					
					(See Note)	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
2210-1	range analysis files. Contains all files previously designated as 2210-1, 2210-2, 2210-3, and 2220. Case file by allotment.)  <u>Note:</u> <u>SO:</u> <u>Permanent.</u> Transfer to FRC 1 year after the plan is revised or superseded. Offer to NARA, in 5 year blocks, 30 years after plan is revised or superseded by new plan. <u>All Other Offices:</u> Destroy 3 years after plan has been revised or superseded.					
<i>Item #5</i> 2230	Grazing and Livestock Use Permit System (Files consisting of general correspondence and related records too broad to file under specific secondary subject. File appeals to grazing boards in pertinent case folders.)	5	5	5	10	5
<i>NCI-95-79-1</i> <i>Item #9</i>	1 Fees (Files consisting of general correspondence relative to standard and regulations and related discussions leading to the determination of the fee charged for grazing or crossing of livestock on National Forest lands and on other lands under Forest Service control. <u>Note:</u> <u>WO &amp; RO:</u> Offer to NARA when 10 years old.  <i>Transfer records to FARC when 3 years old.</i>	P	P	3	3	3

RECORDS MANAGEMENT HANDBOOK

NO	RETENTION PERIOD (BY ES AND FRC)				O T H E R
	RO & A	ES	SO		
3	3	3	3	3	3
10	10	10	10	10	10
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
3	3	3	3	3	3

2240 Improvements (General correspondence files consisting of correspondence too broad to file under a specific secondary.)

*NCI-95-81-5  
Item # 10*

1 Structural (Correspondence and supporting documentation regarding structural improvements made to National Forest lands including items such as cattle guards, fences, gates, corrals, and water developments. File record of authorities and agreements to build such improvements under various cooperative programs between Forest Service and permittees in the appropriate permittee case folder (Under 2230-3.)

Note: Retention period applies after improvement is completed.)

*GRS 14/3  
~~NCI 95-79-1-1~~  
Item # 18*

Inquiries (Files consisting of general inquiries or requests for information regarding structural improvements.)

*NCI-95-79-1  
Item # 19*

2 Nonstructural (Inquiries and files of a general nature, too broad to file under a specific tertiary.)

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	O T H E R
2240						
<i>Item #20</i>	2-1	P	P	10	10	10
	Pesticides (Correspondence regarding spraying of pesticides and other treatments of woody plants, noxious farm weeds, other plants, including those of a poisonous variety, rodents, predators, insects, and diseases. Case files created when necessary and arranged alphabetically.) <u>Note: WO &amp; RO: Offer to NARA when 10 years old.</u>					
<i>NCI-95-81-5</i>	3	10	10	10	10	10
<i>Item #11</i>	Incidents (Case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any non-structural improvements to National Forest System lands. May include statements and other supporting data and photographs.)					
<i>NCI-95-79-1</i>	2250	10	10	10	10	10
<i>Item #22</i>	Cooperation (General correspondence too broad to fit into a specific case file concerning various organizations, such as conservation organizations, the Farmer's Union, the Farm Bureau, and other recognized groups that are not specifically chartered.)					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
2250						
<i>Item #23</i>	1	10	10	10	P	10
Advisory Boards (Files include copies of charters, correspondence, notice of meetings, minutes, memberships, rosters, by-laws, and all supporting documentation of business conducted by Grazing Advisory Boards. Case files arranged alphabetically by board.) <u>Note:</u> <u>SO:</u> Offer to NARA when 10 years old.						
<i>NCI-95-81-5</i>	2	25	25	25	25	25
<i>Item #12</i>						
Associations (Files pertaining to various organizations formed by National Forest grazing permittees. They include specific documentation such as membership, minutes of meetings, memorandums of understanding, agreements, renewals, and general correspondence.) <u>Note:</u> Retention period begins after termination of association.						
<i>Item #13</i>	2260	10	10	10	10	10
Wild Free-Roaming Horses and Burros (General correspondence. Files containing material of a general nature, too broad to fit into a specific case file.)						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O I H S
2260						
<i>Item #14</i>	1	Cooperation (Files consist of correspondence and cooperative agreements between Forest Service and other State or local government agencies, permittees, or private landowners regarding maintenance of wild horses and burros. Arrange materials in case folders, by cooperators, and include documentation of joint land management plans for those properties immediately adjacent to National Forests which wild horses use as their natural range. May include cooperative agreements between Forest Service and State Live-stock Boards regarding determination of ownership in cases of dispute.) <u>Note: WO and RO: Destroy 25 years after completion of agreement. All Other Offices: Do not send to FRC. Destroy 3 years after termination of agreement.</u>				
<i>Item #15</i>	2	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

2260-2

rather than multiple use. Case files by specific area.)

*Item #16* 3 Management Plans (Case file by specific area containing all inventories of horses, statistical data regarding maintenance, studies, and maps. All documentation regarding use of any specific area for grazing of wild horses in conjunction with multiple use management of public lands. May include public input regarding horse maintenance.)  
Note: SO: Permanent. Transfer to FRC 1 year after plan is revised or superseded. Offer to NARA, in 5 year blocks, 30 years after plan is revised or superseded.  
All Other Offices: Destroy 10 years after plan has been revised or superseded.

*Item #17* 4 Relocation and Disposal (Files consisting of correspondence regarding adoption, relocation, and final disposal of wild horses. These plans are specifically formulated for individual ranges where overcrowding of wild horses has occurred. The animals are either placed under

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

2260-4

private maintenance or relocated to other National Forest areas. Files may also include correspondence involved in settling any disputes arising out of wild horses causing damage to private lands. Case folders by areas, as necessary).

Note: WO & RO: Destroy when 10 years old.

All Other Offices: Transfer to FRC 3 years after closed. Destroy 25 years after case is closed.

*NCI-95-79-1* 2270  
*Item # 30*

Information Management and Reports (All 2200 reports, including annual grazing statistical, final study reports. Separate folders as needed by name of report. Includes one-time reports).

Note: WO: Offer to NARA after 10 years old.

*Item # 31*

1 Range Management Information System (Includes data pertaining to forest-range, grazing permits, annual grazing authorizations, actual grazing use, and improvements.)

Note:

WO: Offer to NARA annually.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
P	3	3	3	3
P	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS, AND ERC)				
		WO	RO & A	ES	SO	OTH ER
2310-1						
		<u>All Other Offices:</u> Destroy when use ceases.				
<i>NN166-136</i> <del>STN # 32</del>	2	P	P	P	10	10
<i>NN166-136</i> <del>STN # 122</del>	2320	U	U	U	5	5
		Wilderness, Primitive Areas, and Wilderness Study Areas (Folder alphabetically by type and name of area.)				
<i>NN166-136</i> <del>STN # 32</del>	1	U	U	U	10	10
<i>NN166-136</i> <del>STN # 123</del>	2330	25	25	25	5	5
		Publicly Managed Recreation Opportunities (Including campgrounds, picnic grounds, boating sites, swimming sites, playground, park, sport sites, and campground fee system.)				
<i>NN166-136</i> <del>STN # 32</del>	1	U	U	U	10	10
	2340	U	U	U	U	U
		Privately Provided Recreation Opportunities (Including winter-sports sites, avalanche control, organization-camp sites, concession sites, and recreation residence sites.)				
	2350	U	U	U	U	U
		Trail, River, and Off-Road Vehicle Management (Including general undeveloped areas, recreation roads, recreation trails, water areas.)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	O T H E R
	2300	U	U	U	U	U
	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>GAS 14-3</i>	2	U	U	U	U	U
	2310	(See Note)				
<i>NCI-95-75-1</i>	Planning and Data Management (Including plans covering camp-grounds and picnic grounds, resorts, organization camps, recreation residences, swimming areas, and commercial public-service sites.)					
<i>Item # 1</i>	Note: <u>Regional Offices only:</u> Retain 5 years. Apply retention period when the plan is superseded by a new or revised plan. (File planning reports under 2310-2 and retained permanently.) <u>All Other Offices:</u> Destroy when use ceases.					
	1	(See Note)				
<i>Item # 2</i>	RIM Documents Note: <u>WO (Recreation Management only):</u> Permanent retention. Records dating from 1939 will be on microfilm. Record copies of the microfilm shall be offered to the National Archives and Records Service.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-81-3</i>	2360	3	3	3	3	3
<i>Item #1</i>	Special Interest Areas (Includes general correspondence concerning special interest areas too broad to be filed under a specific subject. Excludes correspondence of permanent value.) <u>Note:</u> Screen all files in 2360 series prior to FY 1982 for 2360-1 records.					
<i>Item #2</i>	1 Policy and Direction (Includes correspondence relating to policy or program direction, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.) <u>Note:</u> <u>WO, RO, SO:</u> Permanent records. Send to FRC when 10 years. Offer to NARA when 20 years old.	P	P	3	P	3
<i>Item #3</i>	2 Inventory Records (Includes overview reports-summaries of cultural resource information by specific areas; site inventory records-site inventory forms, photographs, site maps, descriptions, project inventory records-reports of areas inventoried, resources located, and recommendations.) Case file by site.				(See Note) in 2360-5	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O I H E R
2360						
<i>Item #4</i>	3 Compliance Records (Includes evaluation reports-records of test excavations, studies; determination of eligibility; reports prepared for the advisory council on historical preservation, plans for mitigation.) Case file by site.			(See Note) in 2360-6		
<i>Item #5</i>	4 Data Recovery Records (Includes excavation results and findings; analysis; data forms, photographs of artifacts; records of location and description of artifacts stored in curatorial institutions.) Case file by site.			(See note) in 2360-6		
<i>Item #6</i>	5 Protection Records (Includes actions taken to protect resources; emergency removal of cultural resources.) Case file by site.			(See note) in 2360-6		
<i>Item #7</i>	6 Public Use and Enhancement Records (Includes records of use and adaptive re-use of cultural resources, including restoration and stabilization; development and interpretive projects; related publications.) Case file by site.			(See note)		

RECORDS MANAGEMENT HANDBOOK

2360-6

Note: RO, SO: Retain records in office. Destroy when administrative value ceases. Do not send to FRC.

All Other Offices: Not applicable.

*NN-166-136*  
~~Item # 79~~

~~Item # 79~~  
*NN 166-136*  
~~Item # 74~~

~~Item # 75~~

~~Item # 81~~

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
	2370	Other Nationally Significant Areas (Areas of national significance, such as wild and scenic rivers and, National Recreation Areas.)	U	U	U	5 5
	2380	Landscape Management	U	U	U	5 5
	2390	Interpretive Service (Including on-the-ground activities which add to visitors' enjoyment, knowledge, or appreciation of National Forests.)	5	5	5	5 3
	1	Plans (Includes documentation for facility designs, exhibits. Description of what types of programs are going on. Plans are site specific.)	10	10	10	10 3
	2	Reports	<del>U</del>	5	5	3 3

## RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007

*Item #1*

2400 Timber Management (Includes general correspondence and Congressionals of a routine nature related to timber management and other records too broad to be filed under a specific subject heading. Screen this file annually for records to go under 2400-1 Policy.)

NOTE: If desired, a microform record may be made to replace the original paper records in this series. If temporary records are microfilmed, see section 45.22. If records designated as permanent in this series are microfilmed, transfer the paper records to NARA in accordance with the approved disposition once the microfilm is verified. Retain the microfilm copies in agency. Destroy when no longer needed for administrative use.

*Item #2*

1 Policy (Includes correspondence relating to timber management policies, program and direction; policy signed by the Chief of the Forest Service or by the Secretary of USDA. File also includes Congressionals of a substantive nature which require more than a routine response; correspondence from the private sector organizations and individuals seeking clarification on Forest Service policy, plans, decisions in Timber Management.)

RETENTION PERIOD (BY FS AND FRC)				
NO	RO & A	ES	SO	OTH R
3	3	3	3	3
P	10	10	10	10



		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>N1-95-86-5</i>	2410	5	5	5	5	5
<i>Item # 1</i>	<p>Timber Resource Management Planning (Includes correspondence related to timber management planning process; congressional and public inquiries about inventories (including surveys), land suitability and allowable sale quantity; records pertaining to the planning and establishment of sustained yield units; and other related records.) Establish subject folders as needed.</p> <p><u>NOTE:</u> File sustained-yield unit case files under the appropriate file designation in 2460 and apply the retention period.</p>					
<i>Item # 2</i>	1					
	<p>Timber Management Plans (The Final Plan and amendments for the management of timber resources on the National Forests. These plans have a ten-year cycle. Some may pre-date 1960. Since TM plans are no longer generated this is a closed series.)</p> <p><u>NOTE:</u> <u>WO, SO: Permanent.</u> Offer all Final Plans and amendments to NARA in 1991. Do not transfer to the FRC.</p> <p><u>All Other Offices:</u> Destroy when superseded or obsolete.</p>					(See Note)

## RECORDS MANAGEMENT HANDBOOK

NC-95-84-0007

*Item #6* 2420 Timber Appraisal (Includes correspondence and comments related to the policy and management of the timber appraisal program.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

*Item #7* 1 Appraisal Data (Includes general correspondence, other records related to all price and cost components or factors involved in the timber appraisal.)

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO & A	ES	SO	OTHER
P	5	5	5	5
10	10	5	5	5

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			WO	RO & A	ES	SO	OTH R
2420							
<i>Item #8</i>	1-1	Studies (Includes records related to studies including index sales involving appraisal data.)	15	15	15	15	15
<i>Item #9</i>	1-2	Selling Values and Costs (Includes general correspondence and records related to developing tables, graphs, and instructions for use of selling values and production cost appraisal items.)	10	10	10	10	5
<i>Item #10</i>	1-3	Profits, Stumpage, and Base Period (Includes general correspondence and records related to the development and use of profits and risk, stumpage value and base periods and base period values appraisal items.)	10	10	10	10	5
<i>Item #11</i>	2	Price, Supply and Demand Trends (Includes data series, graphic displays, background material, historical and projected trends, general correspondence and other records dealing with market conditions/appraisal relationships.)	25	10	10	10	5
<i>Item #12</i>	3	Rate Redetermination, Damage Appraisal and Stumpage Rate Adjustment (Includes general correspondence, instructions and records related to Rate Redetermination, Damage, Comparison, Standard Price Appraisals and Stumpage Rate Adjustment.)	10	10	10	10	5

## RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007

2420

*Item #13* 4 Reports (Includes records related to the development of appraisals and appraisal reports not covered in individual timber sale case folders or under the above designations.)

*Item #14* 5 Appraisal Methods (Includes general correspondence and other records related to the theory and application of appraisal methods and approvals for use.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

*Item #15* 5-1 Studies (Includes records related to both internal and external studies of appraisals and appraisal methods.)

*Item #16* 2430 Commercial Timber Sales (Includes authorizations and correspondence related to policies for commercial timber sales; Congressionals related to policy interpretations and clarifications from private citizens and private sector.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

NO	RETENTION PERIOD (BY FS AND ERC)			
	RO & A	ES	SO	OTH
3	10	3	3	3
P	15	15	15	15
25	15	15	15	15
P	5	5	5	5



RECORDS MANAGEMENT HANDBOOK

NCL-95-84-0007

2430

*Item #21* 2-3 Small Business Programs  
 (Includes the development and administration of the sale program set aside for small business. This involves 5 year recomputation of shares, protests of size class, semi-annual analysis procedures, Special Salvage Timber Sale program, and reports.)

Note: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
P	15	5	15	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
2430						
<i>Item #22</i>	3 Change in Status (Includes adjustment and extension, modification and assignments, termination, cancellation, and damages.)	10	10	5	5	5
<i>Item #23</i>	4 Timber Sale Administration (Includes general correspondence regarding contract compliance, deposits, payments, and road loans.)	10	10	5	5	5
<i>Item #24</i>	5 Wood Residue Utilization Program (Includes proposals, plans, general correspondence and records related to the project implementation concerning the wood utilization program. Also includes personal use charge firewood program.)	10	5	5	5	5
<i>Item #25</i>	2440 Designating, Cruising, Scaling, and Accountability (Includes general correspondence and records related to the basic authority and policy for designation and measuring trees and forest products. Describes the criteria for presale measurement sales.)	10	5	5	5	5
<i>Item #26</i>	1 Designation (Includes activities of marking individual trees or units of trees to carry out the silvicultural prescriptions.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

*NCI-95-84-0007*

2440

*Item #27* 2 Measurement (Includes correspondence related to cruising and scaling and records related to the measurement systems involved in cruising, tree measurement sales, and scaling and measurement certifications.)

*Item #28* 3 Development (Includes correspondence and other records related to the development of marking rules, programs, scaling handbooks and procedures.)

Note: All Offices: Destroy when superseded or obsolete.

*Item #29* 4 Reports (Includes Check Scale and Log Accountability Reports which contain volume determination records for presale and scaling needs.)

(Note: Scale and cruise records and reports pertaining to individual timber disposal cases should be filed in appropriate 2450 or 2460 case files.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		
5	5	5	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO & A	ES	SO	OTHER	
<i>Item #30</i>	2450 Sale Contracts and Permits (Includes correspondence related to policy for timber sale contracts; Congressionals related to policy interpretation, clarification and so forth.)  NOTE: <u>WO</u> : Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.	P	5	5	5	5
<i>Item #31</i>	1 Preparation and Interpretation (Correspondence related to the preparation and interpretation of Standard Contract and Permit Forms.)	25	25	10	10	10
<i>Item #32</i>	2 Development (Correspondence related to the development of new or revised provisions, contract and permit forms.)	25	25	10	10	10
<i>Item #33</i>	3 Timber Sale Contracts (Case files containing correspondence and records pertaining to the sale, award, and administration of individual timber sales.) Screen closed timber sale contract case file for title evidence. Transfer records to 5490-3 Land Status Title and follow retention instructions.  Note: Retention period begins after case file is closed.	10	6	6	6	6

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
<p><i>NCI-95-84-0007</i> 2450</p> <p><i>Item #34</i> 4 Timber Sale Permits (Case files containing correspondence and records pertaining to the preparation and administration of individual permits for the sale of timber, firewood, Christmas trees, or other forest products.)</p> <p>Note: Retention period begins after the case is closed.</p>		3	3	3	3	3
<p><i>Item #35</i> 2460 Uses of Timber Other Than Commercial Timber Sales (Includes general correspondence, inquiries, policy and direction related to administrative use, miscellaneous products, free use, settlement and sustained yield units.)</p>		5	3	3	3	3
<p><i>Item #36</i> 1 Administrative Use, Miscellaneous Products, Free Use, Settlement (Case files containing correspondence, direction, and information by specific use as in disaster relief, free use and administration, timber settlement, timber selected and offered in exchange, sales of seized and innocent trespass materials, sales of other forest products and timber property sales.)</p> <p>Note: Retention period begins after case file is closed.</p>		10	10	6	6	6



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTH
<p>NCI-95-84-0007 2470</p> <p><i>Item #39</i> 1 Policy (Includes correspondence related to policy including interpretation and implementation of National Forest Management Act (NFMA) and National Environmental Policy Act (NEPA); File also contains Congressionals of a substantive nature that address policy interpretations and clarifications from the private sector, individuals, and organizations.)</p> <p><u>NOTE: WO:</u> Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p>		P	5	5	3	3
<p><i>Item #40</i> 2 Silvicultural Systems and Related Cutting Methods (Includes general correspondence related to even and unevenaged management, clearcutting, shelterwood, seed tree, thinning, selection, salvage and so forth.)</p>		10	10	5	5	5
<p><i>Item #41</i> 3 Reforestation (General correspondence and reports concerning all aspects of site preparation, protection of reforestation and committees working on reforestation matters.)</p>		3	10	10	10	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
2470						
<i>Item # 42</i>	4	5	5	5	5	5
<i>Item # 43</i>	4-1			(See Note)		
<i>Item # 44</i>	5	5	5	5	5	5
<i>Item # 45</i>	5-1			(See Note)		
<i>Item # 46</i>	6	5	15	15	15	15

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)					
		WO	RO&A	ES	SO	OTHER	
<i>NCI-95-84-0007</i> <i>Item #47</i>	2470 7	Timber Stand Improvement (Includes correspondence and reports related to release, thinning, pruning, fertilization and pesticides.)	5	15	15	15	15
<i>Item #48</i>	8	Examination and Prescriptions (Examination/Prescriptions, Stand Modeling and Stocking Levels, Training and Certification.)	10	10	10	10	10
<i>Item #49</i>	2480	Protection of Timber Sale Areas and Timberlands (Includes general correspondence related to reduction of risks, hazards, erosion control and other silvicultural practices.)	5	5	5	5	5
	2490	Timber Management Information System	U	U	U	U	U
	1	Case Records and Reports	U	U	U	U	U
<i>NCI-95-83-8</i> <i>Item #1</i>	2500	Watershed Management (Includes general correspondence related to responsibilities, coordination with other resource management and correspondence too broad to be filed under a specific subject heading.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

2500

Note: Screen all folders in the 2500 series for significant correspondence and documentation for resource data on selected watershed case files and file under 2510-3.

*GRS 14/3*  
*Item #2*

1	Inquiries (Includes standard transmittal or reply to inquiries.)	1/4	1/4	1/4	1/4	1/4
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*Item # 3* 2510 Watershed Planning (Includes general correspondence, inventories, reports and other records documenting watershed improvement plans for long-term improvement activities for burn areas, storm and flood areas, damage from geologic agents, avalanches and natural disasters.)

*Item # 4* 1 Watershed Planning Projects (Case files containing evaluations of damage, request for funding, allocations of damage of approved projects and follow-up reports.)

NOTE: All Offices: Destroy records 3 years after case is closed.

2 Soil and Water Surveys For National Assessment (Includes assessments of current situations and trends in watershed conditions, soil stability, productivity, water quality, and so forth, needed to meet soil and water resource planning assessment goals.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH
3	3	3	3	3
		(See Note)		
U	U	U	U	U





RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2520-2-1						
<p><u>NOTE: All Offices: Destroy records 3 years after case is closed.</u></p>						
<i>Item # 8</i>	3			(See Note)		
<p>Emergency Burn Area Rehabilitation (Includes case files which document emergency rehabilitation burn area reports, requests for funding and all records pertaining to project.)</p> <p><u>NOTE: All Offices: Destroy records 3 years after case is closed.</u></p>						
<i>Item # 9</i>	4			(See Note)		
<p>Support Services (Case files containing documentation of special watershed management services required to fulfill a watershed role when another activity is occurring such as a timber sale.)</p> <p><u>NOTE: All Offices: Destroy records 3 years after case file is closed.</u></p>						
<i>Item # 10</i>	5			(See Note)		
<p>Monitoring Plans (Case files containing plans and other documentation evaluating the effects of management activities of a resource.)</p>						

RECORDS MANAGEMENT HANDBOOK

2520-5

NOTE: All Offices: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

6 Riparian Areas (Includes general correspondence on policy, delineation of areas, management, guidelines of areas having distinctive resource values and characteristics that comprise riparian ecosystems; file also contains direction and guidelines for streams and lakes classification.)

*Item #11*

7 Floodplain and Wetland Protection (Case files which include documentation on floodplain management and wetland protection.)

NOTE: All Offices: Destroy records 20 years after case is closed.

8 Natural Disaster and Flood Damage Surveys (Case files containing information on damage estimates, photos, copies of request for funding, and related records.)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
U	U	U	U	U
		(See Note)		
U	U	U	U	U

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #12</i>	2530	3	3	3	3	3
	Water Resource Management (Includes general correspondence and other records too broad for a specific case file that relates to water resource inventories, hydrologic inventories, water resource management, barometer watersheds and water resource management support services.)					
<i>Item #13</i>	1			(See Note)		
	Barometer Watersheds (Includes case files containing documentation that measures the impact of watershed practices on water resources for typical watershed sites. Case studies include the plan of work, standards of operation, reports and so forth.)					
	NOTE: All Offices: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.					
<i>Item #14</i>	2			(See Note)		
	Water Resource Investigations (Collection data necessary for conducting forest management planning implementation; data includes surface and ground water supplies, climate, water quality, terrestrial features, hydrologic surveys, and so forth.)					



RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
2530-5	other agencies; and Outservice water development projects.)  <u>NOTE: All Offices: Destroy records 3 years after case is closed.</u>					
<i>Item 17</i> 2540	Water Uses and Development (Includes general correspondence, memorandums and other records too broad to fit under a specific subject heading that relates to National Forest water rights (Outside request for changes in policy;  In-Service request for clarification of policy for authorization to assert claims under certain authorities or to use specific quantification methodologies; municipal supply watersheds, and water quality management.)	3	3	3	3	3
1	Water Rights (Includes case files documenting water right use. File contains the original permits, licenses, reserved water right notification, court decrees, proof of shares and other records verifying water right use. Also includes background and working papers.)	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

2540

1-1 Water Uses Rights and Requirement Inventory (Includes inventory, maps documenting the purpose, location, volume and type of water use.)

*Item # 21* 2

Municipal Supply Watersheds (Includes agreement that specifies terms under which FS conducts activities with municipalities; some are congressional.

Case file contains management plans, specific management classification, notice of restrictions, boundary posting records, maps, and inspection.) Establish case files as needed.

NOTE: Supervisor's Office:

A. Files related to agreements created by Executive Order, Presidential Proclamation, Legislation, Secretary's Agreement: PERMANENT. Offer the original agreement and the records created leading up to the agreement to NARA 1 year after the agreement is signed.

B. For records created after the agreement is signed: Break file every 10 years and transfer to

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
U	U	U	U	U
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

2540-2

FRC. Offer to NARA in 10-year blocks when 20 years old.

All Other Offices: When the agreement is signed, send file to the Supervisor's Office so the SO can retrieve and consolidate (with the permanent file described above) any pertinent records not in the file when the agreement was signed.

C. Files related to agreements created solely by Regions and Supervisor's Office levels and not created by legislative action.

All Offices: Destroy records in agency when administrative use ceases.

NC1-95-83-8<sup>2550</sup>  
Item #22

Soil Management (Includes general correspondence, memorandums and other records pertaining to soil management which do not fit under a specific secondary subject heading.)	3	3	3	3	3
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Item #23

1 Soil Interpretation (Case files include documentation related to soil management support services, soil quality monitoring, special soil investigations, soil interpretations and cooperative soil programs.)					(See Note)
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Note: Originating Office: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

All Other Offices: Destroy records 3 years after case is closed.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

2550

- Item # 24*
- 2 Resource Inventories (Includes soil resource inventory reports and support documentation.)

(See Note)

Note: Originating Office: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

All Other Offices: Destroy records 3 years after case is closed.

2560 and 2570 file designations are deleted. File any existing records under 2530 and 2500 and apply the retention periods.

2580 Air Resource Management (Includes general correspondence)

U U U U U

- GRS 14/3*
- 1 Inquiries (Includes routine transmittals and inquiries.)

1/4 1/4/ 1/4 1/4 1/4

- 2 Class I Areas (Includes general correspondence and other records related to the identification, protection, and management of National Forest lands designated as Class I areas including problems associated with air quality related values in those areas and redesignation proposals submitted from States.) Establish case files as needed.

U U U U U

- 3 Prevention of Significant Deterioration (PSD) (Casefiles containing the application, data collected that determines the effects of a proposed major emitting facility and concurrences or non-concurrences with EPS's proposed exemptions and variances, and approvals.)

U U U U U

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
2580						
4	Training (Includes correspondence and records related to training personnel in this agency, States and other agencies.)	U	U	U	U	U
5	Inventorying and Monitoring of Resource Values Affected by Air Pollution (Includes reports and summary of data.)	U	U	U	U	U
6	Pollutants (Includes general correspondence on different types of pollutants and their effects on the environment.)	U	U	U	U	U
2590	Weather Program	U	U	U	U	U
2600	Wildlife, Fish, and Sensitive Plant Habitat Management (Includes general correspondence related to policy and procedures; congressional and responses to the public related to wildlife and fisheries policy; also includes correspondence too broad to be filed under a specific subject heading.)	P	10	10	5	5
	<i>NC-45-82-5</i> <i>Item #1</i>					
	<u>NOTE:</u> <u>WO:</u> Offer to NARA in 10-year blocks when 20 years old.					
<del>Item #21</del>	<i>GRS 14-3</i> Inquiries (Transmittals of replies to standard inquiries.)	1/4	1/4	1/4	1/4	1/4

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #3</i>	2610	Cooperative Relations (Includes general correspondence, Memorandums of Understanding with States, Bureau of Land Management, and other organizations outside the Gov't. Establish as case files by name of cooperator.)				
		(See Note)				
		<u>WO</u> : Destroy 25 years after case file is closed.				
		<u>RO, A, and ES</u> : Destroy 10 years after case file is closed.				
		<u>All Other Offices</u> : Destroy 5 years after case file is closed.				
<i>Item #4</i>	2620	25	10	10	10	10
		Planning (Includes general correspondence related to pre-planning analysis for habitat projects for wildlife and fish species.)				
<i>Item #5</i>	1	Plans (Includes State-wide Comprehensive plan and other specific wildlife and fish plans for species other than threatened and endangered. Records are established as case files. Regional and Forest Plans are filed under 1920 Land Management Planning.)				
		(See Note)				
		<u>NOTE: RO: State Comprehensive Plan only: PERMANENT.</u> Offer to NARA in 10-year blocks when 20 years old. Destroy all other records in the case file 10 years after the case is closed.				
		<u>All Other Offices</u> : Destroy records 10 years after the case file is closed.				
<i>Item #6</i>	2	Studies, Administrative (Includes case files which analyze the effectiveness of certain projects and record factors which affect the management of wildlife and its environment and recreational uses of these resources.)				
		(See Note)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)			
	WO & A	RO ES	SO	OL HIGH	
2620-2					
<i>NCI-95-82-5</i>	<u>All Offices:</u> Destroy 10 years after case file is closed.				
<i>Item #7</i>	3 Surveys (Includes general correspondence and survey data which determine the abundance of wildlife by species and population trends.)	10	10	10	
<i>Item #8</i>	2630 Habitat (Includes general correspondence and plans related to the actual projects and implementation of practices designed to correct or enhance habitat conditions, coordination of habitat projects with other FS activities such as timber, range, minerals and geology.)	P 10	10	5 5	
	<u>NOTE:</u> <u>WO:</u> Offer to NARA in 10-year blocks when 20 years old.				
<i>Item #9</i>	1 Improvement Work (Includes project case files of actual projects being conducted. Case files contain structural implementation of improvement activities such as fish structures, watering facilities, and nest structures.)		(See Note)		
	<u>NOTE:</u> <u>All Offices:</u> Destroy 5 years after case file is closed.				

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
2630						
<i>Item # 16</i>	2 Needs (Deleted. File existing records under 2620-3 Surveys, and apply the retention period.)					
<i>Item # 11</i>	3 Special Areas (Includes general correspondence and plans related to areas designated for intensive management such as zoological or botanical areas. Records are established as case files.)			(See Note)		
	<u>NOTE: All Offices: Destroy records 5 years after case file is closed.</u>					
<i>Item # 12</i>	2640 Stocking and Harvesting (Includes general correspondence and records related to the stocking and harvesting of wildlife and fish species on National Forest lands.)	3	3	3	3	3
<i>Item # 12a</i>	1 Stocking Projects (Includes special projects related to exotic fish and wildlife species.)			(See Note)		
	<u>WO and SO: Destroy 10 years after case file is closed.</u> <u>RO, A, and ES: Destroy 25 years after case file is closed.</u> <u>All Other Offices: Destroy 5 years after case file is closed.</u>					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-82-5</i>						
<i>Item #13</i>	2650	P	3	3	3	3
	Wildlife and Fish Control (Includes general correspondence related to predator and rodent control; animal damage control reports and reviews; procedures for control between the Bureau of Land Management, Fish and Wildlife Services, and state agencies.)					
	NOTE: <u>WO</u> : Offer to NARA in 10-year blocks when records are 20 years old.					
<i>Item #13</i>	1			(See Note)		
	Predators and Rodent Control Projects (Includes records on predator and rodent control activities.)					
	NOTE: Destroy records 5 years after case file is closed.					
<i>Item #14</i>	2660	10	5	5	3	3
	Administration (Including general correspondence, inspection guides, and training materials.)					
<i>Item #15</i>	1	P	10	10	10	10
	Reports (Includes the Annual Report on all animal and fish population on National Forest lands.)					
	NOTE: <u>WO</u> : Offer to NARA in 10-year blocks when records are 20 years old.					

## RECORDS MANAGEMENT HANDBOOK

NCI-95-82-5

Stem #16 2670

Threatened, Endangered, and Sensitive Plants and Animals (Includes general correspondence too broad to be filed under a specific subject heading.)

~~Stem #17~~  
GRS 14-3

1 Inquiries (Transmittals of replies to standard inquiries.)

Stem #18

2 Cooperation (Includes general correspondence, biological opinions on formal consultations with Fish and Wildlife Services; cooperative agreements with the International Convention Advisory Committee (ICAC), the Endangered Species Scientific Authority (ESSA), the USDA Endangered Species Work, state agencies, and so forth. Establish records as case files.)

NOTE: All Offices: Offer records to NARA in 10-year blocks, 20 years after case is closed.

Stem 19

3 Planning (Includes general correspondence, inventories and studies, recovery plans, action plans, reintroduction activities for the protection and recovery of classified species. Records are established as case files.)

WO	RETENTION PERIOD (BY ES AND ERC)				O T H E R
	RO & A	ES	SO		
5	5	5	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
P	P	P	P	P	P
P	P	P	P	P	P

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

2670-3

Note: All Offices: Offer records to NARA in 10-year blocks, 20 years after case is closed.

*Item # 20* 4 Classification and Habitat Designation (See Note)  
(Includes federal, state and regional list of threatened and endangered species, federal register notices, rulemaking for listings; and habitat designation. Establish case file by individual species or group.)

Note: All Offices: Destroy 5 years after case file is closed.

*Item # 51* 5 Taking (Includes prohibitions, permits, Federal Register notices, and comments on permit request.) 5 5 5 5 5

*Item # 22* 6 Species (Includes general correspondence and case files related to any species in the management program listed on the Endangered Species Act (ESA) of 1973.) P P P P P

Note: All Offices: Screen this file for nonrecord material prior to offering to NARA. Offer case files in 10-year blocks, 20 years after the case file is closed.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>NCI-95-82-5</i>	2670					
	7	Legislation and Regulations (Deleted. File any existing records under the appropriate file code under 1010 Laws, Regulations, Orders.)				
<i>Item #24</i>	2680	5	5	5	5	5
		Habitat Management in Classified Areas (Includes general correspondence and plans related to wildlife and fish habitat.)				
<i>NCI-95-87-1</i>	2700	3	3	3	3	3
<i>Item #1</i>		Special Uses Management (Includes general correspondence and records of a routine nature related to special use management.) Establish subject files as needed.				
<i>Item #2</i>	1	1/4	1/4	1/4	1/4	1/4
<i>(GRS 14-3)</i>		Inquiries (Includes routine transmittals and acknowledgments for the 2700 series.)				
<i>Item #3</i>	2710				(See Note)	
		Special-Use Authorizations (Includes general correspondence and documents related to special use applications; the preparation and administration of special use permits; fee regulations, fee system and fee administration.) Establish subject folders as needed.				
<u>All Offices:</u> Destroy records when 3 years old or no longer needed for administrative use.						





RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
2720	<p><i>Item #8</i> 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.</p> <p>All Offices but SO: 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.</p> <p>SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.</p> <p>Retain the rest of the case file material in the office. Destroy after project is terminated and no longer needed for administrative use.</p>				(See Note)	
2730	<p><i>Item #9</i> 3 Road and Trail Rights-of-Way-Grants (Includes correspondence related to right-of-way grants, not related to a specific case.)</p>	3	3	3	3	3
	<p><i>Item #10</i> 1 Applications (File consist of applications and supporting documentation used in determining whether to issue a permit.)</p>				(See Note)	

2730-1

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 of when administrative use ceases, whichever comes first. If withdrawn, destroy when reference value ceases.

NOTE: File appeals under 1570.

*Item #11*

- 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.

Note: All Offices but SO: 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.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

2730-2

SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

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

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER





2730-3-3

SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

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

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2740	Memorandums of Understanding (Deleted. File existing records under 1530, 1540, or 1580 and apply the retention period.)					
2750	Easements (Deleted. File existing records under the appropriate secondary or tertiary file codes in the 2700 series.)					
<i>Item #16</i>	2760 Withdrawals (Includes general correspondence not related to a specific withdrawal.)	3	3	3	3	3
<i>Item #17</i>	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.)			(See Note)		

Note: 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.

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
2760						
<i>Item #18</i>	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.)				(See Note)	
	<u>All Offices Except SO:</u> 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.					
	<u>SO:</u> 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.					
<i>Item #19</i>	2770 Federal Power Act Projects (Includes general correspondence not related to a specific project.)	3	3	3	3	3





RECORDS MANAGEMENT HANDBOOK

*Form 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.

RETENTION PERIOD (BY TYPE AND ETC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

*NCI-95-82-6* 2800  
*Item #1*

Minerals and Geology (Includes general correspondence and related records pertaining to mineral and geology management overall policy, regulation development, directions and procedures.)

NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.

*GRS 14/3*  
*Item #2*

1 Inquiries (Includes standard transmittal or reply.)

*Item #3* 2810

Mining Claims (Includes general correspondence, policy and regulations, directions, and procedures pertaining to locatable minerals; lands open to mineral entry and types of mining claims covered under the 1872 mining laws.) WO segregate files by Regions.

NOTE: WO: Offer records to NARA in 5-year blocks when 20 years old.

All Offices but ES: File all materials pertaining to (P.L. 87-851) Mining Claims Occupancy Act under 2810-4.

ES: Not Applicable

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
P	25	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
P	25	NA	25	5

## RECORDS MANAGEMENT HANDBOOK

2810

- Item #4* 1 Locations (Includes general correspondence and other records regarding validity and use or title and patent applications.) Establish case file alphabetically by claimant. WO segregate by Regions.

NOTE: All Offices but ES:  
 Destroy records 20 years after the case file is closed.  
ES: Not Applicable.

- Item #5* 2 Surface Rights (Includes general correspondence and other records regarding the Multiple-Use Mining Act [P.L.84-167]). Establish case files alphabetically by claimant and by BLM or FS area number. Regions segregate by State. WO segregate by Region and State.

NOTE: WO: Transfer to FRC when case file is closed. Destroy 20 years after the case file is closed.  
RO: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when administrative use ceases.  
All Other Offices: Not Applicable.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	O T H E R
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

NCI 95-82-6  
2810

*Item #6*

3 Within Power Site Withdrawals (Includes general correspondence, mining claims, and other records related to Mining Claims Rights Restoration Act [P.L. 84-359].)

NOTE: All Offices but ES: Transfer to FRC when the case file is closed. Destroy 20 years after case file is closed.  
ES: Not Applicable.

*Item #7*

4 Occupancy Act (Includes general correspondence and related records pertaining to the Mining Claim Occupancy Act [P.L.87-851].) Establish case files alphabetically by claimant. Regions segregate by State. WO segregate by Regions and State.

NOTE: WO: Transfer to FRC when case is closed. Destroy 20 years after case is closed.  
RO: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when no longer needed for administrative use.  
All Other Offices: Not Applicable.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Stem #8</i>	2810					
<i>GRS 14-3</i>	5	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Stem #9</i>	2820	P	20	NA	20	20
<p>Mineral Leases, Permits, and Licenses (Includes general correspondence and records pertaining to policy and and regulation developments, direction and procedures concerning permits or leases issued by BLM.) WO segregate file by Regions. File records related to inter-agency agreements under 1580.</p> <p>NOTE: <u>WO</u>: Offer to NARA in 5-year blocks when 20 years old.</p>						
<i>Stem #10</i>	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>GRS 14-3</i>						
<i>Stem #10</i>	2				(See Note under 2820-6)	
<p>Oil and Gas (Includes leases and permits.) Establish case file alphabetically by name of permittee, leases or numerically by BLM number. WO segregate files by Regions. File related appeal cases under 1570.</p>						
<i>Stem #12</i>	3				(See Note under 2820-6)	
<p>Geothermal (Includes leases and permits.) Establish case file alphabetically by name of permittee, leases or numerically by BLM number. WO segregate</p>						



## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

2820-6

file is no longer needed, which-  
ever comes sooner.

ES: Not Applicable.

*Item #16* 2830 Mineral Reservations and Rights Out-  
standing (Includes correspondence,  
policy, and regulations related to the  
administration of areas subject to  
reservations or rights outstanding.)  
WO segregate folders by Regions.

P 25 NA 25 10

Note: WO: Offer records to NARA in  
5-year blocks when 20 years old.

*Item #17*  
*(GAS 4-3)* 1 Inquiries (Includes standard transmittal  
or reply.)

1/4 1/4 1/4 1/4 1/4

*Item #18* 2 Mineral Operation Permits (Includes  
permits and other records filed alpha-  
betically by mineral ownership, permittee  
or mineral operation being conducted on  
NFS lands.)

(See Note)

Note: WO: Transfer to FRC when case  
file is closed. Destroy records 50 years  
after case file is closed.

ES: Not Applicable.

All Other Offices: Destroy records 25  
years after the case file is closed.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
	2840					
	Reclamation (Deleted. File any existing records under 2800 and apply retention period.)					
<i>NO 95-87-7</i>	2850	P	20	20	20	20
<i>Item #1</i>	Mineral Materials (Includes general correspondence related to the sale, free use, and management of mineral materials and other records too broad to file under the secondary file designation.)					
	<u>Note:</u> <u>WO:</u> Permanent. Transfer to the National Archives in 5-year blocks when 20 years old.					
<i>Item #2</i>	1					(See Note)
	Permits (File includes correspondence, contract forms permits, permittee information, inventories, evaluations, development plans, operating plans, appraisals, forms, and other records documenting the activities of the specific projects or sites of mineral excavation.) Establish files by sale, project, site, or permittee.					
	<u>Note:</u> <u>All Offices:</u> Destroy when no longer needed for administrative use.					
	2860		U	U	U	U
	Forest Service Authorized Prospecting and Mineral Collecting					
<i>NO 95-82-6</i>	2880	20	20	10	10	5
<i>Item #19</i>	Geologic Resources and Services (Includes general correspondence, policy statements, direction and procedures related to geologic resources and services.)					
<i>Item #20</i>	1	1/4	1/4	1/4	1/4	1/4
<i>(BAS 14-3)</i>	Inquiries (Includes standard transmittal or reply.)					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OT HR
2880						
<i>Item #21</i>	2	20	20	20	10	5
<i>Item #22</i>	3				(See Note)	

NOTE: All Offices: Retain geologic inventory data for the same time period as required

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
2880-3	for the specific planning document. Refer to 1910, 1920, 1950 and 1990. In cases where the related plan is scheduled for PERMANENT retention, keep data for 20 years, then destroy.					
<i>Item # 23</i>	4 Geologic Investigation Data (Includes data for studies of the feasibility, design, construction and maintenance of projects and facilities.) File alphabetically by project or facility.  <u>NOTE: All Offices:</u> Retain geologic investigation data for the same time period as required for the specific project under file designations 7170 Materials Engineering, 7410-1 Water Supply, 7530 Dams and so forth. In cases where the plan is scheduled for PERMANENT retention, keep data for 20 years, then destroy.					(See Note)
<i>Item # 24</i>	5 Geologic Reports (Includes reports relating to geologic investigations or inventories containing conclusions and recommendations on FS facilities.)					(See Note)

RECORDS MANAGEMENT HANDBOOK

2880-5

NOTE: WO, RO, and A: Destroy when 25 years old or no longer needed for administrative use. All Other Offices: Destroy when 10 years old or no longer needed for administrative use.

NCI-95-84-23000  
*Item #1*

State and Private Forestry (Includes general correspondence. Excludes correspondence and records relating to policy.)

*Item #2*

1 Policy (Includes correspondence and records related to State and Private Forestry policy, Advisory Committee, NASF, authorities, responsibilities, organization, and general or administrative practices.)  
NOTE: WO. Permanent. Transfer to FRC when 5 years old. Offer to NARA in 5-years blocks when 20 years old. Cooperative agreements previously filed here, file under 1580.

*Item #3*  
GRS 14-3

2 Inquiries (Routine transmittals and letters of a personal nature.)

NOTE: Records previously filed under 3000-2 through 3000-2-6, file under 3000 primary and apply retention period.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	Other
3	3	3	3	3
P	5	3	3	3
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

3000

*stem #4* 3 Special Projects (Includes action plans and followups, special reports or summaries, and related working papers which address State and Private objectives or responsibilities.) Establish as case files. File all original speeches under 1650-5. Retain duplicate copies of speeches in the case file. (See Note)

Note: All Offices: Destroy records 3 years after case file is closed.

*stem #5* 4 National Association of State Foresters (NASF) (Includes records relating to NASF and its activities. Excludes policy type records which should be filed under 3000-1.) 3 3 3 3 3

*N1-95-86-4*  
*stem #1* 3100 Cooperative Fire Protection (CFP) (Includes general correspondence too broad to file under a specific secondary or tertiary subject.) 3 3 3 3 3

~~*stem #2*~~  
*(CAS 14-3)* 1 Inquiries (Includes standard transmittals or replies to routine inquiries for all program areas.) 1/4 1/4 1/4 1/4 1/4

*stem #3* 2 Planning (Includes correspondence related to all components of Cooperative Fire Protection Programs.) 5 5 2 2 2

*stem #4* 3 Prevention (Includes general correspondence related to prevention except correspondence pertaining to the Smokey Bear Program.) 3 3 3 3 3

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

- Stn #5*
- 3110 Smokey Bear Program (Includes general correspondence covering subjects such as public service advertising, the Advertising Council, radio and television stations, newspapers, and magazines; teaching unit, Junior Forest Ranger program, and collateral materials; licensing and violations of use of Smokey Bear, Prism Corporation; parades, costumes, fairs, schools, National Zoo exhibit at Zoo and/or Smithsonian; Golden, Silver and Bronze Smokey Bear Awards, citations, and other awards; and other subject matter specifically related to the administration of the Smokey Bear program excluding cooperative agreements and licensees.) Establish folders by subject matter.
- (See Note)

Note: WO: Permanent. Transfer records to the FRC when 3 years old. Offer to the National Archives when 20 years old.

All Other Offices: Destroy records when 3 years old.

- Stn #6*
- 1 Cooperative Agreements (Includes supplements, revisions and related correspondence.)
- (See Note)

Note: WO: Permanent. Transfer expired or terminated agreements to the FRC when 1 cu. ft. is accumulated. Offer to the National Archives when 20 years old.

RO&A: Destroy records 3 years after agreement terminates or expires.

All Other Offices: Not Applicable.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
3110						
<i>Item # 7</i> 2	Smokey Bear Licensees (Includes inquiries, signed license by Chief, copy of notarized bond surety, approvals and disapprovals of merchandise.)					(See Note)
	<u>WO</u> : Destroy closed file when no longer needed.					
	<u>All Other Offices</u> : Not Applicable.					
<i>Item # 8</i> 3120	Fire Equipment and Supply Management (Includes general correspondence related to excess equipment, supplies, and purchasing of supplies by States.)	3	3	3	3	3
<i>Item # 9</i> 3130	Wildland Fire Protection Program (Includes general correspondence and records related to Federal technical and financial assistance provided to States in protecting State and private lands in all aspects of fire protection.)	5	3	3	3	3
<i>Item # 10</i> 3140	Extreme Fire Situation Program (Includes general correspondence, studies, and reports related to fire suppression assistance to States.)	3	3	3	3	3
<i>Item # 11</i> 1	Federal Emergency Management Agency (FEMA) (Includes general correspondence, studies, and reports related to FEMA fire assistance program.)	3	5	5	3	3

## RECORDS MANAGEMENT HANDBOOK

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

*Item #12* 3150 Rural Community Fire Protection (RCFP)  
(Includes general correspondence and records pertaining to assisting States in organizing, equipping, and training rural fire organizations in communities with less than 10,000 population.)

3	3	3	3	3
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3160 Fire Equipment, Supplies (Deleted. File any existing records under 3120 and apply the retention period.)

*Item #13* 3170 Cooperation (Includes general correspondence related to fire protection with Federal, State, and local governments.)

3	3	3	3	3
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*Item #14* 1 Cooperative Agreements (Includes supplements, revisions, and related correspondence.) (See Note)

Note: All Offices: Destroy records 3 years after agreement expires or terminated.

*Item #15* 2 Interstate Forest Fire Protection Compacts (Includes regional coordinating effort with States to assist in fire protection activities. File contains supplements, revisions, and related correspondence.) (See Note)

Note: All Offices: Destroy records 3 years after agreement expires or terminates.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #16</i>	3180	3	3	3	3	3
	Records, Reports, Studies, and Publications (Includes general correspondence.)					
<i>Item #17</i>	1					(See Note)
	Reports (Includes input source documents for the FS-3100-8 Annual Wildfire Report and other reports documenting expenditures. The report contains data on acres protected, number of wildfires and acres burned by cause and size class on State and private forest lands; also the report of State legislation that affects State fire programs.)					

Note: All Offices: Destroy records when 2 years old or no longer needed for administrative use. Published report is reference material. The record copy of Annual Wildfire Report, National Forest Fire Report, Rural Fire Prevention and Control Program Financing are published and maintained by public affairs staffs under 1630-1 FS Publications.

Note: Washington Office: Fire and Aviation Management Staff: Collection of the Annual Wildlife Report and National Forest Fire Report, Rural Fire Prevention and Control Program Financing records created from 1911-1983.

Transfer collection to the National Archives when the schedule is approved.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

3180

*Stn #18*

- 2 Studies (Includes the Efficiency Analysis Report documenting alternative program actions for more efficient fire protection. An Efficiency Analysis is conducted on an as-need basis when opportunities for program improvements are identified. The file also includes special studies that may lead to setting policy and are conducted at the Regional level; or at the Washington Office level when the issue is national in scope.) Establish folders by reports and special studies.

(See Note)

Note: All Offices: Retain in office. Do not transfer to FRC. Destroy when reference use ceases.

- 3190 Program Administration (Deleted. File any existing records under 3100. 3190-1 file under 3150. 3190-2 file under 1590. Apply retention periods to all refiles.)

*No 1-95-83-1*  
*Stn #1*

- 3200 Rural Forestry Assistance (Includes general correspondence related to broad policy on cooperative forestry assistance programs.)

15 10 10 3 3

*~~Stn #2~~*

- 1 Inquiries

1/4 1/4 1/4 1/4 1/4

*(GAS 14-3)*

- 2 Training (Includes correspondence related to training for State Foresters and private landowners.)

5 5 5 5 5

*~~Stn #3~~*  
*Stn #3*

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #4</i>	3210	15	10	10	3	3
	Forest Management Assistance (Includes general correspondence related to non-federal land resource management assistance and technical assistance.)					
<i>Item #5</i>	1	15	10	10	3	3
	Reports (Includes Annual Financial Status Report and Accomplishment Report.)					
	<u>NOTE:</u> Control records previously filed here, file under 1410.					
	3210-2 Cooperative Agreements is deleted. File Agreements under 1530, 1540, or 1580; 3210-3 Financing and 3210-4 Plans are deleted. File under appropriate 6500 designation.					
<i>Item #9</i>	3220	15	10	10	3	3
	Cooperative Nursery Production (Includes general correspondence related to assistance in furnishing tree plant stocks.)					
<i>Item #10</i>	1	15	10	10	3	3
	Nursery Production Assistance (Includes general correspondence, administrative studies, and reviews related to cooperative forestry tree nursery programs.)					





## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
3220-2-2						
<u>Microfilm Master</u> : Destroy in agency when no longer needed for reference. <u>Working Copy</u> : Retain in office. Destroy when 5 years old.						
<u>All Other Offices</u> : Not Applicable.						
<i>Item #14</i>	3 International Exchange of Seed (Includes general correspondence, records of policies and procedures, exchanges [records of seed transfers] of seed and pollen internationally.)	15	10	10	3	3
<i>Item #15</i>	4 International Seed Trade (Includes general correspondence and records of policies and procedures related to the control of forest reproductive material moving in international trade.)	15	10	10	3	3
<i>Item #16</i>	3230 Cooperative Tree Improvement (Includes general correspondence, studies, and reports related to cooperative forestry tree improvement programs covered under P.L. 95-313.) Establish as case files.				(See Note)	
<u>NOTE</u> : <u>WO</u> : Destroy records 15 years after case file is closed.						

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

3230

RO, A, and ES: Destroy records 10 years after case file is closed.

All Other Offices: Destroy records 3 years after case file is closed.

3230-1 Tree Seed and Planting Stock file designation is deleted. File existing records under 3220-1 Nursery Production; 3230-2 Tree Improvement file designation is deleted. File records under 3230; 3230-3 Tree Planting file designation is deleted. File existing records under 3220-1.

*Item # 20*  
3240

Forest Products Utilization  
(Includes general correspondence and records related to assistance for improvement of harvesting, processing, marketing and use of wood, wood products, and wood for energy.)

15 10 10 3 3

*Item # 21*  
3250

Forest Soil and Water Management  
(Includes general correspondence and other records related to protection and improvement of soil fertility and productivity on non-federal forest lands, and the quality, quantity and timing of water yield; technical assistance to other agencies.)

15 10 10 3 3

*N/1-95-87-3*

3260

Urban Forestry Assistance  
(Includes general correspondence related to providing technical assistance to states for the protection, development, and management of forest land in and near urban areas.)

5 5 5 5 5

*Item # 1*

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #2</i>	3300	5	5	5	5	5
	Forestry Incentives (Includes general correspondence between the Washington Office and field units on procedures and policies about forestry incentives passed down from the Agricultural Stabilization and Conservation Program. File also contains records that do not fit under the other file designations in this series.)					
<del><i>Item #3</i></del> <i>(GRS 14-3)</i>	1	1/4	1/4	1/4	1/4	1/4
<i>Item #4</i>	3310	5	5	5	5	5
	Cost-Sharing Programs (Includes general correspondence on procedures, direction, and guidelines from the Agricultural Stabilization and Conservation Program that the Forest Service passes on to field units related to cost-sharing programs such as the Forestry Incentive Program, Agricultural Conservation, and so forth. The period of payment is 10 years. The file also contains evaluations and reports which are jointly conducted by ASCS and the FS.) Establish folders by program.					
<i>Item #5</i>	3320	5	5	5	5	5
	Taxation (Includes general correspondence on forest taxation laws and incentives.)					
<i>Item #6</i>	1					(See Note)
	Reports and Studies (Includes reports and studies written on a contractual and non-contractual basis to provide taxation and finance information to potential users for educating private landowners on tax laws and other incentives provided by Congress.)					

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

3320-1

These reports are unique and done on an as-needed basis. The data from the reports and studies are used in a variety of forestry and tax publications. This file does not include material for tax booklets that are published annually through the Government Printing Office, covered under 1630-1.)

Note: Originating Office: Permanent.  
Transfer to FRC when 1 cu. ft. has accumulated. Offer to NARA in 5-year blocks when 20 years old.

All Other Offices: Destroy copies of published and unpublished material when no longer needed for administrative use.

<i>Stm #7</i>	3330	Loans (Includes general correspondence related to the availability of loans under the Farmers Home Administration Loan Program for forestland owners, wood harvesters, and wood processors.)	5	5	5	5	5
<i>Stm #8</i>	3340	Insurance (Includes general correspondence related to technical assistance provided to the Federal Crop Insurance Board of Directors in the development of timber insurance plans.)	5	5	5	5	5
<i>Stm #9</i>	3350	Conservation Reserve (Includes general correspondence related to the Forest Service providing technical assistance for tree-planting under a special conservation program jointly administered by ASCS. The program is authorized from 1985-1990 and its purpose is to take highly eroded cropland out of production.)	5	5	5	5	5

## RECORDS MANAGEMENT HANDBOOK

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

<i>NCU-95-82-11</i> <i>Item #1</i>	3400	Forest Pest Management (Includes general correspondence and other records related to authorities and responsibilities applicable to Forest Pest Management.)	P	25	5	5	5
		<u>NOTE: WO: Permanent.</u> Offer to NARA in 5-years blocks when 20 years old.					
	1	Inquiries	1/4	1/4	1/4	1/4	1/4
<del><i>Item #2</i></del> <i>(CRS 14-3)</i> <i>Item #3</i>	3410	Pest Detection (Includes correspondence, field surveillance reports, detection surveys, their planning and conduct.)	10	25	5	5	5
<i>Item #4</i>	3420	Pest Management Evaluations (Includes correspondence, biological evaluations, economic evaluations, and environmental assessments.)	10	25	5	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #5</i>	3430	10	25	5	5	5
	Control Project Standards (Includes correspondence criteria and supporting documentation necessary to support control projects.)					
<i>Item #6</i>	3440				(See Note)	
	Special Pest Management Project (Includes correspondence and case files related to non-funding activities of special projects. Activities include loss assessments, pilot projects, thinning and demonstration areas. Folders arranged alphabetically by name of project.) <u>NOTE: WO:</u> Destroy 10 years after case file is closed. <u>RO &amp; A:</u> Destroy 25 years after case file is closed. <u>All Other Offices:</u> Destroy 5 years after case file is closed.					
<i>Item #7</i>	3450	10	25	5	5	5
	Administration (Includes correspondence, Annual Condition Report and other records related to the funding and financing of insect disease prevention and suppression activities. Folders are arranged by subject matter and/or geographic location.)					







## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
<i>Item #2</i>	3510	5	5	5	5	5
	Watershed Protection and Flood Prevention (Includes general correspondence related to P.L. 566 which ensures that all forest and rangelands are evaluated and considered from a multiple-use standpoint on multiple-use watershed projects.)					
<i>Item #3</i>	1	10	10	5	5	5
	Reports (Includes reports of activities accomplished on projects by acres, compiled by project, summarized by Regions and the Washington Office.)					
<i>Item #4</i>	2				(See Note)	
	Small Watershed Projects (Case files which contain applications, correspondence planning process, forestry reports prepared on each project, watershed workplan contract documents, project accomplishment reports, EIS's.) Folder filed alphabetically by program or project.					
	<u>NOTE: All Offices:</u> Destroy records 10 years after case is closed.					
<i>Item #5</i>	3520	5	5	5	5	5
	River Basin Programs (Includes general correspondence related to comprehensive and special planning efforts that will					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
3520	result in the best use or combination of uses of water and related land resources.)					
<i>Item #6</i>	1 River Basin Studies (Case files containing proposals, plans of work, correspondence, reports, and financial data.)			(See Note)		
	<u>NOTE: All Offices: Destroy records 15 years after case is closed.</u>					
<i>Item #7</i>	3530 Flood Prevention Program (Includes correspondence pertaining to P.L. 534 which ensures restoration and preservation of desirable watershed conditions on forest lands.)	5	5	5	5	5
<i>Item #8</i>	1 Flood Prevention Projects (Case files contains project plans, correspondence, reviews, budgetary information, workplans, and accomplishment reports.)			(See Note)		
	<u>NOTE: All Offices: Destroy records 25 years after case is closed.</u>					
<i>Item #9</i>	3540 Emergency Watershed Protection (Includes general correspondence pertaining to emergency measures used to assist local	5	5	5	5	5

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
3540	areas on forest lands affected by fire, flood, or other disasters.)					
<i>Item #10</i>	1 Emergency Projects (Case files contain records such as applications, approvals, and completion reports.)			(See Note)		
	<u>NOTE: All Offices:</u> Destroy records 25 years after case is closed.					
	Reports is deleted. File existing records under 3540 and apply retention period.					
<i>Item #11</i>	3560 Interagency Programs (Includes general correspondence pertaining to States, counties, municipalities, and other local groups involved in watershed programs.)	5	5	5	5	5
<i>Item #12</i>	3570 Hydrologic Surveys and Analysis (Includes correspondence related to program direction, planning, conducting, and evaluating hydrologic surveys and analysis in response to a cooperative watershed management study or program. File technical reports in the project folder under 3570.)	10	10	5	5	5

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OT HER
<i>NCI-95-83-9</i>							
<i>Item #13</i>	3580	Water Quality Protection and Improvement (Deleted. File any existing records under 3250 and apply the retention period.)					
<i>Item #14</i>	3600	Rural Resource Conservation and Development (Includes general correspondence too broad to be filed under a specific subject heading.)	5	5	5	3	3
<i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #15</i>	3610	Rural Development (Includes general correspondence and other records pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns in eliminating problems in rural areas.)	P	5	3	3	3
		<u>NOTE:</u> WO: Offer to NARA in 5-year blocks when 20 years old.					
<i>Item #16</i>	1	Reports (Includes the Annual Rural Development Report which is a consolidated report from field units summarizing special projects with USDA to help farmers. Also, the Annual Needs Assessment Report required by USDA.)	5	5	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #17</i>	3620	P	5	3	3	3
	Resource Conservation and Development (Includes general correspondence related to working with State and local governmental units and sponsors for the purposes of improving the social, economic and environmental conditions of an RC&D area; identifying forestry activities and opportunities which will help sponsors with new and expanded problems to meet the needs of their rural citizens.)					
	<u>NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.</u>					
	1					(See Note)
<i>Item #20</i>	Resource Conservation and Development (RC&D) Projects (Case files containing applications, plans, and changes in forestry.)					
	<u>NOTE: All Offices: Destroy records 10 years after case is closed.</u>					
<i>Item #21</i>	2	P	5	5	5	5
	Reports (Annual Report for RC&D Projects and National Accomplishment Summary Report.)					
	<u>NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.</u>					



RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
3900	coordination with the Forest Service. Excludes correspondence with a specific plan or special project.)					
<i>Item #15</i>	1 State Forest Resource Plans (Includes state plan, revisions, amendments, tables, attainment reports, and correspondence concerning development and publication of the state plan.) Case file by State.  NOTE: <u>All Offices</u> : Destroy when plan is superseded.			(See Note)		
<i>Item #16</i>	2 Special Projects (Includes correspondence, work plans, reports, and documents concerning projects between state officials and the Forest Service.) Case file by State.  NOTE: <u>All Offices</u> : Destroy when administrative uses ceases.			(See Note)		
<i>NC-174-215</i>	<i>Item #1</i> 4000 Research			(See Below)		
	1 General Correspondence	P	3	3	3	3
<i>Item #2</i>	2 Statistical Methods	NA	10	10	NA	NA
	NOTE: 4040 Cooperation is deleted. File records under 4080 Research Administration.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
4000-2						
4050 Research Programs is deleted. File records under 4070 Research Program Formulation and Documentation.						
File 4050-5 Program Reviews under 1470 Research Reviews.						
<i>Item #14</i>	4060 Research Facilities (Do not use when correspondence concerns a specific building or related structure as covered under 7300.)	3	3	3	3	3
<i>Item #15</i>	1 Construction (Does not include material filed under 6320 Contracting.)					(See note under 4060-3)
<i>Item #16</i>	2 Experimental Forests and Ranges					(See note under 4060-3)
<i>Item #17</i>	3 Research Natural Areas <u>Note:</u> Retain in current files as long as facility is in use, then transfer to Forest Service history file as applicable. Dispose of remainder.					(See note)
<i>Item #18</i>	4 Equipment (Retain while in active use.)	NA	3	3	3	3
	5 Ecological Reserve (Deleted. File any existing records under 4060-3 and apply retention period.)					
<i>NC174-215</i> <i>Item #6</i>	4070 Research Program Formulation and Documentation	P	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

4070

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #7</i>	1	P	10	10	10	10
		Policy (General guidelines for formulation of Research Programs and directly related to specific functional responsibilities; Example, overall policy.)				
<i>Item #8</i>	2	P	10	10	10	10
		Program Formulation and Planning (Guidelines for overall program formulation and planning.)				
<i>Item #9</i>	2-1	P	10	10	10	10
		Projects (Includes overall Research Work Units Pioneering Research Work Units, Multifunctional Research Work Units.)				
<i>Item #10</i>	2-2	P	10	10	10	10
		Long Range Planning for Forestry Research				
<i>Item #11</i>	3	P	10	10	10	10
		Application for Research Results (Overall guidelines.)				
<i>Item #12</i>	4	P	10	10	10	10
		Program Reporting (Overall guidelines.)				
<i>4080</i> <i>VI-95-87-14</i>		3	3	3	3	3
		Research Administration (General correspondence.)				
<i>NCI-174-215</i> <i>Item #3</i>	1	P	25	25	25	25
		Cooperative Agreements (Research agreements with universities, colleges, institutions, and organization arms of the Forest Service, including reports.)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
4080						
<i>NE 174-215</i> <i>Item #4</i>	2	P	25	25	25	25
		Contracts and Grants (Public Laws 480, 733, 106, and 934 Programs. Folder by country or organization and study, dividing studies into pending, approved, and rejected, including reports.)				
<i>Item #5</i>	3	P	25	25	25	25
		Interagency Agreements (Case folders as needed.)				
4100		Timber Management Research (See below)				
<i>Item #19</i>	1	P	3	3	3	3
		General Correspondence				
<del><i>Item #20</i></del>	2	1/4	1/4	1/4	1/4	1/4
		Inquiries				
<i>(RS 14-3)</i>	4110	Programs (See below)				
<i>Item #21</i>	1	10	10	10	10	10
		Program Formulation (Set up individual folders, as needed, for specific programs such as silviculture, forest measurements and management planning, genetics, timber-related forest crops and environmental tree culture.)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	O T H E R		
4110.						
<i>Item # 23</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item # 24</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item # 25</i>	1-3	Study Plans	NA	10	10	10
<i>Item # 26</i>	2	Reports	P	10	10	10
<i>Item # 22</i>	3	Dendrology	25	NA	NA	NA
4200		Wildlife, Range and Fish Habitat Research		(See below)		
<i>Item # 27</i>	1	General Correspondence	P	3	3	3
<del><i>Item # 28</i></del> (GRS 14-3)	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
4210		Programs		(See below)		
<i>Item # 29</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as taxonomy, ecology, physiology, forage values, measurement, sampling, design, techniques, livestock range management,	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	O T H E R		
	NC-174-215 4210-1	wildlife habitat management, range-use relations, and range-pest relations.)				
<i>Item #30</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item #31</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item #32</i>	1-3	Study Plans	NA	10	10	10
<i>Item #33</i>	2	Reports	P	10	10	10
	4300	Watershed Management and Rehabilitation Research		(See below)		
<i>Item #34</i>	1	General Correspondence	P	3	3	3
<del><i>Item #35</i></del> (GRS 14-3)	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4310	Programs		(See below)		
<i>Item #36</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as classification methods, damage prevention, erosion, hydrology, measurements, rehabilitation, and water yield improvement.)	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	O T H E R
4310						
<i>Item # 37</i>	1-1	10	10	10	10	10
	Research Work Units (Including Pioneering Research Work Units, Multi-functional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)					
<i>Item # 38</i>	1-2	NA	10	10	10	10
	Problem Analysis					
<i>Item # 39</i>	1-3	NA	10	10	10	10
	Study Plans					
<i>Item # 40</i>	2	P	10	10	10	10
	Reports					
<i>NCL-95-81-10</i> <i>Item # 30</i>	3	P	10	10	10	10
	Surface Environment and Mining (SEAM) (Includes material that describes the authorities, objectives, and responsibilities for Surface Environment and Mining.)					
<i>Item # <del>30</del> 31</i>	3-1	25	10	10	10	10
	Surface Environment and Mining Program (Includes material relating to the research, development, and application program for environmentally safe techniques for the exploring, reshaping, restoration, revegetation, and rehabilitation of surface-mined lands to help meet the Nation's energy crisis.)					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH REF
4310						
3-2	Surface Mining Control and Reclamation (Includes back-ground papers and so forth, leading to determination of appropriate Federal officials on questions or suitability for surface mining and on valid existing rights.) NOTE: All Offices: Deleted. File any existing records under 4310-3 and apply the retention period.					
NC-174-215	4400 Forest Fire and Atmospheric Sciences Research			(See below)		
Stem # 41	1 General Correspondence	P	3	3	3	3
<del>Stem # 42</del> GRS-14-3	2 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4410 Programs			(See below)		
Stem # 43	1 Program Formulation (Set up individual folders, as needed, for specific programs, such as forest fire science, atmospheric science, and fire control technology.)	10	10	10	10	10
Stem # 44	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, MultiProject Programs, Research and Development	10	10	10	10	10



## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OT HR
<i>NC-174-215</i>							
	4510						
<i>Item #52</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item #53</i>	1-3	Study Plans	NA	10	10	10	10
<i>Item #54</i>	2	Reports	P	10	10	10	10
	4700	Forest Products and Harvesting Research		(See below)			
<i>Item #62</i>	1	General Correspondence	P	3	3	3	3
<del><i>Item #63</i></del> (GAS 14-3)	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4710	Utilization Programs		(See below)			
<i>Item #64</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as anatomy, chemistry, composition boards, construction and containers.)	10	10	10	10	10
<i>Item #65</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10	10
<i>Item #66</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item #67</i>	1-3	Study Plans	NA	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	O R E T I O N			
4710							
<i>Item #68</i>	2	Reports	P	10	10	10	10
4720		Engineering Programs		(See below)			
<i>Item #69</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs, including system engineering techniques.)	10	10	10	10	10
<i>Item #70</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multi-functional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10	10
<i>Item #71</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item #72</i>	1-3	Study Plans	NA	10	10	10	10
<i>Item #73</i>	2	Reports	P	10	10	10	10
<i>NCI-95-82-9</i> <i>Item #1</i>	4800	Forest Resources Economics Research	P	3	3	3	3
<i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #2</i>	4810	Forest Inventory and Analysis (Includes general correspondence related to inventory and analysis procedures.)	10	10	10	3	3

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OT HER
NC-174-215 4810							
Item # 77	1	Program Formulation (Set up individual folders, as needed, for specific programs.)	25	25	25	10	10
Item # 78	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs and Research, Development, and Application Programs, including descriptions.)	NA	25	25	10	10
Item # 79	1-2	Problem Analysis	NA	25	25	10	10
Item # 80	1-3	Study Plans	NA	25	25	10	10
Item # 81	2	Reports	P	25	25	10	10
Item # 76 [or NC1-95-82-9 Item # 3]	3	Forest Survey Programs (Includes inventories, techniques, and timber cut removal)	25	25	25	10	10
NC1-95-82-9 Item # 4	4820	Renewable Resources Economics (Includes general correspondence related to procedures and direction.)	10	10	10	10	10
NC174-215 Item # 82	1	Program Formulation (Set up individual folders, as needed, for specific programs.)	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
NO	RO & A	ES	SO	OTHER		
<i>NC 174-215</i>	4820					
<i>Item 83</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item 84</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item 85</i>	1-3	Study Plans	NA	10	10	10
<i>Item 86</i>	2	Reports	P	10	10	10
	4900	Forest Recreation and Urban Forestry Research	(See below)			
<i>Item 87</i>	1	General Correspondence	P	3	3	3
<i>GRS 14/3</i>	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4910	Programs	(See below)			
<i>Item 89</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as economics, facilities, resources, and users.)	10	10	10	10
<i>Item 90</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs,	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			NO	RO & A	ES	SO	OTHER
4910-1-1		Research and Development Programs, and Research, Development, and Application Programs, including descriptions.					
<i>Item # 91</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item # 92</i>	1-3	Study Plans	NA	10	10	10	10
<i>Item # 93</i>	2	Reports	P	10	10	10	10
<i>NN-166-136</i>	5100	Fire Management	25	25	25	5	5
<del><i>Item # 273</i></del> <i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<del><i>Item # 274</i></del>	2	Studies, Administrative	5	5	5	5	5
<del><i>Item # 275</i></del>	3	Training	5	5	5	3	3
<i>NCI-95-82-19</i>	5110	Wildfire Prevention (Includes general correspondence related to plans.)	10	10	10	5	5
<i>Item # 1</i> <i>NN-166-136, 5110, SO + Section</i>	1	Plans (Folder by plan.)	50	50	50	5	5
<i>NN-166-136</i> <del><i>Item # 278</i></del>	2	Cooperative Forest Fire Prevention Program (Deleted. File any existing records under 3110 and apply retention period.)					
<del><i>Item # 278</i></del>	5120	Presuppression Management	50	50	50	5	5
<del><i>Item # 279</i></del>	1	Fire-Danger Rating	5	5	5	<del>5</del>	<del>5</del>
<del><i>Item # 280</i></del>	2	Fire-Weather Forecasting	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			WO	RO & A	ES	SO	OTH
5120							
<del>Item # 281</del>	3	Plans (Current, annual--folder by plan.)	50	50	50	50	50
NN-169-39	3-1	Dispatching	10	10	10	10	10
<del>Item # 18</del> NN-166-136	5130	Fire Suppression	50	50	50	5	5
<del>Item # 283</del> <del>Item # 284</del>	1	Fire Organization	5	5	5	5	5
NC1-95-82-19	2	Reports (Includes reports, plans and programs pertaining to fire suppression and organization. File fire reports under 5180.)	10	10	10	10	10
<del>Item # 2</del> NN166-136 #1380 SO and all other NN166-136							
<del>Item #</del> 5140		Prescribed Fire	25	25	25	5	5
<del>285</del> <del>Item # 286</del>	1	Appraisal Methods	5	5	5	5	5
<del>Item # 287</del>	2	Statistical Appraisals	5	5	5	5	5
<del>Item # 288</del> 5150		Fuel Management	25	25	25	5	5
<del>Item # 289</del>	1	Hazard Reduction (Folder by area.)	5	5	5	5	5
<del>Item # 290</del>	2	Plans, Burning (Folder by unit.)	5	5	5	5	5
NC1-95-82-19	3	Reports (Includes annual fuel treatment report which summarizes accomplishments of fuel treatment on National forest lands.)	10	10	10	10	10
<del>Item # 3</del>							

## RECORDS MANAGEMENT HANDBOOK

*NN/66-136*

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH R
<i>Item #</i> <del>291</del>	5160					
	Fire Management Equipment and Supply Program (Includes inspection, maintenance, storage, financing of fire equipment.)	25	25	25	5	5
<del>Item # 292</del>	5170					
	Fire Management Cooperation	25	25	25	5	5
<del>Item # 293</del>	1					
	Agreements (Folder alphabetically by agency association, or individual.)	5	5	5	5	5
<del>Item # 294</del>	5180					
	Fire Reports	10	10	10	10	10
<del>Item # 295</del>	5190					
	Management	50	50	50	5	5
<del>Item # 296</del>	1					
	Administrative Fire Analysis	50	50	50	5	5
<del>Item # 297</del>	2					
	FFF Standards	50	50	50	5	5
<del>Item # 298</del>	3					
	National Fire Planning	50	50	50	5	5
<i>NCI-95-83-3</i> <i>Item #1</i>	5300					
	Law Enforcement (Includes general correspondence and materials too broad to be filed under a specific subject heading.)	5	5	5	5	5

NOTE: Records pertaining to identification cards and trespass cards previously filed under 5300-1 and 5300-2, file under 5320-2.

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
			WO & A	RO	ES	SO	OTHER
<i>Item # 4</i>	5310	Planning (Includes Law Enforcement Plan which identifies problems, trends, workloads at each organizational level, staffing needs that outline how field units will conduct law enforcement program.)  NOTE: <u>WO, RO, SO: PERMANENT.</u> Offer records to NARA when 25 years old. <i>in 10 year blocks</i> ES: Not Applicable. <u>All Other Offices:</u> Destroy records when 25 years old.			(See Note)		
<i>Item # 5</i>	5320	Investigation (Includes general correspondence and records pertaining to types of investigations, procedures, reporting, reports to OIG, and directions.)	10	10	10	10	10
<i>Item # 6</i>	1	Investigative Cases (Investigations related to fraud, abuse and misuse by FS personnel and non-FS personnel.) Establish case files as needed. NOTE: <u>All Offices:</u> Destroy 10 years after case file is closed.			(See Note)		
<i>Item # 7</i>	2	Pocket Credentials (Includes documentation and records of credential cards for special agents and special officers.) Establish case files as needed.			(See Note)		

## RECORDS MANAGEMENT HANDBOOK

NCI-95-83-3  
5320-2

NOTE: All Offices: Destroy 10 years after the case file is closed.

~~Item #~~ 8 3 Investigation Procedures (Includes records pertaining to procedures involving suspect's rights, recording equipment, statement procedures, evidence and other related records.)

NOTE: All Offices: Destroy 10 years after investigative case file is closed.

~~Item #~~ 9 5330 Law Violations (Includes general correspondence and records related to law violations.)

NN166-136 1 Fire

~~Item # 324~~ 2 Occupancy

~~Item # 325~~ 3 Property

~~Item # 327~~ 4 Range

~~Item # 328~~ 5 Timber

~~Item # 329~~ 6 Wildlife

NOTE: File above folders by type and/or alphabetically by name of offender.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	O R E T I O N
			(See Note)	
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

*NC 1-95-83-3  
Item #10*

5340 Reports (Includes the Law Enforcement Management Reporting System (LEMARS), Cooperative Law Enforcement Activity Reports, and Annual Report. Data for these reports are stored on computer tape.)

NOTE: All Offices: Computer Input Reports. Destroy in agency when no longer needed for administrative use.

WO: Law Enforcement Management Reporting System (LEMARS): PERMANENT. Have FCCC cut off annually. Transfer master files and related documentation (record layout, codes, and other specific information necessary to use the file) to NARA when 10 years old.

*Item # 11*

1 Case Reports (Includes case files containing data which enables reviewing officials and attorneys to access the prosecutive merits of a case to present in court.)

NOTE: All Offices: Destroy records 10 years after the case file is closed.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #12</i>	5350	10	10	10	10	10
	Action and Procedures (Includes records and reports pertaining to violation prevention and enforcement, including related activities with Federal, State and local law enforcement agencies.)					
<i>Item #13</i>	5360				(See Note)	
	Cooperative Law Enforcement (Includes cooperative agreements with State and local authorities.)					
	<u>NOTE: All Offices:</u> Destroy records 10 years after agreement is terminated.					
<i>Item #14</i>	5370	20	20	20	20	20
	Training Standards (Includes policy and procedures, correspondence and memorandums related to levels of training standards for employees with law enforcement duties.)					
<i>Item #15</i>	5380	20	20	20	20	20
	Equipment (Includes correspondence, memorandums and other records related to policy on law enforcement firearms, chemical agents, self-defense, defensive equipment, uniforms, vehicles and specialized equipment.)					



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OL HHS
5400	Destroy 5 years after plan has been completely revised or superseded by a new plan. <u>All Other Offices:</u> (Duplicate records) Retain records in office. Destroy 3 years after plan has been completely revised or superseded by a new plan.					
<i>Item # 7</i>	5410 Appraisals (Correspondence including principles, approaches to value, procedures, controls, and other information relating to valuation of real property.)	3	3	3	3	3
<i>NCI-95-82-14</i>	5420 Purchases and Donations			(See note)		
<i><del>Item # 8</del> see above between items 2 + 3.</i>	<u>Note:</u> All 5420-2 and 5420-3 records are to be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5420-2 and 5420-3 applies to documents which will not become part of the title file.					
<i>NCI-95-78-2</i>	1 General Correspondence (Correspondence concerning land purchases and donations, not related to specific case.)	3	3	3	3	3
<i><del>Item # 9</del> Item 9</i>						



RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	5420					
<i>Item #5</i>	3 Purchases (Including Administrative sites. Includes correspondence, survey, deeds, condemnation documents where applicable, appeals, other title evidence, and related documents. Arrange files alphabetically by name of seller.)  <u>Note: All Offices:</u> Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.				(See Note)	
	3-1 Unconsummated Case Files (Includes correspondence, title evidence and related documents except for final deed and final conveyance documents.) <u>Note: All Offices:</u> Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.				(See Note)	
<del>Item #7</del>	5430 Exchanges <u>Note:</u> Screen all 5430-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5430-2 applies to documents which will not become part of the Title file.				(See Note)	

RECORDS MANAGEMENT HANDBOOK

*NCI-95-782*  
 5430  
*Item # 13*  
*NCI-95-82-14*  
*Item # 7*

1 General Correspondence  
 (Correspondence concerning land exchange, not related to a specific case.)

2 Exchanges (Including correspondence, letters of negotiation, explanatory notes, exchange agreements, proposals, plans, or contracts, appraisals, appeals, objections and related decisions, land descriptions, field examinations, surveys, certificated of possessions, 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 by name of exchange proponent and identify by RLM serial or tract number.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal use ceases.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FLS AND FRC)				
		WO	RO & A	ES	SO	OTHER
<p>NCI-95-82-14 5430</p> <p><i>Item #8</i> 2-1 Unconsummated Case Files (Includes correspondence documents incidental to Land adjustments except final deed and final conveyance documents.) <u>Note: All Offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</u></p>						
<p><del>5440</del> 5440 Partial Land Interests (Except right-of-way)</p> <p><u>Note: Screen all 5440-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5440-2 applies to documents which will not become part of the title file.</u></p>						
<p>NCI-95-78-2 <i>Item #9</i> 1 General Correspondence (Correspondence concerning partial land interests, not related to a specific case.)</p>		3	3	3	3	3
<p>NCI-95-82-14 <i>Item #9</i> 2 Partial Land Interests (Includes correspondence evaluations, appraisals, scenic or conservation easements, mineral deeds, documentation of NEPA compliance, environmental assessments or statements, mortgages, deeds of trust and vendors liens,</p>						



RECORDS MANAGEMENT HANDBOOK

*NCI-95-78-2*  
5450  
*Item #11*

*NCI-95-82-14*  
*Item #11*

1 General Correspondence  
(Correspondence concerning title claims, sales, and grants of lands under the jurisdiction.)

2 Title Claims, Sales and Grants  
(Includes correspondence, land use permits, warranty deeds, aerial photographs, plats, maps, environmental assessments, permit applications, general land office survey plats and notes, litigation reports, deeds appraisals, 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, appeals, and related documents. Arrange files according to the specific subject and, thereunder, alphabetically by name of claimant, purchaser, or grantee.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal need ceases. Transfer to FRC not authorized.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
5450	2-1					
<i>Stm #12</i>	Unconsummated Case Files (Includes correspondence, documents incidental to sales and grants except for final deed and final conveyance documents.) <u>Note: All Offices:</u> Retain closed case file until local need ceases, then destroy. Transfer to FRC not authorized.			(See Note)		
<del>5460</del>	5460					
	Rights-of Way Acquisition <u>Note:</u> Screen all 5460-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5460-2 applies to documents which will not become part of the title file.			(See Note)		
<i>NCI-95-78-2</i>	1	3	3	3	3	3
<i>Stm #13</i>	General Correspondence (Correspondence concerning the acquisition of right-of-way, not related to a specific case.)					
<i>NCI-95-82-14</i>	2					
<i>Stm #13</i>	Rights-of-Way Acquisition (Permanent easements acquired over private or other lands not administered by Forest Service. Includes correspondence, appraisals and options, if made, certification of cost of right-of-way and improvements, record			(See Note)		





RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
5470	Reservations and Outstanding Rights (Including timber, residency, occupancy, easements, improvements, water, grazing, and other rights or reservations on acquired land.)			(See below)		
<i>NC 95-78-2</i> <i>Item # 24</i>	1 General Correspondence (Correspondence concerning reservations and outstanding rights, not related to a specific case.)	3	3	3	3	3
<i>Item # 25</i>	2 Requests, Applications, and Permits (To exercise reserved or outstanding rights. Arrange case files alphabetically by name of owner of right.)			(See note)		
<p><u>Note:</u>  <u>RO:</u> Transfer records to FRC 3 years after expiration or termination of right. Destroy 25 years after expiration or termination of right. <u>SO:</u> (Duplicate records) Retain records in office. Destroy when reference value ceases. Do not send to FRC.  <u>All Other Offices:</u> Not applicable.</p>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
5480	Condemnation			(See below)		
<i>Item # 26</i>	1 General Correspondence (Correspondence concerning condemnation actions, not related to a specific case.)	3	3	3	3	3
<i>Item # 27</i>	2 Project Case Files (Includes correspondence, reports, and related documents. Arrange case file alphabetically by name of owner.)	3	3	3	3	3
<i>Item # 28</i>	5490 Status			(See below)		
	1 General Correspondence (Correspondence concerning status of lands.)	3	3	3	3	3
<i>Item # 29</i>	2 Reports (Includes annual statistical reports covering National Forest areas, land exchanges, and land donations; rights-of-way reports; land acquisition program and accomplishment reports. Arrange alphabetically by type of report.)	P		(See Note)		

Note: WO: PERMANENT. Offer to NARA when 10 years old.  
RO: Destroy when 25 years old.  
All Other Offices: Retain records in office. Destroy when

*Transfer to FARC when 3 years old*



RECORDS MANAGEMENT HANDBOOK

5490-3

approval; (j) letters of notification to other Government agencies; (k) clearinghouse (A-95) letters; (l) deeds and other documents relative to outstanding rights; also, (m) any other documents deemed essential for protection of the United States title to land or interest in land including, but not limited to, maps, plats, drawings, photographs, letters, memorandums, and other legal documents. Arrange alphabetically by grantor.)

A. Washington Office: Send all consummated case files to the appropriate Regional Office for screening and preparation of the permanent title file. Do not send to Washington FARC.

B. Regional Office: Screen all consummated cases for title file documents.

(1) Title file: PERMANENT: a title file shall be microfilmed in accordance with the provisions of 36 CFR 1230; a

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

5490-3

microfilm copy shall be made for the Regional Office and the Supervisor's office; the original Title file forwarded to FARC when the local need for the original file ceases and the microfilmed copies have been reviewed and found satisfactory; offer original title file to NARA in 5 year blocks 75 years after the most recent case in each block is consummated.

- (2) RO: Microfilm Copy:  
Retain in office. Do not send to FRC. Destroy when no longer needed for administrative or legal use.
- (3) Consummated Case file:  
Destroy the case file documents that do not become part of the title file, as indicated in disposition instructions for 2730-2, 5420-2, 5420-3,

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

5490-3

5430-2, 5440-2, 5450-2, and 5460-2, and other file designations containing case files with title evidence.

- C. Supervisor's Office: (1) Duplicate records. Retain records in office. Do not send to FRC. Destroy after microfilmed title file is received from the Regional Office.  
(2) SO: Microfilm copy. Destroy when no longer needed for administrative or legal use.
- D. All other offices: Not Applicable.

*NCI-95-82-134  
Item # 1*

Boundary Atlas Records (Deleted. File existing records with boundary modification files under 5510-1.

RETENTION PERIOD (BY FS AND FRC)				
NO	RO & A	ES	SO	OTH

NCI-95-84-4 5500  
Item #1

Land Classification (Includes general correspondence too broad to be filed under a specific heading.)

NOTE: Originating Unit:

Photographing Boundary Map Changes

see  
NCI-95-82-13  
Item 1

When boundary changes of large color maps take place, 8 x 10 color positives or 8 x 10 black and white negatives may be made. Offer the original map material to NARA 5 years after the filming is complete. All photographic sets and portions of photographic sets may be distributed to other field units and destroyed when no longer needed.

Microfilming Boundary Modifications and Land Transfer Records

If desired, a microform may be made of boundary modifications and boundary transfer records in accordance with 36 CFR 1230. When the microform is reviewed and found satisfactory follow the disposition instructions for the paper records under 5510-1 and 5540-1. Destroy the microform when no longer needed for administrative use.

GRS 14-3

1 Inquiries

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
5	5	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-4

*Item #2* 5510 Modification (Includes general correspondence on the establishment of National Forests, National Grasslands, purchase units, and modification of boundaries; also procedural aspects. File correspondence related to a specific case under 5510-1.)

*Item #3* 1 Boundary Modifications (Consummated and unconsummated case files containing the Establishment Reports which give background rationale for establishing units which include the public's interest, resources involved, and the intent of management; Establishment Documents such as maps, plats, and diagrams Secretarial Orders, Land Orders, Executive Orders, Presidential Proclamations, Acts of Congress which establish a National Forest or Grasslands; Environmental Impact Statement; Wilderness Studies and related documents.)

NOTE: WO: Send all consummated case files to the appropriate Regional Office. Do not send to, Washington FRC.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5
			(See Note)	



## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

NCI-95-844

5540

Stint# 1  
6

Land Transfers Analyses (Consummated and unconsummated case files which contain analyses of land transfer proposals; reservoir projects; public domain and National Forest; authorities under which land was transferred, such as by Executive Order, Presidential Proclamation, Act of Congress and so forth.)

(See Note)

WO: Send all consummated case files to the appropriate Regional Office. Do not send to Washington FRC.

RO: Some of the documents in the Lands Transfer case file may become part of the permanent Title file which is maintained under 5490-3. Screen all 5540-1 Land Transfer case files for title evidence and file under 5490-3.

The retention period below is for Land Transfer documents which do not become part of the Title file.

Original paper records: PERMANENT:  
Transfer closed case files to the FRC in 5 year blocks one year after the most recent case files in the block are closed. Offer the records to NARA 75 years after most recent file is closed.

All Other Offices: Duplicate records:  
Destroy case file material when no longer needed for administrative use.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5550	National Recreation Areas (Deleted. File any existing records under 2370 and apply the retention period.)					
5560	Administration (Deleted. File any existing records under 5500 and apply retention period.)					
<i>NOI-95-82-19</i> <i>Form #14</i>	5700 Aviation Management (Includes general correspondence and records related to general aircraft, policy, and responsibilities.)	10	5	3	3	3
<i>IR's 14-3</i>	1 Inquiries	1/4	1/4	1/4	1/4	1/4
<i>NOI-95-82-19</i> <i>Form #6</i>	5710 Aviation Administration (Includes records pertaining to planning specialized aviation activities and operations, aviation personnel qualifications, equipment and so forth.)	10	5	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item # 7</i>	5720	10	5	3	3	3
Aviation Safety (Includes records pertaining to accident and incident investigation.)						
Note: 5730-5760 file designations are deleted. File any existing records under 5700 and apply the retention periods.						
<i>NN 166-136 DE 374</i>	6100	5	5	5	3	3
Personnel (Includes general correspondence related to personnel management, contributions, and campaign activities.)						
<i>GRS 14-3</i>	1	1/4	1/4	1/4	1/4	1/4
Inquiries						
<i>NN 166-136 <del>133</del> 1380</i>	2	P	5	5	3	3
Reports						
	6110					
Office of Personnel Management (Deleted. File any existing records under 6100.)						

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
			WO	RO&A	ES	SO	OTHER
<i>CRS 1-3A</i>	6120	Programs, Standards, Actions Documents	3	3	3	3	3
	1	Actions (Deleted. File records under appropriate subject heading under 6130.)					
<i>CRS 1-3A</i>	2	Documents (Includes general correspondence, memorandums and related records pertaining to delegations, delegated authorities, personnel bulletins, program operations and procedures and other documents not covered under 6120.)	3	3	3	3	3
<i>CRS 1-16(2)</i>	2-1	Official folders					(See Note)
		<u>Note:</u> For disposition, see FSH 6209.11, sec. 33.2.					
<i>NN/66-136</i> <del>66-74-376</del>	3	Programs	5	5	5	3	3
<del>66-74-376</del> <i>66-74-376</i>	4	Reports	P	5	5	3	3
<i>CRS 1-3a</i>	6130	Employment and Status Changes (Includes general correspondence, response to applications, and subject matter too	3	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6130	broad to be filed under a specific heading.)					
<i>NN166-136</i> <del><i>Item # 353</i></del> <i>6130</i>	1 Recruitment (Includes correspondence related to recruitment needs, SF 39. Request for Certification, OF-5 and related records.)	5	5	5	3	3
<i>NCI-95-82-18</i> <i>Item # 3</i>	2 Employment Actions (Includes applications for specific vacancies, letters of offer, potential candidates who apply, vacancy announcements, non-selected applicants, declined offers, promotions, reassignments, assignments to other agencies, reemployment rights and details of employees of 30 days or more.) Establish as case files. Individual actions are filed in the official personnel folder.			(See Note)		
	<u>NOTE: All Offices:</u> Destroy records 5 years after case file closes or after OPM review, whichever comes first.					
<i>Item # 4</i> <i>GRS 1-15</i>	2-1 Applications (Includes general correspondence and records related to responses to applications which will not be kept;			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6130-2-1					
	<p>unsolicited out-of-agency applications for employment.) File applications for specific vacancies under 6130-2.</p> <p><u>NOTE: All Offices:</u> Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.</p>					
<i>Item #5</i>	2-2			(See Note)		
	<p>Probationary Period (Includes AD-773 and records documenting the probationary period for supervisors and managers before the assignment becomes final.)</p> <p><u>NOTE: All Offices:</u> Destroy when 1 year old or upon completion of probation period, whichever comes first.</p>					
<i>Item #10 GRS 1-3A</i>	7	3	3	3	3	3
	<p>Reduction in Force (RIF) (Includes general correspondence and records related to reduction-in-force action, directions and procedures.)</p>					
<i>Item #11</i>	7-1			(See Note)		
	<p>RIF Case files (Includes documentation of individual actions, general and specific</p>					



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
6130						
<i>Item #14</i>	9-1 Senior Executive Service Employment (Includes appointments, promotions, awards, biographical sketches and other related records.) Establish as case files.				(See Note)	
	NOTE: WO: Destroy 5 years after file is closed or after OPM review, whichever comes first. All Other Offices: Not applicable.					
<i>Item #15</i> <i>GAS 1-3a</i>	9-2 Senior Executive Service Candidate Development Program (Includes general correspondence, announcement criteria, application, and other records pertaining to SES Candidate Development Program.)	3	3	3	3	3
<i>NN166-136</i> <del><i>Item # 355</i></del>	6140 Employee Development, Performance, Awards (Includes general correspondence, letters of appreciation, and commendation.)	5	5	5	3	3
<i>GAS-1-306U</i>	Employee Development (Includes policy, responsibilities and delegations, training records and reports, (including the agency training office copy of				(See Note)	

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6140-1

SF-182 Request, Authorization, Agreement and Certification of training), Annual Training Report, supervisory training, and executive development. Case file by subject as needed.)

Note: All Offices: Destroy when 5 years old or 5 years after completion of specific training programs.

CAS 1-23 (2)(4)

Performance Evaluation  
(Includes general or case files of forms, memoranda, and correspondence.)

(See Note)

Note: All Offices: Destroy 3 years after date of appraisal.

3-1

CAS 1-23

a(4)(5)

Performance Rating of Record for non-SES appointees (Includes performance rating of record and the performance plans on which they are based.)

(See Note)

Note: All Offices: Destroy 3 years after date of appraisal.

Supporting documents: Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.

3-2

CAS 1-23

a(3)(4)

Performance Rating of Record for SES appointees (Includes performance rating of record and the performance plans on which they are based.)

(See Note)

Note: All Offices: Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.

Supporting documents: Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6140

*GAS 1-23-a(5)* 4 Appeals (Includes memoranda, correspondence and other records relating to employee appeals of performance rating.) (See Note)  
Note: All Offices - Destroy 3 years after final settlement of case.

*GAS 1-12a(1)* 5 Incentive Awards (Includes cash and honor awards.) (See Note)  
Note: All Offices - Destroy 2 years after approval or disapproval.

*NC1-95-52-3* 6 Employee Assistance Program 3 3 3 3 3  
(Includes general correspondence related to the Employee Assistance Program, CONCERN.)  
*GAS 1-27(b)*  
*Item #9*

*NA166-126* 6150 Classification, Pay, Uniforms 5 5 5 3 3  
(Includes authority for payment of reporting for duty expenses.)  
*Item #390*

*Item #391* 1 Position Classification and Job Evaluation (Includes general correspondence.) 5 5 5 3 3

*NC1-95-52-7* 1-1 Policy and Principles (Includes general correspondence and records relating to general guidelines for formulation of classification programs.) 3 3 3 3 3  
*Item #2*  
*(GAS 1-3a)*

*Item #3* 1-2 Standards (Includes OPM standards determining title, series and grade based on duties) (See note)  
*GAS 1-7a(1)*



RECORDS MANAGEMENT HANDBOOK

6150

NCI-95-82-71-5  
Item # 5

Evaluation Process (Includes correspondence, subject files related to the evaluation of positions being classified. Washington Offices segregated files by Regions.)  
Note: All Offices: Destroy when position is abolished or description is superseded.

NCI-95-82-7 Item #6  
GRS 1-7d 1-6

Appeals (Includes case files relating to classification appeals.)

Note: All Offices: Destroy 3 years after case is closed.

NN/66-136  
~~Item # 394~~

2 Pay Rates and Systems (Includes general correspondence related to pay too broad to be filed under a specific secondary or tertiary heading.)

(Item # 7)  
NCI-95-82-7 2-1  
GRS 1-3a

General Schedule Pay System (Includes general correspondence related to GS employees' pay, OPM salary tables issued annually.)

(Item #8)  
NCI-95-82-72-2  
GRS 1-3a

Federal Wage System (Includes general correspondence related to wage employees, wage schedules.)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See note)		
	5	5	3	3
	3	3	3	3
	3	3	3	3



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6150 NCI-95-82-7 Item # 15 GRS 1-3a	3-4	3	3	3	3	3
Allowances (Includes general correspondence memoranda and other records related to Remote Site Allowance, cost of living allowance, uniforms and types of employee allowance.)						
NCI-95-82-7 Item # 16	3-5			(See Note)		
Waivers and Claims (Includes general correspondence and case files related to waivers of over payment and back pay claims.)						
<u>Note: All Offices: Destroy after GAO audit or 3 years after case is closed, whichever is earlier.</u>						
GRS 2-3a(1)	3-6			(See note)		
Payroll Records and Services (Includes general correspondence instructions and records related to T&A preparation, earning statements, payroll register, payroll deductions, allotments.)						
<u>Note: All Offices: Destroy after GAO audit or when 3 years old, whichever is earlier.</u>						
NCI-95-82-7 Item # 17	3-7	5	5	5	5	5
Garnishments (Includes general correspondence, memoranda and other records pertaining to AD 747.)						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>NN-166-136</i>	<del>Item # 394</del> 6160	5	5	5	3	3
	Attendance and Leave (Includes general correspondence too broad to be filed under a specific subject heading.)					
	<del>Item # 400</del> 1	5	5	5	3	3
	Hours of Duty (Includes general correspondence, policy and procedures related to hours of duty such as daily and weekly scheduling of work, special tours of duty.)					
<i>NCI-95-82-7</i>	<del>Item # 18</del> 1-1	3	3	3	3	3
	<i>CRS 1-3a</i> Holidays (Includes general correspondence, memoranda related to policy and procedures concerning holidays and holiday designation.)					
<i>NCI-95-82-7</i>	<del>Item # 19</del> 1-2	3	3	3	3	3
	<i>CRS 1-3a</i> Alternative Work Schedules (Includes general correspondence, policy and implementing instructions concerning alternative work schedules.)					
	<i>CRS 2-3a(1)</i> 2					(See note)
	Leave <u>Note:</u> The comprehensive payroll, which includes the leave record, prepared by NFC is sent to the National Personnel Records Center (NPRC) and retained for 56 years. <u>Time reports on all employees except casual firefighters: Destroy after audit</u>					

RECORDS MANAGEMENT HANDBOOK

6160-2

by GAO or after 3 years, whichever is earlier.

GRS 2-3(b)

Personnel (Yellow copy of T&A reports, copies of scannable forms, certified electronically transmitted T&A reports, and supplemental time and attendance records, such as sign-in/sign-out sheets, overtime approvals, leave authorizations, and work reports, used for time accounting under flextime systems.) Destroy after GAO audit or when 3 years old, whichever is sooner. NFC sends original payroll copy of T&A to Fort Worth Records Center where they are held 6 years to meet the limitation for claims under the Fair Labor Standards Act.

NCI-16-78-1  
USDA Schedule

Timekeeper pink copy: Destroy 2 years after the end of the pay period.

NCI-95-82-72-1  
Item # 20  
GRS 1-3a

Leave Administration (Includes general correspondence concerning leave.)

Fire Time reports (OF-288 Emergency Fire Fighter Time Report) for casual firefighters: Transfer to NPRC for 56 years retention. These reports should pertain only to emergency or "pick up" firefighters. Regular firefighters are covered by payrolls prepared by NFC.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6160					
<i>NCI-95-82-2-2 Item #21</i>	Leave Restoration Case Files (Includes documentation and general correspondence in identifying criteria to determine forfeited annual leave.)			(See Note)		
	<u>Note: All Office:</u> Destroy closed case file 6 years after the date of determination.					
<i>NCI-95-82-3 Item #1 CAS 1-3</i>	6170 Personnel Relations and Services (Includes general correspondence and records pertaining to labor and employee relations not related to a specific case.)	3	3	3	3	3
<i>Item #2</i>	1 Labor Relations (Includes employee-management cooperation. Case files contain the formal certificate of representation, current negotiated agreement, third party action and correspondence related to the specific local.)			(See Note)		
<i>CAS 1-29a(1)</i>	<u>Note: Originating Office:</u> Close case file after Local union ceases to exist. Destroy 5 years after close of case.					
<i>CAS 1-29a(2)</i>	<u>All Other Offices:</u> (Duplicate records) Destroy when superseded or obsolete.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6170						
<i>Item # 3</i> GAS 1-3a	2					
<i>Item # 4</i> GAS 18-22	3	2	2	2	2	2
<i>Item # 5</i> GAS 18-23(a)	3-1					
				(See note)		
<i>Item # 6</i> GAS 18-24	3-2					
				(See note)		

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6170-3-2

Note: All Offices: Destroy when superseded or obsolete.

*Item #7*  
3-3  
*GRS 1-28*

Conduct (Includes correspondence, dence, memoranda and other records related to code of ethics and standards of ethics.)

(See Note)

Note: All Offices: Destroy when no longer needed for administrative use.

*Item #8*  
3-4  
*GRS 1-25*

Conflict of Interest (Includes AD 392 Statement of Employment and Financial Interest.)

(See Note)

Note: All Offices: Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.

*GRS 1-31(a)*<sup>5</sup>

Grievance, Appeals Files  
(Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnessess, reports of interview and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.)

(See Note)

Note: All Offices: Destroy 3 years after case is closed.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6170-5

CAS 1-31(b)

- 5-1 Adverse Action Files.  
(Case files and related records created in reviewing an adverse action disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply; hearing notices, reports and decisions, reversal of action; and appeal records, EXCLUDING letters of reprimand.)

(See Note)

Note: All Offices - Destroy 4 years after case is closed.

AN 166-136

- 6180 Insurance and Annuities  
(Includes correspondence.)

5 5 5 3 3

~~AN 166-136~~

CAS 1-32

- 1 Compensation for Injury  
(Includes forms, reports, correspondence and related medical and investigatory records relating to the on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.)

(See Note)

Note: All Offices: Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
6180						
<i>GRS 1-32</i>	1-1	Fatalities (Includes correspondence and records relating to the prevention and investigation of job-related accident which contribute to the death of employees, civilian conservation corps enrollees, cooperation, specialists under contract services and users of the National Forest.)				
		(See Note)				
		<u>Note: All Offices:</u> Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.				
<i>GRS 2-22</i>	2	3	3	3	3	3
	2-1	5	5	5	3	3
<i>MM 166-136</i> <del><i>Sum #412</i></del> <del><i>Sum #415</i></del>	3	5	5	5	3	3
	5	Unemployment Benefits (Deleted. File and existing records under 6180 primary).				
<i>GRS 2-22</i>	7	3	3	3	3	3
<i>GRS 2-22</i>	9	3	3	3	3	3
6190		Special Activities (Deleted. File any existing records under 6100.)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>NN 166-136</i>	6200 Office Management	5	5	5	3	3
<i><del>DE #418</del></i>	1 Inquiries	1/4	1/4	1/4	1/4	1/4
<i>CRS 14-3</i>	6210 Procedures (Deleted. File existing records under 6200 and apply the retention period.)					
	6220 Records Creation (Deleted. File existing records under 6230 and apply the retention period.)					
<i>NN 166-136</i>	6230 Records Creation, Maintenance, and Disposition (Includes general correspondence. <i>including procedures and</i>	5	5	5	3	3
<i><del>DE #418</del></i>	1 Disposition (Includes basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt and SF 135A, Continuation; SF 258, Request To Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.)				(See Note)	
<i>CRS 16-3a</i>						

Note: All Offices: Destroy when related records are destroyed, or transferred to the National Archive or when no longer needed for administrative or reference purposes.

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
6230						
1-1	Shelf Lists (Deleted. File existing records under 6230-1.)					
<i>GRS 18-29</i>	2 Vital Records <u>Note: All Offices:</u> Since indispensable records are copies, they may be destroyed when superseded or obsolete.			(See note)		
<i>GRS 18-2</i>	4 Classified Records Security (Includes general correspondence and report files pertaining to the administration of security classification, control, and accounting for classified documents, including receipts, destruction certificates, and inventory.)	2	2	2	2	2

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
6230						
<i>GRS 18-8</i>	4-1					
	Classified Document Container Security Files (Includes forms or lists used to record safe and padlock combinations, names of individuals knowing combinations and comparable data used to control access into classified document containers.)					
	<u>Note: All Offices:</u> Destroy when superseded by a new form or list, or upon turn-in of container.					
<i>NN 166-136</i>						
<del><i>Stn # 428</i></del>	6240	5	5	5	3	3
	Facilitating Services (Including telephone, telegraph, messenger service, reception service, duplicating work, internal communications.)					
<i>NN 166-136</i>						
<del><i>Stn # 33</i></del>	1	P	5	5	3	3
	Report					
<i>NN 166-136</i>	6250	5	5	5	3	3
<del><i>Stn # 429</i></del>	Mail Management (Includes fees-paid material and distribution adjustments for circular memoranda and similar in-Service materials.)					
<i>NN 166-136</i>						
<del><i>Stn # 430</i></del>	6260	5	5	5	3	3
	Office Equipment (Including evaluation of types, guidelines for furniture and machines.)					
6270	Availability of Records (Consists of records made available to the public to the maximum extent possible under the					

(See Note)

(See below)





## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH R
6270-2	records that do not exist; records that implement the PA, including notices, memoranda, routine correspondence/records. Also, recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.)					
GRS 14-25 <sup>2</sup> (a)	2-1 Denials of Access (Denial of access to all or part of the records requested. If request is appealed, correspondence becomes a part of the PA appeal file.)	5	5	5	5	5
GRS 14-26 a	2-2 Privacy Act Amendment Case Files (Files relating to an individual's request to amend a record; and to any civil action brought by the individual against the Forest Service as provided under the Act.) NOTE: <u>All Offices</u> - Dispose of in accordance with the approved disposition instructions for the related subject individual's records; 4 years after final determination has been made by			(See note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6270-2-2					
	the Forest Service, or 3 years after final adjudication by courts, whichever is later.					
<i>GRS 14-28a</i>	2-3 Privacy Act Control Files (Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name of requestor such as OF 203, Privacy Act Information Request.)	5	5	5	5	5
<i>NCI-9584-1 Item #1</i>	6300 Procurement (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.)	5	5	5	5	5
<i>GRS 14-3</i>	1 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #2</i>	2 Reports (Quarterly Reports submitted to USDA, GSA and Congress which include AD-760, Report of Individual Procurement, SF 281, FPDS-Summary of Contract Actions of \$10,000 or	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6300-2						
Less and Subcontract Data on Selected Prime Contracts, and so forth.)						
<i>Item #3</i>	4 Procurement Preference Programs (Includes general correspondence, reports and procedures for establishment of goals for Small Business Administration, SBA 8(a) Contracts, Women-Owned Businesses and Minority Businesses.)	5	5	5	5	5
<i>Item #4</i>	5 GAO/OGC Opinion (Includes general correspondence and decisions pertaining to procurement policy.)	10	10	10	10	10
<i>GRS 3-3</i>	6310 Purchasing (Including administrative material regarding purchasing, requisitioning, and related items such as policies, procedures, negotiations, special and directed sources of supply, foreign purchases, taxes, inspection and acceptance, transportation, use of forms, pertinent laws and regulations, translations.)	2	2	2	2	2
<i>GRS 3-4a(2)</i>	3 Purchase Orders (Including Equipment Agreements, Requisitions, Special Approvals					(See Note)

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6310-3

1838 Purchase Orders, AD-744, and AD-633.) Transactions of \$25,000 or less and construction contracts under \$2,000.

Note: All Offices - Destroy 3 years, after final payment.

*1/1/12 - 13 1/2*  
~~5-6 b(2)(a+b)~~ 6 Supply Schedules, Catalogs, Pricelists (See Note)

Note: NONRECORD. Destroy when obsolete or superseded.

*CAS 3-3* 6320 Contracting (Includes general correspondence regarding contracting and related procedures.) 2 2 2 2 2

*CAS-3-4a(1)* 1 Bids, Proposals and Contracts (Includes disputes and appeals in related case folders.) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. (See Note)

Note: All Offices: Destroy 6 years and 3 months after final payment.

*CAS 36 b(1)* and *5-6 b(2)(a+b)* 1-1 Solicited and Unsolicited Unsuccessful Bids and Proposals (Includes records related to unsuccessful bids and proposals.) (See Note)

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6320-1-1

Note: All Offices:

- (1) Relating to small purchases as defined in the Federal Acquisition Regulation; 48 CFR, Part 13. Destroy 1 year after date of award or final payment, whichever is later.
- (2) Relating to transactions above the small purchase limitations in 48 CFR, Part 13.
  - (a) When filed separately from the contract file. Destroy when related contract is completed.
  - (b) When filed with contract case file. Destroy with related contract case file.

*GAS 3-6(d)*<sup>1-2</sup> Bidders Lists (List or cards of acceptable bidders.)

(See Note)

Note: All Offices - Destroy when superseded or obsolete. Destroy Consolidated List of Debarred Ineligible Contractors when no longer needed.

*NCI-9584-1*<sup>1-3</sup> Areas of Surplus Labor (Publication issued quarterly indicating area trends of labor surplus.)

1/4 1/4 1/4 1/4 1/4

*Item #8*

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
6320-1-3						
NOTE: 6320-1-4 Labor Provision and 6320-2 Cooperation designations are deleted. File existing records under 6320 and apply retention period.						
<i>Stmnt # 9</i> <i>CRS 3-3</i>	6330	Specifications, Standards, and Qualified Products (Includes general correspondence.)	2	2	2	2
NOTE: 6330-1, 6330-2 and 6330-3 are deleted. File existing records under 6330 and apply retention period.						
<i>CRS 9-1a</i>	6340	Shipments (Including receipt and checking.)	3	3	3	3
<i>CRS 9-1a</i>	6350	Transportation (Of Things.)	3	3	3	3
<i>CRS 9-1a</i>	1	Government Bills of Lading - Domestic (Memorandum copy)	(See Note)			
NOTE: Destroy 3 years after period of the account.						
<i>CRS 9-1d</i>	2	Government Bills of Lading - International (Records of shipments of household goods moved by freight forwarders.)	(See Note)			
NOTE: <u>All Offices</u> - Destroy 6 years after the period of the account.						
<i>NN 166-136</i> <i>Stmnt # 454</i>	6360	Printing (Including free printing, field printing, reprints, printing equipment.)	5	5	5	3

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)					
		WO	RO&A	ES	SO	OTHER	
<i>N.N 166-136</i> <del><i>Item # 456</i></del>	6400	Property (Includes general correspondence too broad to file under a specific heading.)	5	5	5	3	3
<i>CRS 14-3</i>	1	Inquiries	1/4	1/4	1/4	1/4	1/4
	2	Reports (Deleted. File record material under 6400 primary.)					
<i>N.N 166-136</i> <del><i>Item # 457</i></del>	6410	Personal Property (Includes general correspondence.)	5	5	5	3	3
<del><i>Item # 459</i></del>	2	Disposition	5	5	5	3	3
<del><i>Item # 460</i></del>	2-1	Sale (Includes correspondence and documents relating to the actual sale of properties.)	5	5	5	3	3
<i>N/C 95-83-4</i> <i>Item # 2</i> <i>CRS 4-5</i>	3	Excess and Surplus (Includes correspondence and forms relating to the declaration of personal property as excess and surplus and the acquisition of excess personal property.)	3	3	3	3	3
<i>Item # 3</i>	4	Records and Inventory (Includes inventories of accountable personal property such as AD-112, Report of Unserviceable, Lost or Damaged Property, AD-113, Fiscal Inventory Report For The Period Ending and PMIS/Property Report #350.)	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6410						
<i>Item # 4</i>	4-1 Registers (Includes registers of GBLs and other accountable forms.)			(See Note)		
	<u>NOTE: All Offices: Destroy after GAO audit and records no longer have administrative use. Do not send to FRC.</u>					
<i>Item # 5</i>	4-2 Registers for Items of Tangible and Other Value (Includes registers for subway tickets, I.D. Badges, keys, building passes, and so forth.)	3	3	3	3	3
	<u>NOTE: Apply the retention after register is closed. Register is closed when each item is accounted for. Do not send to FRC.</u>					
<i>NN 166-136</i>	6 Transfer and/or Receipt	5	5	5	3	3
<i><del>Item # 464</del></i>	(Including donations and AD-107, Report of Transfer/Disposition/Construction of Property.)					
<i>NCI-95-83-4</i>						
<i>Item # 6</i>	7 Reports (Recurring and non-recurring reports such as Utilization and Disposal of Excess and Surplus Property; AD-109, Report of Request for Excess Serviceable Property; and	10	3	3	3	3
<i>also</i>						
<i>GRS 4-5</i>						
<i>for offices other than WO</i>						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6410-7						
		AD-120, Report of Excess Personal Property; AD-126, Report of Acceptance of Gift of Personal Property; Exchange/Sale of Personal Property.)				
<i>NN166-136</i>	6420	5	5	5	3	3
<del><i>Item # 465</i></del>						
<del><i>Item # 468</i></del>	6440	5	5	5	3	3
		Real Property (Includes general correspondence and other records such as AD-87, Request for Use for Thomas Jefferson Auditorium.)				
<i>NC1-95-83-4</i>						
<i>Item # 9</i>	1	10	10	10	10	10
		Excess (Includes reports, disposition instructions and correspondence related to excess real property. See NOTE under 6440-1-1 for disposition of records considered necessary and convenient for the use of real property transferred to another Federal agency or sold, donated, or traded to a non-Federal entity.)				
<i>Item # 10</i>	1-1					(See Note)
		Surplus (Includes reports, disposition instructions and correspondence related to surplus property, as well as records related to the sale, donation or trade of surplus property.)				



## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OTH
6440-2							
<i>NCI-95-83-4</i>	2-1	Rental Rates (Includes reports, printouts, correspondence, contract information regarding the establishment of rental rates.)	5	5	5	5	5
<i>Item #12</i>							
<i>Item #13</i>	2-2	Inventory and Rate Setting (Includes Government Quarters Inventory Form FS-6400-1.)			(See Note)		
<u>NOTE: All Offices:</u> Destroy when superseded or obsolete.							
<i>NYN 166-136</i>	3	Space Management (Includes parking spaces. Folder by Federal, GSA.)	5	5	5	3	3
<i>Item #14</i>							
<i>NCI-95-83-4</i>	3-1	Leases (Includes determinations, findings, market surveys, solicitation, award and administration of acquisition of leasehold interest in real property under Forest Service leasing authority. File disputes and appeal material by case folder.)			(See Note)		
<i>Item #14</i>							
<u>NOTE: All Offices:</u>							
<i>GRS-3-4a(1)</i>	(1)	Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment.					
<i>GRS-3-4a(2)</i>	(2)	Transactions of \$25,000 or less and construction contracts under \$2,000. Destroy 3 years after final payment.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
NO	RO & A	ES	SO	O T H E R		
6440						
<i>Item #15</i>	4	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.)	10	5	5	5
		Accounting, bookkeeping, and other records may be maintained in accordance with regulations or procedures prescribed by GAO or Treasury.				
<i>NP 166-136</i> <i>STAMP 474</i>	6500	Finance and Accounting	5	5	3	3
<i>CAS 6-6a(1)</i>	1	Surety Bonds (Includes securities on bonds.) <u>NOTE:</u> Official copies of the bond and attached powers of attorney.  Bonds purchased prior to January 1, 1956. Dispose 15 years after bond becomes inactive.  Bonds purchased after December 31, 1955. Dispose 15 years after end of bond premium period.  Other records, including correspondence, extra copies of bonds, and related papers.		(See Note)		
<i>CAS 6-6a(2)</i>						

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6500-1					
	Dispose 5 years after case closure or end of premium period whichever is later.					
<i>NCI-45-83-7 item # 1</i>	2 Irregularities (Includes investigations.)	10	10	10	10	10
<i>item # 2</i>	3 Membership Certificates (REA)			(See Note)		
	Note: <u>SO</u> : Retain in office. Destroy when superseded or obsolete.					
	<u>All Other Offices</u> : Not applicable.					
<i>NY 166-136 item # 430</i>	6510 Appropriations and Funds (Symbol numbers, availability, and use.)	5	5	5	3	3
<i>NCI-45-83-7 item # 3 MGRS 7-1</i>	6520 Financial Management	2	2	2	2	2
<i>item # 4 (CAS 7-3)</i>	1 Financial Plans (Includes budget estimates, work plans, summaries of financial information, reports summarizing budget information and other records outlining plans for disbursing appropriations.)			(See Note)		
	Note: <u>All Offices</u> : Destroy 6 years and 3 months after the close of the fiscal year involved.					
<i>item # 5 (CAS 7-3)</i>	2 Manpower Allocations (Only records relating to how ceiling allocations are used. File other material such as transfer-of-station under 6120 and other			(See Note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6520-2

fiscal related functions under 6130.  
See Ch. 300f FPM).

Note: All Offices: Destroy 6 years and 3 months after the close of the fiscal year involved.

6530 Collections (Includes general correspondence related to collections.)

5 5 5 5 5

Billings and/or Receipts (Includes deposits, adjustments, and uncollectibles; that is FS-6500-89, SF 1080, SF 1081.)

(See Note)

Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account. (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

Collection Officers

(See Note)

Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account. (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

3 Reports (Deleted. File existing records under 6570 and apply the retention period.)

6540 Payments

5 5 5 3 3

*NCI-95-83-7  
Item # 6  
NN 166-136 #491  
(for SO and other)  
GRS 6-1a(2)*

*GRS 6-1 b*

*GRS 6-1a(2)<sup>2</sup>  
and 61b*

*NN 166-136  
~~Item #495~~*

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6540

- 4 Checks (Lost, canceled, undeliverable.) (See Note)

*GRS 6-1a(2)* Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.  
*GRS 6-1b* (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- GRS 6-1a(2)* 5 GAO (Includes preaudit inquiries, exceptions, disallowances, settlements.) (See Note)

*GRS 6-1b* Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.  
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- 6 Imprest Fund Cashier Designations (See Note)

*GRS 6-1a(2)* Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.  
*GRS 6-1b* (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)

	WO	RO&A	ES	SO	OTHER
--	----	------	----	----	-------

6540

- 7 Vouchers and Related Documents (See Note)  
(Includes SF 1081, SF 1097, timeslips, expense accounts adjustments, contracts; and related records of Certifying and Disbursing Officers.)

*CAS 6-1a(2)*  
*CRS -6-1b*

NOTE: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.  
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- CAS 9-3a*
- |   |  |   |   |   |   |   |
|---|--|---|---|---|---|---|
| 8 | Passenger Transportation File<br>(Includes copies of travel vouchers (AD-616), travel advance forms (AD 615), transportation requests (SF 1169), travel authorization (AD-202), authorization for in-service expenditures, FS 6500-46, Foreign travel itinerary, AD 750, and all supporting papers.) | 3 | 3 | 3 | 3 | 3 |
|---|--|---|---|---|---|---|

Exception:

Transportation Records (freight and passenger) Forward copies of voucher-schedules, together with supporting basic documents, covering payments to carrier for transportation services, each month, after the statement of transactions has been accomplished. Forward to:

General Services Administration  
FZA Chester A. Arthur Building  
Washington, DC 20406

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)			
			WO	RO&A	ES	SO
6550 Accounting			5	5	5	3
1 Obligations			5	5	5	3
2 General Ledger (Includes current accounts, liabilities, assets, and working capital fund.)						
<i>Note: All Offices: Destroy 6 years and 3 months after the close of the fiscal year involved.</i>						
3 Revenue						
Special (Includes backup records to the General Ledger Account pertaining to road development costs for timber.)			P	P	P	3
4-1 Timber Cost Analysis (Includes operator cost analysis working papers.)			3	3	3	3
4-2 Timber Operator Survey (Includes working papers and cost analysis reports.)			3	3	3	3
<i>Note: This information is current so long as timber operator remains in sample. Will be destroyed 3 years after mill is sold or transferred or data are no longer included in appraisal schedule.</i>						
<i>Note: All Offices: Destroy records 3 years after timber operator is no longer included in appraisal schedule.</i>						

(See Note)

(See Note)

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
6570						
<i>CRS 10-b(2)</i>	1-2 <i>b</i>	Collection Action Not Terminated (Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.)				(See Note)
		<u>Note: All Offices:</u> Destroy 3 months after the end of the extended period.				
<i>CRS 10-b(3)</i>	2	Claims Not Owed (Claims which the agency administratively determines are not owed to the United States after collection action was initiated.)				(See Note)
		<u>Note: All Offices:</u> Destroy when 6 years, 3 months old.				
<i>CRS 10-C</i>	3	Claims Subject to Litigation (Claims that are affected by a court order or that are subject to litigation proceedings.)				(See Note)
		<u>Note: All Offices:</u> Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.				
<i>N21-45-53</i>	<i>7</i>					
<i>Item #14</i>	6580	WCF Financial Management (Includes general correspondence, budget reports, and rate computation worksheets.)	5	5	5	5
<i>N1-45-87-6</i>	<i>6600</i>					
<i>Item #1</i>		Systems Management (Includes general correspondence, budget reports, and rate computation worksheets.)	3	3	3	3
<i>N21-45-78-3</i>	<i>1</i>					
<i>Item #1</i>		Coordination and Plans (Includes general correspondence relating to systems coordination, long- and short-range plans and budget estimates.)	10	5	5	3

## RECORDS MANAGEMENT HANDBOOK

RETENTION  
PERIOD  
(BY FS AND FRC)  
WO RO&A ES SO OTHER

6550

*Item # 11*

4-3 Air Tanker Cost Analysis (Includes working papers and cost analysis of flying planes and keeping them up to date.)

(See Note)

Note: All Offices: Destroy 3 years after contract is terminated.

6 Reports

U U U U U

6560

*GAS 3-3*

Bonding Administration  
(General Correspondence)

2 2 2 2 2

6570

*GAS 6-10a*

Claims Against the United States  
(Claims against the United States for moneys which have been administratively (1) disallowed in full or, (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by 6270-3.)

(See Note)

Note: All Offices: Destroy records when 6 years, 3 months old.

*(GAS 6-10 b(i))*<sup>1</sup> Claims for the United States  
(Claims paid in full or by means of compromise agreement pursuant to 4 CFR Part 103 EXCLUDING claims covered by 6570-3.)

(See Note)

Note: All Offices: Destroy when 6 years and 3 months old.

1-1

*(GAS 6-10 b(2))*  
*a*

Collection Action Terminated  
(Claims for which the Government's right to collect was not extended.)

(See Note)

Note: All Offices: Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6600-1-2						
years old for proper storage under controlled environmental conditions. Destroy when 10 years old.						
<u>All Other Offices:</u> Not applicable.						
<i>Item # 4</i>	2 Security and Privacy Program Management (Includes correspondence relating to the establishment, authorization, and delegation of security program offices, and to general administration of ADP, data and telecommunications security.)	5	5	5	NA	NA
<i>Item # 5</i>	2-1 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.)	5	5	5	NA	NA
<i>Item # 6</i>	2-2 Application Systems (Includes correspondence relating to security and privacy in computer design and review.)	5	5	5	NA	NA

RECORDS MANAGEMENT HANDBOOK

6600

*Item # 2* 1-1 Systems Coordinating Council  
(Includes general correspondence relating to activities of the council and minutes of meetings.)

*Item # 3* 1-2 ADP Plans (Correspondence relating to USDA and FS overall ADP plans and submissions for OMB A-11 reports, approvals, and justifications. Includes long-range plans for computer applications and data base systems, and planning records relative to coordinating council activities and workload forecasting.)

Note: Paper Records - WO:  
PERMANENT Transfer records to FRC 5 years after plan has been completely revised or superseded by a new plan. Offer records to NARA 10 years after revised or superseded. R, ES, & A: Retain records in office. Destroy 3 months after plan has been completely revised or superseded by a new plan.

All Other Offices: Not applicable.

Tapes (A-11 Reports) - WO:  
Transfer tapes to FRC when 3

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6600-3-1						
		<u>Standards, (FIPS, DIPS, and applicable Federal or American National Standards): Retain in office. Destroy when superseded or obsolete.</u>				
<i>Item #10</i>	6610	3	3	3	3	3
		Computer Technology Management (Correspondence relating to overall policies for computer technology management.)				
<i>Item #11</i>	1	5	5	5	3	3
		Planning (General correspondence relating to computer activity plans, long and short-range facilities plans, and workload forecasting.)				
<i>Item #12</i>	1-1	10	5	5	3	3
		Computer Management Plans (Correspondence and records relating to technical plans for computing activities.)				
<i>Item #13</i>	1-2	5	3	3	3	3
		Workload Forecasting (Reviews and analysis of future demands for computing resources, departmental studies, and related correspondence.)				
<i>Item #14</i>	2	5	3	3	3	3
		Management and Administration (General correspondence relating to computer science administration and management.)				

RECORDS MANAGEMENT HANDBOOK

NCI-95-98-3  
6600

Item # 7 2-3

Data Base Systems (Includes correspondence relating to security and privacy in data base systems.)

Item # 8 3

Standards Program Management (Correspondence relating to FS standards program. Includes plans, reviews, approvals.)

Note: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.

Item # 9 3-1

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.)

Note: FIPS and DIPS standards should be kept in FIPS binders and the appropriate FSH binders, respectively.

WO	RETENTION PERIOD (BY ES AND FRC)			
	RO & A	ES	SO	OTHER
5	5	5	NA	NA
5	3	3	3	3
5	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610						
<i>Item #15</i>	2-1 Reports (Includes reports required GSA, OMB and USDA. Set up separate folders by report name and number.)	10	10	10	5	5
<i>Item #16</i>	2-2 Studies (General studies relating to ADP management and administration, and related correspondence. Set up case folders for individual studies as needed.)	5	5	5	NA	NA
<i>Item #17</i>	2-3 Study Reports (Final study reports only.) <u>Note: WO PERMANENT</u> - Transfer to FRC when 3 years old. Offer records to the National Archives and Records Service (NARA) when 10 years old. Records on computer tape should be offered to NARA for proper storage at the time paper records are transferred to FRC. <u>R, ES, &amp; A:</u> Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.  <u>NOTE:</u> Final study reports that were not forwarded to WO in some form (Summary) should be sent for inclusion in WO's offer to NARA.)				(See Note)	

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610-2-3						
<i>NCI-95-78-3</i>	<u>Other Offices:</u> Not applicable.					
<i>Item #18</i>	3 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.) Note: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.	5	3	3	3	3
<i>Item #19</i>	4 Training and Information Services (Includes training plans, programs, and correspondence relating to general ADP and computer technology training. Does not include reference aids.)	3	3	3	3	3
<i>Item #20</i>	5 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.)	3	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY ES AND FRC)				
	WO	RO & A	ES	SO	OTHER
6610					
<i>Item #21</i> 5-1 Selection and Acquisition (Correspondence, requests, and approvals for hardware, software, data communications, ADP services and supplies.)	5	5	5	5	5
<i>Item #22</i> 5-2 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.)	3	3	3	3	3
<i>Item #23</i> 6 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.)	3	3	3	3	3
<u>Note:</u> The disposition period should be applied after agreement expires or terminates.					
<i>Item #24</i> 6-1 USDA Services (General correspondence, agreements, computer printouts and microfiche related to the cost and workload reporting for Departmental Computer	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

6610-6-1

Centers and other related records. Includes and may require case folders for FCCC, WCC, NOCC, and KCCC.

NOTE: WO(FCCC): Destroy computer tapes when 3 years old.

		RETENTION PERIOD (BY ES AND FRC)				
	WO	RO & A	ES	SO	OTHER	
<i>Item #25</i> 6-2	3	3	3	3	3	
<i>Item #26</i> 6-3	3	3	3	3	3	
<i>Item #27</i> 6-4	3	3	3	3	3	
<i>Item #28</i> 7	(See Note)					



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6620-2						
<p>If the review and evaluation results in approval of project, place records in a case folder and file under 6620-2-2.</p> <p><u>Disapproved Systems:</u> Transfer records to FRC 2 years after final action or retain records in office. Destroy 5 years after final action.</p>						
<i>Item # 32</i>	2-1	3	3	3	NA	NA
<i>Item # 33</i>	2-2	5	5	5	5	5
<p><u>Note:</u> The disposition period should be applied after discontinuance of the system.</p>						
<i>Item # 34</i>	3	3	3	3	3	3

## RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY ES AND FRC)				
	WO	RO & A	ES	SO	OTHER
6620-3 correspondence relating to training needs and sources.)					
<i>Item #35</i> <sup>4</sup> 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.)	5	3	3	3	3
<u>Note:</u> These standards are retained permanently in the 1100-1 directive file and incorporated in the Forest Service directive system.					
<i>Item #36</i> 6630 Data Management (Includes correspondence relating to broad policy issues involved in the management of data management activities.)	3	3	3	3	3
<i>Item #37</i> <sup>1</sup> Planning (General correspondence relating to data management plans and workload forecasting.)	5	5	5	3	3
<i>Item #38</i> <sup>2</sup> Technology (Correspondence relating to software and hardware support for data base design and operations. Includes	5	5	5	NA	NA

RECORDS MANAGEMENT HANDBOOK

6630-2

reviews and evaluations of existing and proposed data base management software.)

*Item #39* 3

Data Management Standards (Correspondence relating to data base development, management and operation standards, and review and approval of Service-wide data standards.)

Note: These standards are retained permanently in the 1100-1 directive file and incorporated in the Forest Service directive system.

*Item #40* 4

Data Base Design (Correspondence and documentation relating to the specification, design, review and evaluation of data base systems.)

Note: If the review and evaluation results in approval of project, place the records in a case folder and file under 6630-4-1.

Disapproved Systems: Transfer records to FRC 2 years after final action or retain records in office. Destroy 5 years after final action.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
	5	3	3	3
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<del>6170</del>	6710	5	5	5	3	3
Administration <i>Item #402 used</i>						
<del>6170</del>	6720	5	5	5	3	3
Occupation <i>more than one resource includes</i>						
<del>6170-2</del>	6730	5	5	5	3	3
Accident R Investigat <i>safety, control, serious subject matter taken</i>						
<del>6170-2-1</del>	1	5	5	5	3	3
Accident In folders. 1 <i>copy</i> tor's notes, 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.)						
<del>6170</del>	6740	5	5	5	3	3
Hazardous Materials <u>Note:</u> File any records pertaining to Personal Protective Equipment and Clothing under 6710.)						
	6750					
Hazard-Classification Rating System (Deleted. File existing records under 6710.)						
<del>6170</del>	6760	5	5	5	3	3
Blasting and Explosives						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6630						
<i>Item # 414-1</i>	Project Case Folders (Case folder by project number and name. Includes only projects which have gone to feasibility study point or beyond.)	5	5	5	5	5
	<u>Note:</u> The disposition period should be applied after discontinuance of the system.					
<i>Item # 42</i>	5 Data Base Coordination (Correspondence on multi-unit inputs and establishment of data bases.)	5	5	5	3	3
<i>Item # 43</i>	6 Data Base Operations & Support (Correspondence and operating guides for using national and Chief and Staff data base systems.)	3	3	3	3	3
	<u>Note:</u> Retain operating guides in office. Destroy 3 years after superseded or obsolete.					
<i>Item # 44</i>	7 Training (Correspondence, training plans, programs, and evaluations.)	3	3	3	3	3
<i>NN 166-136</i>						
<del><i>Item # 402</i></del>						
<i>6170</i>	6700 Safety and Health Program (Includes General Correspondence.)	5	5	5	3	3



## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTHER
7110							
<i>Item #10</i>	3	Multiple Activities Analysis (Includes correspondence and documents related to analysis of special engineering management activities.)	5	5	5	2	2
<i>Item #11</i>	4	Certification Program (General Correspondence)	3	3	3	2	2
<i>Item #12</i>	4-1	Preconstruction (Test data and related correspondence.)	3	3	3	3	3
<i>Item #13</i>	4-2	Construction (Test data and related correspondence.)	3	3	3	3	3
<i>Item #14</i>	5	Computer Applications (General Correspondence)	3	3	3	2	2
<i>Item #15</i>	5-1	Coordination	3	3	3	2	2
<i>Item #16</i>	5-2	Training <u>NOTE:</u> Destroy when 5 years old or 5 years after completion of a specific training program.				(See Note)	
<i>Item #17</i>	5-3	Documentation (Includes general correspondence and specific detail of a completed application.)	5	5	5	5	5

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTHER
7110							
<i>Item#18</i>	5-4	User Assistance (Includes general correspondence, request and other data on use of computer application.)	3	3	3	2	2
<i>Item#19</i>	5-5	Contracts and Cooperative Arrangements (Case Folders. These are non-record copies used as a working file. The official record copies are filed under appropriate designations.)	5	5	5	5	5
<i>Item#20</i>	5-6	Programs (Case files)	3	3	3	3	3
<i>Item#21</i>	7120	Equipment Development and Test (Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, and facilities.)	3	3	3	3	3
<i>Item#22</i>	1	Program (Records about the activities including budget matters.)	20	10	10	10	10
<i>Item#23</i>	2	Projects (All records relating to a specific project assigned for development and testing. Case folders by projects.)	10	10	10	(See Note)	
		<u>Note:</u> See Note 1 at end of series.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7120						
<i>Item #24</i>	3 Facilities (Records pertaining to the buildings, laboratory and other equipment used by the Equipment Development and Test Centers (EDCs).)  <u>Note:</u> See Note 2 at end of series.	10	10	10	(See Note)	Note)
<i>Item #25</i>	4 Reports (Includes progress reports and final reports on projects developed and tested by EDCs.)  <u>Note:</u> See Note 1 at end of series.	10	5	5	(See Note)	Note)
<i>Item #26</i>	7130 Fleet Equipment (General Correspondence)	3	3	3	2	2
<i>Item #27</i>	1 Acquisition, Identification and Classification	5	5	5	3	3
<i>Item #28</i>	2 Fleet Assignment and Utilization (Correspondence on assignment and use of motorized equipment.)	5	5	5	3	3
<i>Item #29</i>	3 Use and Storage (Includes tear sheets.)	5	5	5	3	3



## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTHER
7130							
<i>Item #34</i>	7	HRP Fleet Equipment (General correspondence on the use of equipment by HRP activities.)	3	3	3	2	2
<i>Item #35</i>	8	Interagency Motor Vehicle Pools and Systems (General correspondence and records on assignment.)	3	3	3	2	2
<i>Item #36</i>	9	Annual Motor Vehicle and Equipment Reports (Includes correspondence and summary reports on equipment utilization costs.)	5	5	5	3	3
<i>Item #37</i>	7140	Geometronics (General Correspondence)	3	3	3	2	2
<i>Item #38</i>	1	Base Series Maps (General Correspondence)	3	3	3	2	2
<i>Item #39</i>	1-1	Primary Base Series (Project case folders)				(See Note)	

**NOTE:** a. One copy of all published maps shall be sent to the NARA for PERMANENT retention submission to be made the end of each fiscal year by the unit producing the map(s).

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HER
7140-1-1						
	b. <u>All Offices:</u> Destroy all other material on completion of project.					
<i>Item # 40</i>	1-2 Secondary Base Series (Project case folders)			(See Note)		
	<u>NOTE:</u> a. One copy of all published maps shall be sent to NARA for PERMANENT retention. Submission to be made the end of each fiscal year by the unit producing the map(s).					
	b. <u>All Offices:</u> Destroy all other material on completion of project.					
<i>Item # 41</i>	2 Visitor Information Maps (General Correspondence)	3	3	3	2	2
<i>Item # 42</i>	2-1 Visitor Information Maps (Project case folders)			(See Note)		
	<u>NOTE:</u> a. One copy of all published maps shall be sent to NARA for PERMANENT retention. Submission to be made the end of each fiscal year by the unit producing the map(s).					





## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)			
WO	RO & A	ES	SO	OTHER	
	7140				
	<i>Item #53</i> 5-5 Projects (Case Folders) NOTE: Destroy upon completion of project.		(See Note)		
	<i>Item #54</i> 5-6 Remote Sensing Projects (Aerial Photography Negatives/Indexes.) NOTE: <u>ASCS - PERMANENT</u> . Offer to NARA when 40 years old, in 5-years blocks. Aerial photographic records (negatives and indexes) are maintained by AFSC in Salt Lake City, Utah.		(See Note)		
	<i>See ASCS</i> <i>NCI-145-82-4</i>				
	<i>Item #55</i> 5-7 Policy and Testimony (Copies of Congressional testimony and correspondence.)	6	1	1	1
	<i>Item #56</i> 6 Geographic Names NOTE: a. <u>Paper Copy</u> : Destroy when no longer needed for administrative use. b. <u>If microfilmed</u> , destroy paper copy when ascertained that the microform has been made in accordance with GSA regulations and are adequate substitutes for the paper records.		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

7140-6

c. Microfilm Copy:  
 Destroy when no longer needed for administrative use.

		RETENTION PERIOD (BY ES AND FRC)						
WO	RO & A	ES	SO	OTHER				
	Item #57	7	Reports	5	5	5	5	5
	Item #58	8	Cooperation	5	5	5	5	5
	Item #59	8-1	OMB Circular A-16 (Federal Geodetic Control Committee)	5	5	5	5	5
	Item #60	8-2	OMB Circular A-16 (U. S. Geological Surveys)	5	5	5	5	5
	Item #61	9	Development (General Correspondence)	3	3	3	2	2
	Item #62	9-1	Projects (Case folders by projects.)			(See Note)		
			<u>NOTE:</u> Destroy when project is completed.					
	Item #63	7150	Surveying (General correspondence) (Includes location, marking, and posting of lines.)	3	3	3	2	2
	Item #1	1	Surveys (Project folders by Forest, file by type of survey; that is, Forest Service, BLM, private, and other.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

*NCI-95-80-1*

7150-1

*item 64b*

*item #2*

*item 65b*

*item #3*

*item 66b*

NOTE:

a. Regional Office or Supervisor's Office: See Note 3 at end of series.

b. All Other Offices: Destroy when 5 years old.

2 Remonumentation (By type, such as Forest Service, BLM, private, and other.)

NOTE:

a. Regional Office or Supervisor's Office: See Note 3 at end of series.

b. All Other Offices: Destroy when 5 years old.

3 Reports

NOTE:

a. Regional Office or Supervisor's Office: See Note 3 at end of series.

b. All Other Offices: Destroy when 5 years old.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-80-1</i> <i>Item # 67</i>	7160	3	3	3	2	2
<i>Item # 69</i>	1	10	10	10	5	5
<i>Item # 69 a</i>	2	10	10	10	5	5
<i>Item # 70</i>	3	10	10	10	5	5
<i>Item # 71</i>	7170	3	3	3	2	2
<i>Item # 72</i>	1	10	10	10	10	10
<i>Item # 73</i>	1-1	10	10	10	10	10
<i>Item # 74</i>	2	10	10	10	10	10
<i>Item # 75</i>	2-1	10	10	10	10	10
<i>Item # 76</i>	3	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTHER
7170							
<i>Item #77</i>	3-1	Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #78</i>	4	Maintenance and Operations	10	10	10	10	10
<i>Item #79</i>	4-1	Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #80</i>	5	Training NOTE: Destroy when 5 years old or 5 years after completion of a specific training program.			(See Note)		
<i>Item #81</i>	5-1	Projects (Case folders by projects.)	5	5	5	5	5
<i>Item #82</i>	6	Studies	10	10	10	10	10
<i>Item #83</i>	6-1	Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #84</i>	7	Trial Use	10	10	10	10	10
<i>Item #85</i>	7-1	Projects (Case folders by Projects.)	10	10	10	10	10
<i>Item #85A</i>	7180	Internal Energy Conservation (General correspondence relating to practices within the Forest Service geared toward meeting the National need for attaining greater energy sufficiency.)	P	P	P	P	P

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7180						
	<u>NOTE:</u> Offer to NARA when 25 years old.					
<i>Item # 86</i>	7200 Communications and Electronics (General Correspondence)	3	3	3	2	2
<i>Item # 87</i>	7210 Communications Management	5	5	5	3	3
<i>Item # 88</i>	7220 Communications Planning	10	10	10	10	10
<i>Item # 89</i>	1 Reports (Includes technical characteristics which contain critical performance parameters for radios procured by Forest Service.)	15	15	15	10	10
<i>Item # 90</i>	7230 Radio Communications	3	3	3	3	3
<i>Item # 91</i>	7240 Wire Communications	3	3	3	3	3
<i>Item # 92</i>	7250 Electronics	3	3	3	3	3
<i>Item # 93</i>	7260 Radio Frequency Management	3	3	3	3	3
<i>Item # 94</i>	7300 Buildings and Other Structures (General Correspondence)	3	3	3	2	2
<i>Item # 95</i>	7310 Buildings and Related Facilities (General Correspondence related to site development, design standards, construction, and reports.)	3	3	3	2	2

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
7310						
<i>Item #96</i>	1 Reports	10	10	10	10	10
<i>Item #97</i>	2 Projects (Case folders by projects.)			(See Note)		
	<u>NOTE:</u> See Note 4 at the end of the series.					
	<u>Originating Office:</u> All as built plans and specifications are nonrecord material. Do not send paper records or microfiche to the FRC.)					
<i>Item #98</i>	7320 Tramways, Ski Lifts, and Tows (General Correspondence)	3	3	3	2	2
<i>Item #99</i>	1 Projects (Case folders by projects.)			(See Note)		
	<u>NOTE:</u> See Note 4 at end of series.					
<i>Item #100</i>	7400 Public Health and Pollution Control Facilities (Includes correspondence in general area of activities of public health and pollution control, not involving policy or a specific report of facility.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

7400  
 NCI-95-80-1  
 Stem 100

NCI-95-81-4  
 Stem # 2  
 NCI-95-80-1  
 Stem # 101

ERS 1-30-60

NCI-95-80-17410  
 Stem # 102  
 Stem # 103  
 Stem # 104  
 Stem # 105  
 Stem # 106  
 Stem # 107  
 Stem # 108

NOTE:

a. Washington Office:  
PERMANENT. Offer to NARA when  
 20 years old in 5-year blocks.

b. All Other Offices: Destroy  
 when 2 years old.

1 Reports  
 2 Training  
NOTE: All Offices: Destroy  
 when 5 years old or 5 years  
 after completion of a specific  
 training program.

Administration (General  
 Correspondence)

1 Water Supply

2 Sewage

3 Solid Waste

4 Pollution Abatement

Water Supply (General  
 Correspondence)

1 Projects (Case folders by  
 projects.)

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
10	10	10	10	10	10	
		(See Note)				
3	3	3	2	2		
10	10	10	10	10	10	
10	10	10	10	10	10	
10	10	10	10	10	10	
3	3	3	2	2		
		(See Note)				

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
7420-1						
	<u>NOTE:</u> See Note 4 at end of series.					
<i>Item #109</i> 7430	Waste Water (General correspondence.) (Includes storage and treatment.)	3	3	3	2	2
<i>Item #110</i> 1	Projects (Case folders by projects.)				(See Note)	
	<u>NOTE:</u> See Note 4 at end of series.					
<i>Item #111</i> 7440	Effluents	10	10	10	10	10
<i>Item #112</i> 7450	Air Quality Stationary Sources	10	10	10	10	10
<i>Item #113</i> 7460	Solid Waste (General Correspondence)	3	3	3	2	2
<i>Item #114</i> 1	Collection (Case folders by projects.)				(See Note)	
	<u>NOTE:</u> See Note 4 at end of series.					
<i>Item #115</i> 2	Disposal (Case folders by projects.)				(See Note)	
	<u>NOTE:</u> See Note 4 at end of series.					

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
NO	RO & A	ES	SO	OTHER		
7460						
<i>Item # 116</i>	3	Storage (Case folders by projects.) (See Note)				
		NOTE: See Note 4 at end of series.				
<i>Item # 117</i>	7470	10	10	10	10	
<i>Item # 118</i>	7480	10	10	10	10	
<i>NCI-95-81-7</i> <i>Item # 2</i>	7490	3	3	3	3	
<i>Item # 3</i>	1	Project Case Files (Includes correspondence and related reports concerning management reviews, approval of project criteria and design drawings, construction specifications, recommendations of needed corrective actions, inspection and supervision of construction, and (See Note)				

## RECORDS MANAGEMENT HANDBOOK

NCI-95-80-7

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
	7490					
	ensurance of compliance with State or county requirements for safe food service facilities. Case folder by project.)					
	<u>NOTE:</u> See Note 4 at end of series.					
Item # 120	7500	3	3	3	2	2
	Water Storage and Transmission (General correspondence. File reports and projects under 7560.)					
	<u>Note:</u> 7500-2 and 3 are deleted. File under 7500 and apply retention period.					
GAS 1-30-b(1)	1					
Item # 121	Training					
	<u>Note:</u> Destroy when 5 years old or 5 years after completion of a specific training program.					
	(See Note)					
NCI-95-81-1	7510	3	3	3	2	2
Item # 1	Administration (Includes correspondence relating to project classification system and project administrative review, approval and supervision. Site specific information is to be filed under 7560.)					
	<u>Note:</u> 7510-1 deleted. File reports under 7560.					
Item # 2	7520	3	3	3	2	2
	Planning and Design (Includes general correspondence and design documents regarding the					

RECORDS MANAGEMENT HANDBOOK

7520

sequence of planning and design work. Designs, plans, or reports pertaining to a specific site are to be filed under 7560.)

Note: 7520-1 deleted. File report under 7560.

*Item #3* 7530

Site Investigation and Design Standards for Dams (Includes general correspondence relating to site investigation, design criteria for dams and specific project investigation and design records which are too broad in nature to be filed with a specific project. Project files for dams are to be filed under 7560.)

- NOTE:  
 a. Washington Office: PERMANENT. Offer to NARA when 20 years old in 5-year blocks.  
 b. All Other Offices: Destroy when 2 years old.

Note: 7530-1 and 2 deleted. File reports and projects under 7560.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	



RECORDS MANAGEMENT HANDBOOK

7560

maintenance, and inspection of water storage and transmission structures. Includes correspondence regarding project files in general. File site specific information in the appropriate secondary 7560 files.)

*Item # 8* 1 Dam Projects (Includes all substantive materials such as initial designs, plans, specifications, displays of drainage area, hydrologic data, surveys, certificates of compliance, reports, inventories, or other data relating to building and/or maintenance of a specific facility. Case folders by structure.) 7560-1 Report deleted. File reports under appropriate secondary.  
Note: See Note 6 at end of series.

*Item # 9* 2 Channel Projects (Includes all substantive material such as initial designs, plans, specifications, surveys certificates of compliance, inventories, reports, or other data relating to building and/or maintenance

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See note)		
		(See note)		



## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	O T H E R		
	7570					
	<i>Item #141</i> 3					(See Note)
						Inspections <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #142</i> 7600	3	3	3	2	2
						Electrical Engineering (General Correspondence)
	<i>Item #143</i> 7610	3	3	3	2	2
						Electrical Power Generation (General Correspondence)
	<i>Item #144</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #145</i> 7620	3	3	3	2	2
						Electrical Transmission (General Correspondence)
	<i>Item #146</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #147</i> 7630	3	3	3	2	2
						Electrical Distribution (General Correspondence)
	<i>Item #148</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #149</i> 7640	3	3	3	2	2
						Electrical Service (General Correspondence)

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7640						
<i>Item #150</i>	1 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series			(See Note)		
<i>Item #151</i>	7650 Premises Wiring System (General Correspondence)	3	3	3	2	2
<i>Item #152</i>	1 Projects (Case Folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #153</i>	7660 Electrical Utilization Equipment (General Correspondence)	3	3	3	2	2
<i>Item #154</i>	1 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #155</i>	7700 Transportation System (General correspondence on overall system.)	3	3	3	2	2
<i>Item #156</i>	1 Reports	10	10	10	5	5
<i>Item #157</i> GAS1-306(u)	2 Training <u>NOTE:</u> Destroy when 5 years old or 5 years after completion of a specific training program.			(See Note)		

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #158</i>	7710	3	3	3	2	2
<i>Item #159</i>	1	10	10	10	5	5
<i>Item #160</i>	2	5	5	5	3	3
<i>Item #161</i>	3	10	10	10	5	5
<i>Item #162</i>	3-1	5	5	5	3	3
<i>Item #163</i>	4	5	5	5	5	5
<i>Item #164</i>	5	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
7710-5	Highway Administration, State Transportation or highway agencies, and private ownerships).					
<i>Item #165</i>	5-1 Cooperative Agreements <u>NOTE:</u> Destroy 10 years after termination of agreement.			(See Note)		
<i>Item #166</i>	5-2 Memorandums of Understanding (MOU) <u>NOTE:</u> Destroy 10 years after termination of MOU.			(See Note)		
<i>Item #167</i>	5-3 Other Agreements (Including road-rental agreements.) <u>NOTE:</u> Destroy 5 years after termination of agreement.			(See Note)		
<i>Item #168</i>	5-4 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series			(See Note)		
<i>Item #169</i>	7720 Development (General correspondence)	3	3	3	2	2
<i>Item #170</i>	1 Roads (General correspondence, including records, pertaining to FS road-safety program.)	3	3	3	2	2
<i>Item #171</i>	1-1 Designs, Standards, and Specifications	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
	WO	RO & A	ES	SO	OTHER	
7720						
<i>Item #172</i> 1-2	3	3	3	2	2	
Construction (General correspondence relating to road construction.)						
<i>Item #173</i> 1-3	10	10	10	10	10	
Structures						
<i>Item #174</i> 1-4						
Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.						
<i>Item #175</i> 2	3	3	3	2	2	
Forest Highways (General correspondence)						
<i>Item #176</i> 2-1						
Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.						
<i>Item #177</i> 3	3	3	3	2	2	
Trails (General correspondence)						
<i>Item #178</i> 3-1	10	10	10	10	10	
Designs						
<i>Item #179</i> 3-2	10	10	10	10	10	
Structures						
<i>Item #180</i> 3-3						
Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.						
<i>Item #181</i> 4	3	3	3	2	2	
Water Facilities (General correspondence)						

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7720						
<i>Item #182</i>	4-1 Designs	10	10	10	10	10
<i>Item #183</i>	4-2 Construction (General correspondence relating to construction of water facilities.)	3	3	3	2	2
<i>Item #184</i>	4-3 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.				(See Note)	
<i>Item #185</i>	5 Airfields (General correspondence)	3	3	3	2	2
<i>Item #186</i>	5-1 Designs	10	10	10	10	10
<i>Item #187</i>	5-2 Construction	10	10	10	10	10
<i>Item #188</i>	5-3 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.				(See Note)	
<i>Item #189</i>	7730 Transportation System Operation (General correspondence)	3	3	3	2	2
<i>Item #196</i>	1 Traffic Management Operations	5	5	5	5	5
<i>Item #191</i>	1-1 Traffic Studies (Case folders)	10	10	10	5	5
<i>Item #192</i>	2 Road User's Cost Sharing	10	10	10	5	5

## RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
			WO	RO & A	ES	SO	OTHER
7730							
<i>Item # 193</i>	3	Regulation and Control (Including rule permits, agreements, closures, enforcement procedures, etc., for roads, trails, and other facilities.)	10	10	10	5	5
<i>Item # 194</i>	4	Road Maintenance	10	10	10	10	10
<i>Item # 195</i>	4-1	Projects (Case folders by projects.)	10	10	10	20	20
<i>Item # 196</i>	5	Structure Maintenance	10	10	10	10	10
<i>Item # 197</i>	5-1	Projects (Case folders by projects.)	10	10	10	20	20
<i>Item # 198</i>	6	Forest Highway Maintenance	10	10	10	10	10
<i>Item # 199</i>	6-1	Projects (Case folders by projects.)	10	10	10	25	25
<i>Item # 200</i>	7	Trail Maintenance	10	10	10	10	10
<i>Item # 201</i>	7-1	Projects (Case folders by projects.)	10	10	10	20	20
<i>Item # 202</i>	8	Water Facility Maintenance	10	10	10	10	10
<i>Item # 203</i>	8-1	Projects (Case folders by projects.)	10	10	10	20	20
<i>Item # 204</i>	9	Airfield Maintenance	10	10	10	10	10

## RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
7730						
<i>Item # 205</i>	9-1 Projects (Case folders by projects.)	10	10	10	20	20
7740	Federal Lands Highway Programs	U	U	U	U	U

## RECORDS MANAGEMENT HANDBOOK

NCI-95-80-1 Note 1

Equipment Development Centers: Maintain project records and reports until no longer needed for administrative use. 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. Destroy microfilm copy when no longer needed for administrative use.

NCI-95-80-1 Note 2

Equipment Development Centers: Facilities records shall be maintained for a period of not less than 7 years 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. Microfilm copy: Destroy 7 years after the life of the facility.

NCI-95-84-9  
Item #3 NOTE 3

a. Regional Offices or Supervisor's Offices: Surveying records shall be maintained until no longer needed for administrative or legal use. Regions should work with each State to determine the legal status of microform survey records. Where microform records are acceptable as legal evidence and/or original data are on file with a State or local Government unit, the record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the original destroyed after the microfilmed copies have been reviewed and found satisfactory. Destroy microfilm copy when no longer needed for administrative or legal use.

b. All Other Offices: Destroy when 5 years old.

NCI-95-80-1  
Note 4

a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in

## RECORDS MANAGEMENT HANDBOOK

accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Destroy microfilm copy 7 years after the life of the facility.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should 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. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.

*NCI-95-80-1* Note 5

a. Regional Office and Forest Supervisor's Office:

Paper copy and microfilm copy made in accordance with the FPMRs: DISPOSAL NOT AUTHORIZED.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should 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. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.

*NCI-95-81-1* Note 6

a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should 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. This includes all Forest Service facilities. Microfilm copy: PERMANENT. Offer the silver original microfilm and diazo copy to NARA after the microfilmed copies have been reviewed and found satisfactory. Regional Office will retain a diazo copy of the microfilm.

RECORDS MANAGEMENT HANDBOOK

42 - SUBJECT INDEX TO FILE DESIGNATIONS. The index is alphabetized by subject and keyed to the numerical file designations. Use the index to classify and file records.

## RECORDS MANAGEMENT HANDBOOK

Paper Copy: PERMANENT. If records are not microfilmed, offer to NARA 1 year after life of facility.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should 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. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.