

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-095-94-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is obsolete in full because all items are permanent and have been accessioned.

Date Reported: 8/10/2022

N1-095-94-001

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-95-94-1	
1. FROM (Agency or establishment) U. S. Department of Agriculture		DATE RECEIVED	
2. MAJOR SUBDIVISION U. S. Forest Service		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Regional Offices			
4. NAME OF PERSON WITH WHOM TO CONFER Norina G. Mosby	5. TELEPHONE 703-235-2539	DATE 1-10-95	ARCHIVIST OF THE UNITED STATES <i>Gudy Hunkamp Peters</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/14/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Norina G. Mosby</i>	TITLE <i>Acting Records Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Regional Office Records Dated June 30, 1946 and Earlier. All file folders dated June 30, 1946 and earlier filed under all categories of the Forest Service alpha files plan. PERMANENT. Transfer immediately to NARA. NARA may apply the provisions of the GRS prior to transfer. Individual file folders that include records created later than June 30, 1946 will be transferred.		
2.	Regional Office Records Dated July 1, 1946 through June 30, 1959. All file folders dated July 1, 1946 through June 30, 1959, filed under all categories of the Forest Service alpha file plan. DISPOSITION. Use disposition instructions included as Attachment A to this schedule. NARA will apply the provisions of the GRS prior to transfer. File folders that include records created later than June 30, 1959, as well as the few alpha file headings not listed in Attachment A, will be transferred unless non-record or cited in the GRS.		

Copies sent to agency, NAA, NCF, NIA 2/1/95

FOREST SERVICE MANUAL CODE KEY SYSTEM

Blister Rust Control	BR
Chief	C
Engineering	E
Fire Control	F
Fiscal Control	A
Flood Prevention	FP
Forest Communities	B
Information and Education	I
Land Acquisition	L
Land Utilization	LU
National Forest Planning and Establishment	LP
Operation	O
Personnel	K
Range Management	G
Recreation and Lands	U
Regional Forester	D
State and Private Forestry	P
Timber Management	S
Watershed Management	M
Wildlife Management	W

DISPOSITION SCHEDULE FOR THE DIVISION OF FISCAL CONTROL

FILE DESIGNATION

SUBJECT MATTER

(Key Letter A)

REGIONAL OFFICE

ALL
DESIGNATIONS

1. Circular letters to other Forest Service offices--1 complete set plus all background (case file) material, if any:
2. Policy statements:
3. Inquiries--Requests for information such as inquiries about date of payment, omission of accounting symbols, etc., that involve no administrative action, no policy decisions, and no special compilations or research for reply:
4. Correspondence supporting such subject matter items as reports, authorizations, etc.--all offices--apply the authorized disposition

PERMANENT

PERMANENT

DESTROY

for the subject matter item to the correspondence.

5. General correspondence: DESTROY

ACCOUNTING

1. Under Advances -SF's 1038 and 1039, or equals: DESTROY

2. Under Allotments--F.S. Forms 539, 539A, 540, 540A, 541, 542, and BF-35, or equals: DESTROY

3. Under Fund--F.S. Form 44, or equal--Unit Financial Statement; similar regional unit reports; Unit Obligation reports: DESTROY

4. Under Limitations--

(a) F.S. Form 539B, or equal--limitation advises covering special (appropriation) limitations: DESTROY

(b) Increases in fixed statutory limitations such as individual buildings, water and sanitary systems, etc,: PERMANENT

5. Under Property--

(a) F.S. Form 331 or equal--property and stores record: PERMANENT

(b) F.S. Form 874-16 or equal--Receipt of Property; AD-Form 107, or equal--Report of Transfer of Property; AD-Form 108 or equal--Report of Property Constructed; AD-Form 109, or equal--Report of Surplus or Unserviceable Property; AD-Form 110, or equal--authorization for Disposition of Serviceable Property; AD-Form 111, or equal--Report of Disposition of Property; AD-112, or equal--Report Loss or Damage of Property; AD-Forms 113 and 113a, or equals--Physical inventory Reports; F.S. Form 411 and 411a, or equals--Report of Description of Animals and Motor Vehicles: DESTROY

REGIONAL OFFICE

ACCOUNTING
(continued)

6. Under Retirement--
 - (a) S.F. 2805, or equal--Request for Recovery of Debt Due the U.S.; S.F. 2806, or equal--Individual Retirement Record; S.F. 2806-1, or equal--Notice of Correction of Individual Retirement Record; S.F. 2807, or equal--Register of Separations and Transfers; S.F. 2807-1, or equal--Register of Adjustments; F.S. Form 108 (obsolete), or equal--Retirement Deduction record:
 - (b) S.F. 2807-2, or equal--Annual Summary Retirement Fund Transactions:
7. Record of Bills of Lading; Transportation Requests; Identification Cards; Tax Exemption Certificates; Recreation Area Permits, and similar accountability records:
8. Accounting Records--
 - (a) Regional and service unit general ledgers, and similar regional control records; Deposit Record; Cash Books, journal vouchers (or other forms for which original is not kept by GAO or Treasury) used as posting media to cash books and general ledgers; subsidiary ledgers or accounting records such as unit accounting records; collection registers, etc.,--applies to original records only:
 - (b) Copies of subsidiary ledgers or accounting records (such as unit accounting records):

PERMANENT

DESTROY

DESTROY

"P" DESTROY

DESTROY

✓ . ACCOUNTING
(continued)

9. Accounting Reports--Reports under this heading cover those annual, monthly, and other reports or statements that are filed under various A-ACCOUNTING file designations. They also cover those reports or statements that are not normally filed in the regular files.

NOTE: For those working papers used in preparing the reports or statements that show detailed information not shown in the report or statements--apply the authorized disposition for the report or statement to the working papers.

- (a) Regional Financial Statements (statement of general ledger account balances) F.S. Forms 627, 627c, and 628, or equals; S.F. 1015A, or equal (Regional Allotment Ledger Summary):

DESTROY

- (b) Copies of Disbursing Officer's Account Current:

DESTROY

- (c) F.S. Form 43, or equal--Annual Expenditure Statements; F.S. Form 43-d, or equal--Investment Statements; Financial Statements of Service Units such as Central Purchase, Repair Shops, etc.:

"P" DESTROY

- (d) 1. Other annual and periodic reports and statements, such as Objective Classification of Expenditures; Distribution of Unit Management; Watershed Protection-Cooperative Work Annual Statement, etc. (when not published):

DESTROY

2. (When published):

DESTROY

			<u>REGIONAL OFFICE</u>
CLAIMS	1. Case files:		DESTROY
	2. Notice of Rewards:		DESTROY
COLLECTIONS	1. Quarterly and annual reports of receipts;		PERMANENT
	2. S.F.'s 1044, 1046, 1081, 1096, and 1159, or equals--Collection Schedules (for transactions prior to July 1, 1952):		DESTROY
	3. F.S. Form 861, or equal; F.S. Form 202, or equal; and S.F. 1114, or equal--Receipt Stubs; F.S. Form 583, or equal--Receipt for cash, Payments; Receipts Hunting, Recreation permits:		DESTROY
	4. S.F.'s 201 and 209, or equals, and S.F. 1 and 6599, or equal--Certificates of Deposit:		DESTROY
	5. Copies of bonds of collection officers and designated clerks; copies of designations of collection officers and designated clerks (retention period starts at termination of bond period):		DESTROY
COMPENSATION FOR INJURY	1. Bulletins of Bureau of Employees' Compensation covering current instructions; Original Notices of Injury Form CA-1 or equal--for injuries not resulting in reports to Bureau of Employees' Compensation:	"p"	DESTROY
	2. Case files; copies of Forms C A-1, C A-2, C A-3, etc., or equals:		DESTROY
COOPERATION	1. Case files:		PERMANENT

REGIONAL OFFICE

COSTKEEPING (See ACCOUNTING for reports)

DISBURSEMENT (For authorized disposition of documents formerly sent to the General Accounting Office, either directly or through the Disbursing Officer, see circular letter A No. 1064, dated March 24, 1955. For ready reference, suggest attaching a copy of circular to this schedule.)

1. Under appropriations--appropriation availability DESTROY
2. Under authorizations--authorizations for travel; transfer of station; attendance at meetings; etc. (see ACCOUNTING for limitation authorizations): DESTROY
3. Under Contracts--Leases; bids; memorandum of agreement, cooperative agreements; etc. (retention period begins on January 1 following expiration date of contract): DESTROY
4. Under General Accounting Office--notices of GAO exceptions; disallowances; settlements, etc.: DESTROY
5. Under Checks--Government Checks lost; canceled; spoiled, etc. (does not apply to the Check itself): DESTROY
6. Transportation request copies; S. F. Is 1094a and 1094b, or equals.--Tax Exemption Certificate Records copies of bonds of authorized certifying officers, assistant disbursing officers (Emergency Payments), Imprest Fund cashiers, etc. (see COLLECTIONS for collection officer bonds) (retention period starts at termination of bond); S.F. 1052, or equal--Statement of Advertising Rates (retention period begins after rates change); invoices (issued by F.S. service units) that support S.F. 1081 (or equal) vouchers covering internal transactions,

REGIONAL OFFICE

✓ DISBURSEMENT (continued)	Central Purchases, Repair Shops, Nurseries etc.; W-2 and W-4 Forms or equals--Salary Withholding:	DESTROY
7.	F.S. Form 79a-b, or equal--Posting Advice-- (a) Original: (b) Copies:	DESTROY DESTROY
8.	S.F.'s 1046, 1064, and 1081, or equals--Schedules of Disbursement; S.F.'s 1166a and 1167a, or equals --Schedule and Voucher (vouchering office copy, posting copy):	DESTROY
9.	S.F. 1168, or equal, series--Request for Issuance of U.S. Savings Bonds:	DESTROY
10.	(a) Voucher (copies) S.F. Form series 1012, 1113 (except when individual salary card is not maintained), 1034, 1035, 1048, 1050, 1054, 1055, 1067, 1068, 1074, 1080, 1081, 1097, 1128 (except when individual salary card is not maintained), 1129a, 1143, and 1144, or equals, and similar vouchers, except trans- portation, involving the expenditure of Government funds: (b) Voucher, payroll S.F. series 1013, and 1128, or equals, when individual salary card is not maintained:	DESTROY DESTROY
11.	Vouchers, transportation:	DESTROY
12.	Work sheets showing functional, appropriation, etc., changes supporting disbursement schedules and F.S. Forms 79a-b, or equals:	DESTROY

REGIONAL OFFICE

DISBURSEMENT (continued)	13. S.F. 1125, or equal--payroll control register; S.F. 1126, or equal--payroll change slip (GAO copy):		DESTROY
	14. Copies of Government Bills of Lading or Certificates in Lieu of Lost Bills of Lading:		DESTROY
	15. Purchase orders; merchants' sales tickets; S.F. 1101, or equal--Miscellaneous Obligation Record; S.F. 1036, or equal--Statement and Certificate of Award:		DESTROY
	16. S.F. 1151, or equal--Appropriation Transfer Authorization:	"p"	DESTROY
	17. Assistant Disbursing Officer (Emergency Payments)--		
	(a) Check carbons:		DESTROY
	(b) Disbursement record maintained by ADO:	"p"	DESTROY
	(c) F.S. Form 575, or equal--Requisition for Funds; telegrams; other correspondence:		DESTROY
	18. S.F. 1098, or equal--Schedule of Canceled Checks:		DESTROY
	19. Imprest Fund Cashiers--		
	(a) Record of payments maintained:		DESTROY
	(b) Audit of Imprest Fund Cash:	"p"	DESTROY
	(c) Designation of Imprest Fund Cashier (period begins when cashier ceases to function as cashier):		DESTROY
	20. Individual salary cards (Earnings Record):		PERMANENT
	20a. ES FORM 931, Request for Wage and Separation Information		DESTROY

Regional office

✓ DISBURSEMENT
(continued)

21. F.S. Forms 26, 874-15, 974-15a, or equals
S.F. 11-35 (Time and Attendance Report), or
equal--Time Reports --
(a) For firefighters and other employees for
whom salary cards were not maintained:
(b) Time reports showing accumulated leave on
separation for employees for whom salary
cards maintained:
(c) Time reports other than (b) above, for
employees for whom salary cards maintained:

PERMANENT

DESTROY

DESTROY

INSPECTION

Reports plus all related correspondence:

PERMANENT

LEAVE

1. S.F. 1137, or equal--Leave Record --
(a) Showing final leave prior to separation:
(b) All others:

2. S.F. 71, or equal--application for leave
(a) Taken immediately prior to separation:
(b) For all leave taken except immediately
prior to separation:

3. S.F. 1150, or equal--Record of Leave Data
Transferred:

DESTROY

DESTROY

"P" DESTROY

DESTROY

DESTROY

LEGISLATION

1. Case files (including Bills, Reports on Bills,
hearings, and pertinent data):

PERMANENT

STATISTICS

See Accounting Reports.

STUDIES

Case files:

DESTROY

SUPERVISION

1. Case files pertaining to Form Revision;
Handbook Revision; Manual Revision (at
originating office):

2. Copies of Manual and Handbook revisions
--all offices--dispose of when superseded.

PERMANENT

DISPOSITION SCHEDULE FOR "C" FILE (CHIEF)

FILE DESIGNATION

SUBJECT MATTER

(Key Letter C)

REGIONAL OFFICE

INQUIRIES

Requests for information regarding any activities and replies thereto that involve no administrative action, no policy decisions, and no special compilations or research for reply:

DESTROY

ALL
DESIGNATIONS
(other than
INQUIRES)

All correspondence plus related records and case file material created by the Chief and his staff. The Washington office is the office of record. Duplicate records in field offices need be retained only for the specified periods. "5"

PERMANENT

DISPOSITION SCHEDULE FOR "D" FILE REGIONAL FORESTER

FILE DESIGNATION

SUBJECT MATTER

(Key Letter D)

REGIONAL OFFICE

INQUIRIES

Requests for information regarding any activities and replies thereto that involve no administrative action, no policy decisions, and no special compilations or research for reply:

DESTROY

ALL
DESIGNATIONS
(other than
INQUIRES)

1. All correspondence plus related material between the RO and the WO:
2. All correspondence (other than INQUIRIES and 1. above) plus related records and case file material created by the regional forester and his staff. The regional office is the office of record. Duplicate records in field offices need be retained only for the specified periods.

DESTROY

"5"

PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF ENGINEERING

FILE DESIGNATION (Key Letter E)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		<u>REGIONAL OFFICE</u>
ALL DESIGNATIONS	1. <u>Circular Letter</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decision, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
EQUIPMENT AND MATERIALS	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
IMPROVEMENTS	1. Case files:	PERMANENT
	2. General correspondence:	PERMANENT

			<u>REGIONAL OFFICE</u>
INSPECTION	Reports plus all related correspondence:		PERMANENT
LEGISLATION	Case files; general correspondence:		PERMANENT
PATENTS	1. Case file:	"5"	PERMANENT
	2. General correspondence:		PERMANENT
PHOTOGRAPHY	For the secondary subjects of Production and General --all correspondence:		PERMANENT
	<p><u>NOTE:</u> Disposition for actual Cartographic, Photogrammetric, and Related Records is covered at end of Engineering Schedule.</p>		
PLANS	1. Management plans if formulated and adopted:		PERMANENT
	2. Material accumulated in process of compiling management plans:		DESTROY
	3. General correspondence:		PERMANENT
POWER	1. Case files--		
	(a) Appraisals:	"5"	PERMANENT
	(b) Conflicts; Investigations and Resources:	"5"	PERMANENT
	(c) Withdrawals:		PERMANENT
	(d) FPC cases; Transmission Lines; Power Policy:		PERMANENT
	2. General correspondence:		PERMANENT

REGIONAL OFFICE

PUBLICATIONS	1. (a) Case files pertaining to Handbook Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	
	2. General correspondence:	PERMANENT
ROAD AND TRAILS	1. Investigation reports on cost studies:	DESTROY
	2. Annual progress report or equal	"5" PERMANENT
	3. Right-of-Way deeds:	PERMANENT
	4. Transportation System Plans:	PERMANENT
	5. General Correspondence	PERMANENT
STATISTICS	1. Annual reports:	PERMANENT
	2. Special reports:	"5" PERMANENT
	3. Material accumulated in the process of compiling reports:	DESTROY
	4. General correspondence:	PERMANENT
STUDIES	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Manual Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	
	2. For the secondary subjects of Meetings; General --all correspondence:	PERMANENT
SURVEY	See MAPS (Cartographic, Photogrammetric, and Related Records).	

WATER
RESOURCES

1. Case files (Investigations and Water Rights): "5"
2. General correspondence:

REGIONAL OFFICE
PERMANENT

PERMANENT

MAPS
(Cartographic,
Photogrammetric,
and Related
Records)

I. CARTOGRAPHIC RECORDS--

1. Plane table and similar field-made drawings and related materials; stereophotogrammetric drawings and related materials; field completion board or blueline and similar prints other than those derived from stereophotogrammetric origin (after completion of resultant maps):
2. Field completion boards of the stereo-compiled manuscript (after issue of resultant map):
3. (a) Those overlay and similar drawings prepared on the basis of field surveys or compilations that are only partially duplicated in resultant map (after completion of resultant map):
(b) Those completely duplicated in resultant map (after completion of map):

PERMANENT

DESTROY

PERMANENT

DESTROY

MAPS
(continued)

REGIONAL OFFICE

- | | |
|---|-----------|
| 4. (a) Those manuscript office compilations derived from field survey and similar sources that are only partially reproduced in published maps; those derived from other than field surveys and stereophotogrammetric sources, that have not been published (after publication of map, or after compilation completed): | PERMANENT |
| (b) Those manuscript office compilations that have been published (after publication of map): | DESTROY |
| 5. Color separation boards, or manuscripts for reproduction, and related material; map reproduction and media; color pulls and the like; map correction files; proof copies of maps and related papers: | DESTROY |
| 6. One copy of each published map and variant thereof: | PERMANENT |

II. PHOTOGRAMMETRIC RECORDS--

- | | |
|--|-----------|
| 1. Vertical and oblique negative aerial films; photo index sheets, flight line indexes and similar finding aids (negatives and prints); record set of aerial mosaics and similar prints covering selected areas; record set of contact aerial photographic prints: | PERMANENT |
|--|-----------|

MAPS
(continued)

2. Film negatives of manuscript (dispose of when superseded).

3. Dispositions:

PERMANENT

III. RELATED (Textual) RECORDS--

1. (a) Documents outlining project, map history, or similar files (after publication of map or compilation of project):
(b) Minor administrative papers summarized in (a) above (after publication of maps or compilation of project):

PERMANENT

DESTROY

2. Research and reference files (dispose of when obsolete, superseded, or upon publication of map).

3. Primary controls and computations developed by the Forest Service; field survey notes; (after publication or compilation of map):

PERMANENT

4. Primary controls and computations obtained from other agencies; supplemental controls and computations (when superseded, or after publication or compilation of map--whichever is sooner):

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF FIRE CONTROL

FILE DESIGNATION

SUBJECT MATTER

AUTHORIZED DISPOSITION

(Key Letter F)

REGIONAL OFFICE

ALL
DESIGNATIONS

1. Circular letters to other Forest Service offices--
1 complete set plus all background (case file)
material, if any:
2. Inquiries---Requests for information regarding
any activities of the division, and replies
thereto, that involve no administrative action,
no policy decision, and no special compilations
or research for reply:

PERMANENT

DESTROY

NOTE: To expedite proper disposition of items 1
and 2 above, suggest filing separately
from other material for which the same
file designation is employed.

AERIAL

1. Case files of a routine nature:
2. Case files of a permanent nature:
3. General correspondence:

DESTROY

PERMANENT

PERMANENT

COOPERATION

1. Case files of a routine nature:
2. Case files of a permanent nature:
3. General correspondence:

DESTROY

PERMANENT

PERMANENT

EQUIPMENT	1. Case files of a routine nature:		<u>REGIONAL OFFICE</u> DESTROY
	2. Case files of a permanent nature:		PERMANENT
	3. General correspondence:		PERMANENT
IMPROVEMENT	Construction and maintenance of improvements--		
	1. Case files:		DESTROY
	2. General correspondence:		PERMANENT
INSPECTION	Reports plus all related correspondence:		PERMANENT
LEGISLATION	Case files; general correspondence:		PERMANENT
PATENTS	1. Case files:		DESTROY
	2. General correspondence:		PERMANENT
PLANS	1. (a) Management plans (for Presuppression; Prevention, Replanning, and Suppression) if formulated and adopted:		PERMANENT
	(b) Material accumulated in process of compiling management plans:		DESTROY
	2. General correspondence:		PERMANENT
	1. Reports--		
STATISTICS	(a) Annual statistical reports (1 copy):		PERMANENT
	(b) Individual fire reports:	"10"	PERMANENT
	(c) 10-day reports; Lightning reports; Fireman reports:	"5"	PERMANENT
	2. Material accumulated in process of compiling reports:		DESTROY
	3. General correspondence:		PERMANENT

			<u>REGIONAL OFFICE</u>
STUDIES	Administrative Study Projects--		
	1. Case files;	"5"	PERMANENT
	2. General correspondence:		PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):		PERMANENT
	2. For the secondary subjects of Meetings and General --all correspondence:		PERMANENT
TRESPASS	1. Card Record Forms 618, or equal, with resume of case; case files of enduring administrative or historical value:		PERMANENT
	2. Case files (other than those covered by item 1 above):		DESTROY
	3. General correspondence:		PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF FLOOD PREVENTION AND RIVER BASIN PROGRAMS

FILE DESIGNATION

SUBJECT MATTER

AUTHORIZED DISPOSITION

(Key Letter FP)

REGIONAL OFFICE

ALL
DESIGNATIONS

1. Circular letters to other Forest Service offices--
1 complete set plus all background (case file)
material, if any:

PERMANENT

2. Inquiries--Requests for information regarding
any activities of the division, and replies
thereto, that involve no administrative action,
no policy decision, and no special compilations
or research for reply:

DESTROY

COOPERATION

1. Case files of a routine nature:

DESTROY

2. Case files of a permanent nature:

PERMANENT

3. General correspondence:

PERMANENT

FINANCE

All correspondence and related material:

DESTROY

INSPECTION

Reports plus all related correspondence:

PERMANENT

LEGISLATION

Case files; general correspondence:

PERMANENT

PERSONNEL

All correspondence and related material:

DESTROY

		REGIONAL OFFICE
PLANS	1. Completed program plans (including Preliminary Examination and Survey reports):	PERMANENT
	2. Material accumulated in process of compiling program plans:	DESTROY
	3. General correspondence:	PERMANENT
PROGRAMS	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
STATUS	1. Case files (Progress Reports on Preliminary Examinations and Surveys):	DESTROY
	2. General correspondence:	PERMANENT
STUDIES	(Local floods; Basin data)	
	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Meetings and General--all correspondence:	PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF RANGE MANAGEMENT

FILE DESIGNATION (Key Letter G)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
CONTROL	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT

		<u>REGIONAL OFFICE</u>
IMPROVEMENT	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
MANAGEMENT	1. Adjustments--case files:	PERMANENT
	2. Reports--	
	(a) Annual--Form 438 or equal plus supplemental reports; 5-year reports:	PERMANENT
	(b) Range Survey Report:	PERMANENT
	3. Stock Driveways:	PERMANENT
	4. For the secondary subjects of Capacities, Economics, Grazing Fees, losses, Inventories, Seasons, Stock, and General--all correspondence plus related material:	PERMANENT
PERMITS	1. Case files; record individual permit reductions; Permit Allotment Sheets-Form 662 or equal; Disapproved Applications:	PERMANENT
	2. Card records--Forms 403 and 621 or equals:	
	3. General correspondence:	PERMANENT
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	PERMANENT

"10"

		"5"	<u>REGIONAL OFFICE</u>
REVEGETATION	1. Case files:		PERMANENT
	2. General correspondence:		PERMANENT
STATISTICS	1. Reports:		PERMANENT
	2. Material accumulated in process of compiling reports:		DESTROY
	3. General correspondence:		PERMANENT
STUDIES	1. Case files of routine nature:		DESTROY
	2. Case files of permanent nature:		PERMANENT
	3. General correspondence:		PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):		PERMANENT
	2. For the secondary subjects of Meetings, Policy, and General--all correspondence:		PERMANENT
TRESPASS	1. Card Record Forms 618, or equal, with resume of case; case files of continuing Administrative or historical value; Wild Horse Closing Order under Reg. T-12 (or equal) plus all related material:		PERMANENT
	2. Case files (other than those covered by item 1 above):		DESTROY
	3. General correspondence:		PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF INFORMATION AND EDUCATION

FILE DESIGNATION (Key Letter I)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		<u>REGIONAL OFFICE</u>
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the I&E Division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files of a routine nature; all general correspondence:	DESTROY
	2. Case files of a permanent nature;	PERMANENT
EDUCATION	All correspondence and related material: "5"	PERMANENT
INFORMATION	1. (a) 1 set of major written speeches; special articles; major broadcasts; film strips; etc. (b) 1 set of photographs: " "	PERMANENT PERMANENT
	2. General correspondence: "5"	PERMANENT

		<u>REGIONAL OFFICE</u>
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PLANS	1. I&E plans, if formulated and adopted	DESTROY
	2. Material accumulated in process of compiling management plans; general correspondence:	DESTROY
PUBLICATIONS	1. Manuscripts and publications--retain 1 set at originating office together with final approved and initialed draft:	PERMANENT
	2. All correspondence and related material not covered by item 1.	DESTROY
STUDIES	Administrative study projects--case files, general correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. Annual Reports and Chief's Program of Work:	PERMANENT
	3. Meetings; general correspondence:	PERMANENT

"5"

DISPOSITION SCHEDULE FOR THE DIVISION OF PERSONNEL MANAGEMENT

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
<p>(Key Letter K)</p>		
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case files) material, if any-:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
APPLICATIONS	1. Unsuccessful applications for employment and related papers.	DESTROY
	2. General correspondence:	DESTROY
COOPERATION	Case files; general correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
INVESTIGATIONS	1. Case files:	PERMANENT
	2. General correspondence:	"5" PERMANENT

LEGISLATION	Case files; general correspondence:	REGIONAL OFFICE DESTROY
	1. (a) Official personnel folders of separated employees: (Nat'l. Personnel Records Center) (b) SF-7 Service Cards:	"P" PERMANENT DESTROY
	2. For the secondary subject of Appointment-- (a) Delegated authority--all material: (b) All other correspondence, also related forms, reports, or case files, if any:	DESTROY DESTROY
	3. For the secondary subject of Classification-- a. (1) Job descriptions: (2) One copy of all position charts: b. All other correspondence, also related forms, reports, or case files, if any:	PERMANENT DESTROY DESTROY
	4. Under "Statistics"--Employment Reports, S.F. 113, etc.:	PERMANENT
	5. For the secondary subjects of Civil Service, Discipline, Performance Ratings, Employee Relations, Employment, Placement, Procedure, Promotions, Recruitment, Reduction in Force, Retirement, Training, Wage Administration, Welfare, and General--all correspondence, also related forms, reports, or case files, if any:	DESTROY
PLANS	1. Management plans if formulated and adopted:	DESTROY
	2. Material accumulated in process of compiling management plans; general correspondence:	DESTROY
SAFETY	1. Statistical reports plus background (case file) material:	PERMANENT
	2. All correspondence plus related material (other than item 1):	DESTROY

STUDIES

Administrative Study Projects--case files;
general correspondence:

REGIONAL OFFICE

DESTROY

SUPERVISION

1. (a) Case files pertaining to Form Revision;
Handbook Revision; Manual Revision (at
originating office):
2. Annual Reports and Chief's Program of Work:
3. For the secondary subjects of Employee Suggestions,
Honor Awards, Hours of Duty, Local Holidays,
Meetings, and General--all correspondence, also
related forms, reports, or case files, if any:

PERMANENT

PERMANENT

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF LANDS

FILE DESIGNATION (Key Letter L)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decision, and no special compilations or research for reply:	DESTROY
ACQUISITION	1. For the secondary subjects of Policy, Procedure, and Valuation--all correspondence:	PERMANENT
	2. For the secondary subjects of Plans, Programs,, and General--all correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
DISPOSAL	All Correspondence	PERMANENT

		REGIONAL OFFICE
DONATION	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subject of General--all correspondence:	PERMANENT
EXCHANGE	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subjects of Condemnation and General--all correspondence:	PERMANENT
FINANCE	All material:	DESTROY
GRANTS	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subject of General--all correspondence:	PERMANENT
INFORMATION	General correspondence (other than that covered under ALL DESIGNATIONS--2. <u>Inquiries.</u>)	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
PURCHASE	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subjects of Condemnation, Programs, and General:	PERMANENT
CONVEYANCES	1. Case files:	PERMANENT
	2. General correspondence:	PERMANENT

		REGIONAL OFFICE
REPORTS	1. Annual statistical--Form 446, or equal:	PERMANENT
	2. N.F.R.C.; site, type, and stocking:	PERMANENT
	3. Material accumulated in process of compiling reports, including site, type, and stocking Forms 706:	DESTROY
	4. General correspondence:	PERMANENT
RIGHTS-OF-WAY	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subjects of Condemnation, Programs, and General--all correspondence:	PERMANENT
SALES	1. Case files; for the secondary subjects of Policy, Procedure, and Reservations--all correspondence:	PERMANENT
	2. For the secondary subject of General--all correspondence:	PERMANENT
STATUS	All material:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Details, Meetings, Organization, and General--all correspondence:	PERMANENT
TRANSFER	1. Case files; for the secondary subjects of Policy and Procedure--all correspondence:	PERMANENT
	2. For the secondary subject of General--all correspondence:	PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF FOREST LAND PLANNING

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
(Key Letter LP)		
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action no policy decisions, and no special compilations or research for reply:	DESTROY
BASIC DATA	All material:	PERMANENT
BOUNDARIES	All material:	PERMANENT
COORDINATION	All material:	PERMANENT
COUNTY AGRICULTURAL PLANNING	All material ¹ :	PERMANENT
STUDIES	1. Case files:	PERMANENT
	2. General correspondence:	PERMANENT

SUPERVISION

1. (a) Any case files pertaining to Form Revision;
Handbook Revision; Manual Revision (at
originating office):
2. All other correspondence:

REGIONAL OFFICE

PERMANENT

PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF WATERSHED MANAGEMENT

FILE DESIGNATION (Key Letter M)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
COORDINATION	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT

REGIONAL OFFICE

FLOOD CONTROL	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
IMPROVEMENT	1. Case files (Administrative Study Projects):	DESTROY
	2. General correspondence:	PERMANENT
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
MANAGEMENT	(See SUPERVISION-Work Programs.)	
PLANS	(See WATERSHEDS--Program.)	
SOILS	1. For secondary subjects of Erosion Control and Special--	
	(a) Case files of a routine nature:	DESTROY
	(b) Case files of a permanent nature:	PERMANENT
	2. General correspondence:	PERMANENT
STATISTICS	1. Special reports; material accumulated in process of compiling reports:	DESTROY
	2. General correspondence:	PERMANENT
STUDIES	1. Case files (Administrative Study Projects):	DESTROY
	2. General correspondence:	PERMANENT

SUPERVISION

1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):
2. Case files for Work Programs (administrative supervision):
3. For the secondary subjects of Meetings and General --all correspondence:

REGIONAL OFFICE

PERMANENT

DESTROY

PERMANENT

WATER
RESOURCES

1. Case files (Supplies; Uses; Vegetation):
2. General correspondence:

DESTROY

PERMANENT

WATERSHEDS

1. Management (program) plans if formulated and adopted:
2. Material accumulated in process of compiling management (program) plans:
3. General correspondence:

PERMANENT

DESTROY

PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF OPERATION

FILE DESIGNATION (Key Letter O)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COMMUNICATIONS	All correspondence plus related material:	DESTROY
COOPERATION	Case files; general correspondence:	DESTROY*
FINANCE	1. For the secondary subjects of Allotments, Apportionment, Estimates, and Operating Plans-- case files (including all related reports and forms); all correspondence:	DESTROY*

		REGIONAL OFFICE
FINANCE (continued)	2. For the secondary subjects of Authorizations and General--all correspondence plus related material:	DESTROY
IMPROVEMENTS	Case files; general correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
ORGANIZATION	1. Case files; Organization Charts;	PERMANENT
	2. General correspondence: "5"	PERMANENT
PATENTS	Case files; general correspondence:	DESTROY
PLANS	1. One complete work plan since inception of representative ranger district and forest of region:	PERMANENT
	2. For the secondary subjects of Current Work, Project Work Programs, Objectives, Standards, and Workload Analysis--case files; all correspondence: "10"	PERMANENT
	3. For the secondary subject of General--all correspondence: "5"	PERMANENT
QUARTERS	1. Federal quarters estimate; retain until project completed or superseded--WO; RO; S; R.	
	2. For the secondary subjects of Federal, Leases, and Occupancy (exception-item 1 above)--case files; all correspondence plus related forms and reports:	DESTROY
	3. For the secondary subject of General--all correspondence:	DESTROY
RADIO	Case files; all correspondence: "5"	PERMANENT

STATISTICS	1. Annual Statistical Reports, Form 446 or equal:	REGIONAL OFFICE PERMANENT
	2. Other statistical reports:	DESTROY
	3. Material accumulated in process of compiling statistical reports:	DESTROY
	4. General correspondence:	DESTROY
STUDIES	1. Under "Work Improvement" (employee suggestions)-- case files:	DESTROY*
	2. All other case files (include all related reports, forms, etc.):	DESTROY
	3. General correspondence:	DESTROY
SUPERVISION	1. Official diaries--other than those covered by Manual instructions, GA-C6-11(2) and (3):	DESTROY
	2. Case files pertaining to Emergency Programs:	PERMANENT
	3. Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	4. For the secondary subjects of Details, Meetings, Official Car Storage; Wage Rate and General-- all correspondence: "5"	PERMANENT
SUPPLY	1. For the secondary subjects of Bids, Orders, and Requisitions--all case files, if any; all contracts, requisitions, purchase orders and vouchers, leases; all other related forms, reports, and correspondence:	DESTROY

SUPPLY
(continued)

2. Under the secondary subject of equipment Records-- property inventory lists; Inventory Cards (after discontinuance of item, or after stock balance transferred to new card, or after equipment removed from agency control); motor vehicle operating and maintenance reports; all related correspondence;

DESTROY

3. For the secondary subject of Excess Property--
 - (a) Reports of excess real property; case files on disposal of surplus real property and related personal property:

PERMANENT

- (b) Reports of excess personal property; case files on sales of surplus personal property (invitations, bids, acceptances, lists of material, evidence of sales, related correspondence, etc.):

DESTROY

4. Under the secondary subjects of Authorization, Commissary, Cooperative Purchase Associations, Parts Lists, Priorities, Procedure, Specifications, Transportation, and General--all correspondence plus related forms and reports:

DESTROY

TRESPASS

1. Card Record Forms 618, or equal, with resume of case; case files of enduring administrative or historical value:

PERMANENT

2. Case files (other than those covered by item 1 above):

DESTROY

3. General correspondence:

DESTROY

* Any individual case file that has continuing value should be retained.

DISPOSITION SCHEDULE FOR THE DIVISION OF COOPERATIVE FOREST MANAGEMENT AND COOPERATIVE FOREST PROTECTION

FILE DESIGNATION (Key Letter P)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COMMUNICATIONS	All correspondence and related material:	DESTROY
CONTROL	1. Case files (Diseases; Fire; Insects): "5"	PERMANENT
	2. General correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT

			REGIONAL OFFICE
EXTENSION	1. For written speeches, special articles, broadcasts, film strips, and publications-- <u>retain 1 set</u> (at originating office):		PERMANENT
	2. All correspondence:		PERMANENT
FINANCE	1. Individual State budgets--all material:		PERMANENT
	2. General correspondence:		PERMANENT
FOREST PRACTICE	1. Case files of a routine nature:		DESTROY
	2. Case files of a permanent nature:		PERMANENT
	3. General correspondence:		PERMANENT
IMPROVEMENT	Case files (Administrative Study Projects):		DESTROY
	2. General correspondence:		PERMANENT
INSPECTION	Reports plus all related correspondence:		PERMANENT
LEGISLATION	Case files; general correspondence:		PERMANENT
PLANS	1. Cooperative Fire and Policy Plans:	"10"	PERMANENT
	2. Material accumulated in process of compiling plans:	"5"	PERMANENT
	3. General correspondence:		PERMANENT
PLANTING	1. Card record:		PERMANENT
	2. Case files:		DESTROY
	3. General correspondence:		PERMANENT

PROGRAM	1. Case files -cooperative programs:	REGIONAL OFFICE DESTROY
	2. General correspondence:	PERMANENT
	<u>NOTE:</u> Any individual case file (item 1) which seems to have continuing administrative, legal, or historical value may be retained beyond the period stated.	
RADIO	Correspondence and all related material:	"5" PERMANENT
STATE FORESTRY	1. Case files:	PERMANENT
	2. General correspondence:	PERMANENT
STATISTICS	1. Reports:	DESTROY
	2. Material accumulated in process of compiling reports:	DESTROY
	3. General correspondence:	PERMANENT
STUDIES	1. Case files--	
	(a) Area and cost studies:	PERMANENT
	(b) C-M I studies:	PERMANENT
	2. C-M 2 Expenditure Statements--1 complete set:	PERMANENT
	3. Material accumulated in process of compiling C-M 2 Statements:	DESTROY
	4. General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT

SUPERVISION
(continued)

2. (a) Annual reports:
(b) Material accumulated in process of compiling
Annual Reports:
3. For the secondary subjects of Meetings; General
--all correspondence:

SUPPLY

ALL correspondence and related material:

REGIONAL OFFICE
PERMANENT

DESTROY

PERMANENT

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISIONS OF TIMBER MANAGEMENT

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
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(Key Letter S)

REGIONAL OFFICE

ALL
DESIGNATIONS

1. Circular letters to other Forest Service offices-
1 complete set plus all background (case file)
material, if any:

PERMANENT

ADMINISTRATIVE Disposal of timber and other forest products--
USE; FREE USE;

LOG SALES;
LOGGING;
RAFTING; TOWING

1. Case files (all material) when products have
a dollar value of less than \$2,000.00:
2. Case files (all material) when products have
a dollar value of more than \$2,000.00:
3. General correspondence:

DESTROY*

DESTROY*

PERMANENT

*Exception: Any individual case file which seems to have continuing administrative, legal, or historical value should be retained.

CONTROL	1. Case files of a routine nature:	REGIONAL OFFICE DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
IMPROVEMENTS	Construction and maintenance of improvements--	
	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
PATENTS	1. Case files:	DESTROY
	2. General correspondence:	PERMANENT
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	PERMANENT
PLANTING	1. Case files:	DESTROY
	2. Card record of plantation; Cost of Production (Forms 351, 352, or equals):	PERMANENT
	3. Seed collection, extractive reports:	DESTROY

	4. Annual Planting and Nursery Reports:	Regional office PERMANENT
	5. Seed Testing--Form 489 or equal:	PERMANENT
	6. General correspondence:	PERMANENT
SALES	1. Case files (all material) when products have a dollar value of less than \$2,000.00:	DESTROY*
	2. Case files (all material) when products have a dollar value of more than \$2,000.00:	DESTROY*
	3. (a) Quarterly reports--Form 949 or equal: " "	PERMANENT
	(b) Compilation of quarterly reports: " "	PERMANENT
	4. All correspondence, also related forms or reports other than that material covered by items 1-3 above:	PERMANENT
*-SCALING	All correspondence, also related forms and reports, if any:	PERMANENT
STAND IMPROVEMENT	Case files; general correspondence:	PERMANENT
STATISTICS	1. Periodic reports (Form 446 or equal):	PERMANENT
	2. Work sheets and compilations used in process for Form 446 or equal:	DESTROY
	3. General correspondence:	PERMANENT
STUDIES	Administrative Study Projects--	
	(a) Case files:	DESTROY
	(b) General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	

*Exception: Any individual case file that seems to have continuing administrative, legal, or historical value should be retained.

SUPERVISION (continued)	2. Annual Reports and Chief's Program of Work:	PERMANENT
	3. For the secondary subjects of Meetings and General --all correspondence:	PERMANENT
TRESPASS	1. Case files:	DESTROY*
	2. General correspondence:	PERMANENT
VALUATION	Examinations and/or investigations--case files; general correspondence:	PERMANENT

*Any individual case file which seems to have continuing administrative or legal value may be retained beyond the period stated. (Those involving settlement of land lines or other settlement of claims of land title should be retained.)

DISPOSITION SCHEDULE FOR THE DIVISION OF RECREATION AND LAND USES

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
(Key Letter U)		
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular letter</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
ADJUSTMENTS	1. Case files (homestead entries, mineral claims, etc.):	DESTROY
	2. General correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
IMPROVEMENTS	1. Case files (administrative projects):	DESTROY
	2. General correspondence:	PERMANENT

		REGIONAL OFFICE
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	PERMANENT
RECREATION	1. Case files (administration and development of Special Areas, Wild Areas, Virgin Areas, Wilderness Areas, Fee, etc.)	"5" PERMANENT
	2. General correspondence:	PERMANENT
STATISTICS	1. Annual (Form 446 or equal) reports:	PERMANENT
	2. Special reports; accumulated in process of compiling statistical reports:	DESTROY
	3. General correspondence:	PERMANENT
STUDIES	1. Case files (administrative study projects):	DESTROY
	2. General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	For the secondary subjects of Meetings, Policy, and General--all correspondence:	PERMANENT

TRESPASS

1. Card Record Form 618, or equal, with resume of case; case files of continuing administrative, legal, or historical value:
2. Case files (all other than those covered by item 1 above):

DESTROY

USES

1. Card Record Form 619, or equal; case files of continuing administrative, legal, or historical value:
2. Case files (all other than those covered by item 1- above):
3. General correspondence:

PERMANENT

DESTROY

PERMANENT

WITHDRAWALS

(Administrative Site; Public Service Site;
Reclamation; Recreation Area; Other)

1. Case files of a routine nature:
2. Case files of a permanent nature:
3. General correspondence:

DESTROY

PERMANENT

PERMANENT

DISPOSITION SCHEDULE FOR THE DIVISION OF WILDLIFE MANAGEMENT

FILE DESIGNATION (Key Letter W)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		REGIONAL OFFICE
ALL DESIGNATIONS	1. <u>Circular Letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	PERMANENT
CONTROL	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	PERMANENT

REGIONAL OFFICE

IMPROVEMENTS	Construction and maintenance of improvements--	
	1. Case files:	"5" PERMANENT
	2. General correspondence:	PERMANENT
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	PERMANENT
MANAGEMENT	1. Annual reports; case files of a permanent nature:	PERMANENT
	2. Case files of a routine nature; material accumulated in the process of compiling Annual Reports:	DESTROY
	3. General correspondence:	PERMANENT
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in the process of compiling management plans:	DESTROY
	3. General correspondence:	PERMANENT
STATISTICS	1. Special reports plus material accumulated in the process of compiling reports:	DESTROY
	2. General correspondence:	PERMANENT
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Meetings, Policy, and General--all correspondence:	PERMANENT

TRESPASS

- | | |
|---|-----------|
| 1. Card Record Forms 618, or equal, with resume of case, case files of continuing administrative or historical value: | PERMANENT |
| 2. Case files (other than those covered by item 1 above): | DESTROY |
| 3. General correspondence: | PERMANENT |