

NCD

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Systems Management
~~Administrative Services Staff~~

4. NAME OF PERSON WITH WHOM TO CONFER

W. F. Hice

5. TEL. EXT.

447-6101

LEAVE BLANK

JOB NO.

NC 1 95 78 8

DATE RECEIVED

6 DEC 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-24-78
Date *[Signature]*
Archivist of the United States

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 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
	<i>[Signature]</i>	Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule applies to records under the 6600 series normally kept in office files. It supersedes job number NC-95-75-2 approved on November 19, 1975.</p> <p>The Computer Systems Application (CSA), Computer Technology (CT), and Data Management (DM) Staffs in the Washington Office have the immediate overall responsibility for directing the computer science program. Regional Foresters, Station Directors, and Area Directors are responsible for meeting the objectives and maintaining the program at field units.</p> <p>6600 Systems Management</p>		
1	<p>6600-1 Coordination and Plans (Files consisting of general correspondence relating to systems coordination, long- and short-range plans, and budget estimates.)</p> <p>a. Washington Office: Transfer records to FARC 3 years after file is closed or after plan is superseded or obsolete. Destroy 10 years after file is closed or after plan is superseded or obsolete.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or after plan is superseded or</p>	NC-95-75-2 Items 4 & 5	

145-107
Sent to agency, all FRC's, NCW, NNB, NNR, & NNM-

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (Cont'd)	obsolete, or retain records in office. Destroy 5 years after file is closed or after plan is superseded or obsolete. c. All other offices: Retain records in office. Destroy 3 years after file is closed or after plan is superseded or obsolete.		
2	6600-1-1 Systems Coordinating Council (Files consisting of general correspondence relating to activities of the council and minutes of meetings.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
3	6600-1-2 ADP Plans (Files consisting of correspondence relating to USDA and Forest Service 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.) a. Paper Records (1) Washington Office: <u>PERMANENT</u> - Transfer records to FARC 5 years after plan has been completely revised or superseded by a new plan. Offer records to NARS 10 years after plan has been completely revised or superseded by a new plan. Annual accumulation $\frac{1}{2}$ cu. ft. (2) Regional Offices, Experiment Stations, and Area Offices: Retain records in office. Destroy 3 months after plan has been completely revised or superseded by a new plan. (3) All other offices: Not applicable. b. Tapes (A-11 Reports) (1) Washington Office: Transfer tapes to FARC when 3 years old for proper storage under controlled environmental conditions. Destroy when 10 years old. (2) All other offices: Not applicable.	NC-95-75-2 Item 12	
4	6600-2 Security and Privacy Program Management (Files consisting of correspondence relating to the establishment, authorization, and delegation of security program officers and to the general administration of ADP, data and telecommunications security.)	NC-95-75-2 Item 10	

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4 (Cont'd)	<p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Not applicable.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p>6600-2-1 Systems Facilities (Files consisting of correspondence relating to ADP and telecommunications security facilities, including physical factors; i.e., access control, power, fire, and the actual facilities; i.e., computer hardware, software, telecommunication lines, and other equipment.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Not applicable.</p>	NC-95-75-2 Item 10	
6	<p>6600-2-2 Application Systems (Files consisting of correspondence relating to security and privacy in computer design and review.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Not applicable.</p>	NC-95-75-2 Item 10	
7	<p>6600-2-3 Data Base Systems (Files consisting of correspondence relating to security and privacy in data base systems.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Not applicable.</p>	NC-95-75-2 Item 10	
8	<p>6600-3 Standards Program Management (Files consisting of correspondence relating to Forest Service standards program. Includes plans, reviews, approvals, etc.) Note: The standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.</p> <p>a. Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 8	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9	<p>6600-3-1 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.)</p> <p>a. <u>Correspondence</u></p> <p>(1) Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>(2) All other offices: Retain records in office. Destroy when 3 years old.</p> <p>b. <u>Standards</u> (FIPS, DIPS, and applicable Federal or American National Standards)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when superseded or obsolete.</p>	NC-95-75-2 Items 6 & 7	
10	<p>6610 Computer Technology Management (Files consisting of correspondence relating to overall policies for computer technology management.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 15	
11	<p>6610-1 Planning (Files consisting of general correspondence relating to computer activity plans, long- and short-range facilities plans, and workload forecasting.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
12	<p>6610-1-1 Computer Management Plans (Files consisting of correspondence and other records relating to technical plans for computing activities.)</p> <p>a. Washington Office: Transfer records to FARC 3 years after plan has been revised or after final action. Destroy 10 years after revised or after final action.</p>	NC-95-75-2 Item 4	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12 (Cont'd)	<p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after plan has been revised or after final action, or retain records in office. Destroy 5 years after revised or after final action.</p> <p>c. All other offices: Retain records in office. Destroy 3 years after plan has been revised or after final action.</p>		
13	<p>6610-1-2 Workload Forecasting (Reviews and analysis of future demands for computing resources, departmental studies, and related correspondence.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed or after final action, or retain records in office. Destroy 5 years after file is closed or after final action.</p> <p>b. All other offices: Retain records in office. Destroy 3 years after file is closed or after final action.</p>		
14	<p>6610-2 Management and Administration (Files consisting of general correspondence relating to computer science administration and management.)</p> <p>a. Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
15	<p>6610-2-1 Reports (Includes reports required by GSA, OMB, and USDA.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 3 years old. Destroy when 10 years old.</p> <p>b. All other offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p>	NC-95-75-2 Item 23	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16	6610-2-2 Studies (General studies relating to ADP management and administration, and related correspondence. Case folders for individual studies as needed.) a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer closed or completed studies to FARC 2 years after file is closed or retain records in office. Destroy 5 years after file is closed. b. All other offices: Not applicable.	NC-95-75-2 Item 2	
17	6610-2-3 Study Reports (Final study reports only.) a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC when 3 years old. Offer records to NARS when 10 years old. Records on computer tape should be offered to NARS for proper storage at the time paper records are transferred to FARC. Annual accumulation 1 1/2 ^{1/4} cu. ft. b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 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, etc.) will be sent for inclusion in WO's offer to NARS. c. All other offices: Not applicable.	NC-95-75-2 Item 3	
18	6610-3 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.) <u>Note</u> : These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system. a. Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old. b. All other offices: Retain records in office. Destroy when 3 years old.	NC-95-75-2 Item 8	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19	<p>6610-4 Training and Information Services (Records relating to training plans and programs, and correspondence relating to general ADP and computer technology training.) <u>Note:</u> Does not include reference aids.</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Items 24 & 25	
20	<p>6610-5 Technical Authorization (Files consisting of 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.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 19	
21	<p>6610-5-1 Selection and Acquisition (Files consisting of correspondence, requests, and approvals for hardware, software data communications, ADP services and supplies.)</p> <p>All offices (Washington and Field Units): Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p>	NC-95-75-2 Item 22	
22	<p>6610-5-2 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.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 20	
23	<p>6610-6 Technical Services (Includes correspondence relating to services obtained from outside sources or provided within the Forest Service, including material on coordination, cooperative agreements, meetings, user relations and problems, and workload.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after agreement expires or terminates.</p>	NC-95-75-2 Item 21	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
24	<p>6610-6-1 USDA Services (Files consisting of general correspondence, agreements, and related records. Case folders as needed.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after agreement expires or terminates.</p>		
25	<p>6610-6-2 Commercial Services (Files consisting of general correspondence, agreements and related records.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after agreement expires or terminates.</p>		
26	<p>6610-6-3 Institutional Services (Files consisting of general correspondence, agreements, and related records.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after agreement expires or terminates.</p>		
27	<p>6610-6-4 Support Services for Washington Office (W0) (Files consisting of correspondence regarding production furnished to functional users.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 27	
28	<p>6610-7 Facilities Technology (Files consisting of correspondence, studies and other materials relating to computer technology other than telecommunications systems; i.e., computer hardware, operating systems, general purpose software, utility programs, programming languages, FORTRAN, COBOL.) <u>Note</u>: Telecommunications systems are covered under the 6240 designation.</p> <p>a. Correspondence and related records:</p> <p>(1) Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>(2) All other offices: Not applicable.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28 (Cont'd)	<p>b. Studies:</p> <p>(1) Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after study is closed or completed or retain records in office. Destroy 5 years after study is closed or completed.</p> <p>(2) All other offices: Not applicable.</p>		
29	<p>6620 Computer Applications Management (Files consisting of correspondence relating to broad policy issues involved in the management of computer programming and systems analysis activities.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 11	
30	<p>6620-1 Planning (Files consisting of general correspondence relating to computer application plans and workload forecasting.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
31	<p>6620-2 Reviews and Evaluations (Files consisting of correspondence and other records relating to reviews and evaluation of proposed and existing computer applications.) <u>Note:</u> If the review and evaluation results in approval of project, records will be placed in a case folder and filed under 6620-2-2 (Item 33).</p> <p>All offices (Washington and Field Units):</p> <p>a. Approved Systems: See disposition authority in Item 33.</p> <p>b. Disapproved Systems: Transfer records to FARC 2 years after final action or retain records in office. Destroy 5 years after final action.</p>	NC-95-75-2 Item 14	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
32	<p>6620-2-1 Correspondence (General correspondence relating to the management of the review and evaluation process.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Retain records in office. Destroy when 3 years old.</p> <p>b. All other offices: Not applicable.</p>		
33	<p>6620-2-2 Project Case Folders (Case folder by project number and name. Includes only projects which have gone to feasibility study point or beyond. These folders contain material relative to design and development of the computerized system.) <u>Note</u>: The basic records up to the point of computer processing, and including the output (or end product) are maintained in the functional unit under established designations. These records are disposed of in accordance with approved records schedule.</p> <p>All offices (Washington and Field Units): Transfer records to FARC 2 years after discontinuance of system or retain records in office. Destroy 5 years after discontinuance of system.</p>	NC-95-75-2 Item 13	
34	<p>6620-3 Systems Support and Training (Files consisting of correspondence and documentation relating to specific projects for which applications support activities are assigned to Computer Applications Systems Staff. Includes correspondence relating to training needs and sources.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
35	<p>6620-4 Computer Applications Standards (Correspondence relating to application development standards, national application development strategies and practices, including Regions, Experiment Stations, and Area Offices development programs.) <u>Note</u>: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.</p> <p>a. Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 8	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36	<p>6630 Data Management (Files consisting of correspondence relating to broad policy issues involved in the management of data management activities.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
37	<p>6630-1 Planning (Files consisting of general correspondence relating to data management plans and workload forecasting.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
38	<p>6630-2 Technology (Files consisting of correspondence relating to software and hardware support for data base design and operations. Includes reviews and evaluations of existing and proposed data base management software.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Not applicable.</p>		
39	<p>6630-3 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 directives file and incorporated in the Forest Service directive system.</p> <p>a. Washington Office: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>	NC-95-75-2 Item 8	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40	<p>6630-4 Data Base Design (Files consisting of correspondence and documentation relating to the specification, design, review, and evaluation of data base systems.) <u>Note</u>: If the review and evaluation results in approval of project, records will be placed in a case folder and filed under 6630-4-1 (Item 41).</p> <p>All offices (Washington and Field Units):</p> <p>a. Approved Systems: See disposition authority in Item 41.</p> <p>b. Disapproved Systems: Transfer records to FARC 2 years after final action or retain records in office. Destroy 5 years after final action.</p>		
41	<p>6630-4-1 Project Case Folders (Case folder by project number and name. Includes only projects which have gone to feasibility study point or beyond. These folders contain material relative to design and development of the computerized system.) <u>Note</u>: The basic records up to the point of computer processing, and including the output (or end product) are maintained in the functional unit under established designations. These records are disposed of in accordance with approved records schedule.</p> <p>All offices (Washington and Field Units): Transfer records to FARC 2 years after discontinuance of system or retain records in office. Destroy 5 years after discontinuance of system.</p>		
42	<p>6630-5 Data Base Coordination (Files consisting of correspondence on multi-unit inputs and establishment of data bases.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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43	<p>6630-6 Data Base Operations & Support (Files consisting of correspondence and operating guides for using national and Chief and Staff data base systems.)</p> <p>All offices (Washington and Field Units):</p> <p>a. Correspondence: Retain records in office. Destroy when 3 years old.</p> <p>b. Operating guides: Retain in office. Destroy 3 years after superseded or obsolete.</p>		
44	<p>6630-7 Training (Correspondence, training plans, programs and evaluations.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		