						NCL
REC	QUEST FOR RECORDS SPOSITION AUTHORITY		LEAVE BLANK			
	(See Instructions on reverse)		JOB NO			
			NC1	61	78	3
	AL SERVICES ADMINISTRATION, L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408				_
	NCY OR ESTABLISHMENT)	······································	DATE RECEIVED	APR 19	78	
U. S.	Department of Agriculture		NOT	IFICATION TO		
2. MAJOR SUE	BDIVISION					
Forest	Service		quest, including amen	In accordance with the provisions of 44 U.S.C. 3303a the disposal re quest, including amendments, is approved except for items that may		
3. MINOR SUB	DIVISION		be stamped "disposal	not approved"	or "withd	rawn'' in columr 10
Cooper	ative Fire Protection					
	ERSON WITH WHOM TO CONFER	5. TEL EXT.		0	•	00 0
W. F.			5-11-78	Yan	A	Kleader
	strative Services Staff	447-6101	Date	Archivis	t of the	United States
6. CERTIFICAT	E OF AGENCY REPRESENTATIVE					
x B	Request for immediate disposal. Request for disposal after a spec retention.	ified period o	of time or re	quest fo	or pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE				
3/27/78	Ant Arice	Record	Records Management Officer			
7. ITEM NO.	8. DESCRIPTION O (With Inclusive Dates or Ref			SAMPI	fficer 9. SAMPLE OR JOB NO.	10. Action taken
	This schedule covers records re Management Assistance program. program is to encourage and ass organizations to strengthen and in organizational management. provided upon request to State and related environmental agenc and cooperators. This program is essentially an sibility for and coordination o program is assigned to the Wash	The objective ist forest-re- improve their Management as and local for ies, forest i external acti	ve of the esource-relat ir proficience sistance is rest-resource industries, wity. Respo	ed y on-		

Area Directors and western Regional Foresters are responsible for meeting objectives and maintaining the program at field units. Internal management assistance of this type is the responsibility of the service staffs or support services of the Forest Service. 3700 Organization Management Assistance 1 3700-1 General Correspondence (Files consisting of correspondence concerning organization management assistance too broad to file under a specific primary or secondary subject.) to ageny all FRC'S, NCW-NINF -3/14/28 STANDARD FORM 115 Revised April, 1975 115/107 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

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2 Page of 3. pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. 10. SAMPLE OR ACTION T JOB NO.	
1 Cont'd)	a. Washington Office, Regional Offices, and Area Offices: 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.		
2	3700-2 Reports (Reports on general management reviews.)		
	a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC 3 years after completion of recommended action or after file is closed. Destroy 10 years after completion of recommended action or after file is closed.		
	 b. All other offices: Retain records in office. Destroy 3 years after completion of recommended action or after file is closed. 		
3	3710 Management Assistance (Files consisting of corre- spondence and records relative to State administrative management systems, State organizational development, and State safety systems.)		
	a. Washington Office, ^R egional Offices, and Area Offices: 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.		
4	3710-1 Studies and Analysis (Files consisting of corre- spondence and records relative to State system studies, State personnel studies, and State management analysis.)		
	a. Washington Office, Regional Offices, and Area Offices: Transfer closed or completed studies to FARC 2 years from closing date or retain records in office. Destroy 5 years after closed.		
	b. All other offices: Retain records in office. Destroy 3 years after closed.		

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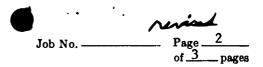
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3 pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIOOS)		10. ACTION TAKEN	
5	3720 Employee Development Assistance (Files consisting of correspondence and records relative to State team development, State training systems, instructor training, and organization management training.)			
	a. Washington Office, Regional Offices, and Area Offices: 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. 			
6	3730 Resource Education and Information (Files consisting of correspondence and records relative to State education and information systems, and environmental education.)			
	a. Washington Office, Regional Offices, and Area Offices: 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.			

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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 ont'd)	a. Washington Office, Regional Offices, and Area Offices: 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. 		
2	3700-2 Reports (Reports on general management reviews.)		
	a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 3 years old. Destroy when 10 years old.		
	b. All other offices: Retain records in office. Destroy when 3 years old.		
3	3710 Management Assistance (Files consisting of corre- spondence and records relative to State administrative management systems, State organizational development, and State safety systems.)		
	a. Washington Office, Regional Offices, and Area Offices: 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. 		
4	3710-1 Studies and Analysis (Files consisting of corre- spondence and records relative to State system studies, State personnel studies, and State management analysis.)		
	 a. Washington Office, Regional Offices, and Area Offices: Transfer closed or completed studies to FARC 2 years from closing date or retain records in office. Destroy 5 years after closed. b. All other offices: Retain records in office. Destroy 3 years after closed. 		
	Destroy 5 years after closed.		