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NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal re

quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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NCD

TO:	GENERA	L SERVI	CES	ADMINIS	STRATIO	N,		
	NATIONAL	ARCHIVES	AND	RECORDS	SERVICE.	WASHINGTON.	DC	20408

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED

APR 1978

U. S. Department of Agriculture 2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION Directives

4. NAME OF PERSON WITH WHOM TO CONFER W. F. Hice Administrative Services Staff 5. TEL EXT.

447-6101

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.

☐ A Request for immediate disposal.

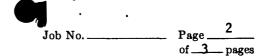
x B Request for disposal after a specified period of time or request for permanent retention.

C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE 3/27/78

Records Management Officer

•,, .				
7. ITEM NO	8. DESCRIPTION OF IT (With Inclusive Dates or Retenti		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
The Forest Service directive system is comported forest Service Manual (FSM) and Forest Service (FSH). The directive system provides legal objectives, policies, responsibilities, delest and ards, instructions, and procedures that uing, and that apply to more than one subunitssuing unit.	est Service Handbooks les legal authorities, les, delegations, lures that are contin-			
	The Directive Group Leader, Adminis Staff, is the Directive Manager for coordinates all directives at the Wregardless of functional origin or coordination responsibility include approval of adherence to directives coding, writing format, duplication Regional Foresters, Station Director are required to designate directive nators for issuances of directives. This schedule covers records under	the Chief. This staff dashington Office level application. The es final review and a standards such as a, and conflict. ors, and Area Directors es managers and coordito subunits.		
	supersedes Job No. NC1-95-78-4, app			

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11 4



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
	1100 Directives		
1	1100-1 Record Copies (Files consisting of record copy of directives issuances or amendments, including emergency directives, interim directives, and related material. Case files arranged numerically by title and amendment numbers.)	NC1-95-78- Item 2	4
	a. Originating offices (Washington and Field Units): PERMANENT - Transfer records to FARC 2 years after issuance. Offer records to NARS 25 years after issuance. Annual accumulation: 3 cu. ft. in Washington and 4 cu. ft. in field.		
	b. All other offices (Washington and Field Units): Retain duplicate copies of manuscripts in office. Destroy one year after issuance. Do not send to FARC.		
2	1110 Directive System Components (Files consisting of correspondence and related records on policies and responsibilities for establishment of directives and the design, maintenance, and improvement of the directive system.)	NC1-95-78- Item 1	4
	All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.	-	
3	1120 Directive Writing and Preparation (Files consisting of correspondence and records relative to directive system training and directive writing techniques.)	NC1-95-78- Item 1	4
	All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
4	1130 Directive Distribution and Maintenance (Files consisting of correspondence on reconciliation of distribution records and questions on policies, standards and responsibilities.)		
	a. Requests for amendments, supplements, interim directives, or emergency directives, and changes in distribution of such items.	NC1-95-78- Item 3	4
	All offices (Washington and Field Units): Destroy when filled, canceled, or superseded.	7	

Standard Form No. 116-A Revised November 1951 Prescribed by General Services Administration GBA Reg. 3-IV-106 116-202

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Job	No	 Page_	3
		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. SAMPLE OR JOB NO.	10. ACTION TAKEN
4 Cont'd)	 All other correspondence. All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. 	NC1-95-78- Item 1	4