

Revised 4/8/81

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)  
US Department of Agriculture

2. MAJOR SUBDIVISION  
Forest Service

3. MINOR SUBDIVISION  
Recreation

4. NAME OF PERSON WITH WHOM TO CONFER  
Sandy McGuinn

5. TEL EXT.  
447-6101

LEAVE BLANK	
JOB NO NCL-95-81-3	
DATE RECEIVED February 5, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in Column 10	
3-11-82 Date	<i>[Signature]</i> 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 \_\_\_\_\_ 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 1/27/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Hoyt L. Abney	E. TITLE Records Management Officer	
7. ITEM NO. 1	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) This schedule covers records under file designation 2360, Special Interest Areas (Recreation). They were approved in principal thru item 119 of NN-166-136. The Recreation Management staff is responsible for the Service-wide planning necessary in providing recreational sites and facilities on National Forest lands for use by the general public. Plans are prepared for each recreation management composite, each established wilderness and primitive area, and each recognized scenic, geological, archaeological, historical, botanical, or other special-interest area.  The annual accumulation of policy and direction correspondence (PERMANENT) is less than one cubic foot. The records officer has approved all of the changes in this schedule.  2360 Special Interest Areas (General correspondence concerning special interest areas, too broad to be filed under a specific subject. Excludes correspondence of permanent value).  All Offices: Destroy when 3 years old. NOTE: FS has agreed to screen all 2360 files prior to FY1982 for 2360-1 records. SC 3-3-82	9. SAMPLE OR JOB NO.	10. ACTION TAKEN 7 items

The records officer has agreed to all these changes. SC 3-3-82

Closed Out: 4-13-82: K.T.D.

Copy to 8NC, 10NC & NNF

No mass data change sheet required.  
NNM: 5-5-82

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
2	<p>2360-1 Policy and Direction (Includes correspondence relating to policy or program direction, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA).</p> <p><i>WO, RQ, &amp; SO</i></p> <p>a. <del>All</del> Offices: PERMANENT. Send to FARC when <i>10</i> <del>years old</del>. <del>local need ceases</del>. Offer to NARS <del>20 years after local need ceases</del>. <i>when old</i></p> <p>b. <i>All other offices: Destroy when 3 years old. SC 3-3-82</i></p>		
3	<p>2360-2 Inventory Records (Case files by site)</p> <p>Including but not limited to:</p> <p>a) Overview reports - summaries of cultural resource information by specific areas.</p> <p>b) Site inventory records - site inventory forms, photographs, site maps, and descriptions.</p> <p>c) Project inventory records - reports of areas inventoried, resources located, and recommendations for actions needed.</p> <p><u>S.O.</u>: Retain records in office. Destroy when administration value ceases. Do not send to FARC.</p>		
4	<p>2360-3 Compliance Records (Case files by site)</p> <p>Including but not limited to:</p> <p>a) Evaluation reports - records of test excavations, studies for determining potential significance.</p> <p>b) Determination of Eligibility - records of sites submitted to the National Register for a determination of eligibility and the results.</p> <p>c) Determination of Effect - reports of potential effects from proposed projects and reports of State Historic Preservation Office comments.</p> <p>d) Preliminary Case Reports - reports prepared for the Advisory Council on Historic Preservation detailing potential adverse impacts and plans for mitigation.</p>		

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	<p><u>R.O.</u>: Retain records in office. Destroy when administration value ceases. Do not send to FARC.</p>		
5	<p>2360-4 Data Recovery Records (Case files by site)</p> <p>Including but not limited to:</p> <p>a) Report of data recovery - excavation results and findings.</p> <p>b) Artifact records - analyses, data forms, and photographs of artifacts recovered.</p> <p>c) Curatorial records - records of the location and description of artifacts stored in curatorial institutions.</p> <p><u>R.O.</u>: Retain records in office. Destroy when administration value ceases. Do not send to FARC.</p>		
6	<p>2360-5 Protection Records (Case files by site)</p> <p>Including but not limited to:</p> <p>a) Records of actions taken to protect resources from human and natural destruction.</p> <p>b) Records of emergency removal of cultural resources caused by eminent threat.</p> <p><u>R.O.</u>: Retain records in office. Destroy when administration value ceases. Do not send to FARC.</p>		
7	<p>2360-6 Public Use and Enhancement Records (Case files by site)</p> <p>Including but not limited to:</p> <p>a) Records of use and adaptive re-use of cultural resources, including restoration and stabilization.</p> <p>b) Records of development and interpretive projects.</p> <p>c) Related publications.</p> <p><u>R.O.</u>: Retain records in office. Destroy when administration value ceases. Do not send to FARC.</p>		