

AUG 26 1982

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-95-82-16

DATE RECEIVED

AUG 26 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 SEP 1982

Date

Archivist of the United States

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

Personnel Management

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TEL EXT

382-9897

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 1 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 8/3/82 D. SIGNATURE OF AGENCY REPRESENTATIVE Hoyt V. Abney E. TITLE Records Management Officer

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

1

6110B

These records were generally covered under NN-166-136.

NN-166  
136

6110 Office of Personnel Management (Title Change only from Civil Service Commission)

#372

2

6120 Programs, Standards, Documents (Includes general correspondence too broad to file under a specific subject heading)

#373

GRS 1-3a  
(Same)

All Offices: Destroy records when 3 years old

3

6120-1 Actions (Deleted. File employee Actions under 6130)

#374

4

6120-1/16

6120/2C

6120A

B

C

6120-2 Documents (Includes general correspondence, memorandums and related records pertaining to delegations, delegated authorities; personnel bulletins, program operations and procedures and other documents not covered under 6120)

#375

GRS 1-3a  
(Same)All Offices: Destroy records when <sup>3</sup>/<sub>5</sub> years old.

4 items

115-107

Copy to agency 9/10/82, by RTB  
copies to all FRC's (except 3KD - 6 KPS) 9/16/82  
Copy to NINE

Classified 9-17-82, by JDC Sheet Attached to FRC  
Classified 9-17-82, by JDC Sheet Attached to FRC  
Classified 9-17-82, by JDC Sheet Attached to FRC

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4