

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

AUG 26 1982

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  
National Forest System (Land Management & Planning)

4. NAME OF PERSON WITH WHOM TO CONFER  
Norina G. Mosby

5. TEL EXT  
382-9897

LEAVE BLANK

JOB NO  
**NCI-95-87-17**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*10-18-82*  
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 3 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 <b>8/24/82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Hoyt L. Abney</i>	E. TITLE Records Management Officer
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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
1.	<p>These items were generally approved under NCI-95-81-8. (May 28, 1981). The following items are being resubmitted for approval on the microfilming portion of the disposition instructions.</p> <p>1920-1-1 Regional Planning Process (Documentation of the planning process used at the Regional level, required by the National Forest Management Act, Section 6 regulations. Includes interdisciplinary team meeting minutes, decisions, and direction from the Chief, Regional Forester or Area Director, etc. Includes documentation of all of the specific actions taken in the planning process, including but not limited to, the work plan, correspondence on discussions between the interdisciplinary planning team leader or his immediate Core team or various functional areas related to functional requirements and information requirements of the planning process, data information files or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process. Must maintain all evidentiary material as potential legal or court evidence)</p>	<p><del>NCI-95-81-8</del> <del>8</del> <del>#3</del></p>	

*Closed out: 10/20/82: cm  
Copies to NNF, NNB, Agency + All FRC's (except 3KD + 6 KPS)*

*This certifies that the records described on this form will be microfilmed*

*in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to standards of FPMR 101-11.507 + 101-11.508. First inspection of film will be during FY 1984.*

*MDC sheet not required*

*Idemo*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4  
to agency by RB 10/18  
to NNF, NNB, all FRC's  
except 3KD + 6KPS, 101a2

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 273
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
[U in manual]	A. Paper that is <u>not</u> filmed: A.1) Regional: Office: Permanent. Offer paper records to NARS when 20 years old. B.2) All other Offices: Destroy paper records when 10 years old.	NCI-95-81-8, 3a	
	B. Paper that <u>is</u> filmed: Note: If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of FPMR 101-11.5. Destroy the original paper records when microforms are reviewed and found satisfactory.	NCI-95-81-8, 3b	NCI-95-81-8, 3a
	C. Film. A.1) Regional Office: Permanent. <sup>Film annually or as appropriate, as volume warrants.</sup> Offer <del>an original</del> microform and copies to NARS in accordance with the provisions of FPMR 101-11.5 to NARS in 5-year blocks when 20 years old (e.g., 1982-86 block would be offered to NARS in 2006). B.2) All other Offices: Destroy microform records, when in agency 10 years old.	Transfer to FRC annually or NCI-95-81-8, 3c	1 silver original + 1 copy
2. [U in manual]	1920-1-2 Regional Decision Documents (Includes the environmental impact statement, final Regional plan along with any amendments or revisions.) A. Paper that is <u>not</u> filmed: A.1) Regional Office: Permanent. Offer paper records to NARS when 20 years old. Est. annual accum: 2 ft. B.2) All other Offices: Destroy paper records when 10 years old.	# NCI-95-81-8, 4a	
	B. Paper that <u>is</u> filmed. Note: If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of FPMR 101-11.5. Destroy the original paper records when microforms are reviewed and found satisfactory.		
	C. Film. A.1) Regional Office: Permanent. <sup>Film annually or as appropriate, Transfer to FRC annually or as volume warrants.</sup> Offer <del>an original</del> microform and copies to NARS in accordance with the provisions of FPMR 101-11.5 to NARS in 5-year blocks when 20 years old (e.g., 1982-86 block would be offered to NARS in 2006). B.2) All other Offices: Destroy microform records in agency when 10 years old.	NCI-95-81-8, 4c	1 silver original + 1 copy
3. [U in manual]	1920-2-1 National Forest Planning Process (Documentation of the planning process used at the National Forest level required by the National Forest Management Act, Section 6 regulations. Includes decisions and direction given, and documentation of all of the specific actions taken in the planning process, including but not limited to, the work plan, correspondence on discussions related to functional	#	

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF 373	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>requirements of the planning process. Contains data information files or other documentation of analytical procedures, or any general process actions proposed or used throughout the planning process. Must maintain as evidentiary material as potential legal or court evidence.</p> <p>A. Paper that is <u>not</u> filmed.</p> <p>A.1) Supervisor's Office: Permanent. Offer paper records to NARS when 20 years old.</p> <p>B.2) All other Offices: Destroy paper records <sup>in agency</sup> when 10 years old.</p> <p>B. Paper that is <u>is</u> filmed.</p> <p>Note. If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of FPMR 101-11.5. Destroy the original paper records when microforms are reviewed and found satisfactory.</p> <p>C. Film.</p> <p>A.1) Supervisor's Office: Permanent. <sup>Film annually or as appropriate. Transfer 1 silver original + 1 copy to FRC annually or as volume warrants.</sup> Offer an original microform and copies to NARS in accordance with the provisions of FPMR 101-11.5 to NARS in 5-year blocks when 20 yrs. old (e.g., 1982-86 block would be offered to NARS in 2006).</p> <p>B.2) All other Offices: Destroy microform records when 10 years old. <sub>in agency</sub></p>	<p>NCI-95-81-8, 9a</p> <p>NCI-95-81-8, 9b</p> <p>NCI-95-81-8, 9a</p> <p>NCI-95-81-8, 9c</p>	
4. (in manual)	<p>1020-2-2 National Forest Decision Documents ( Includes the environmental impact statement, final Forest plan, amendments and/or revisions.)</p> <p>A. Paper that is <u>is</u> filmed:</p> <p>A.1) Supervisor's Office: Permanent. Offer paper records to NARS when 20 years old. Est. annual accum: 5 cu. ft.</p> <p>B.2) All other offices: Destroy paper records <sup>in agency</sup> when 15 years old.</p> <p>B. Paper that is <u>is</u> Filmed:</p> <p>Note: If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of FPMR 101-11.5. Destroy the original paper records when microforms are reviewed and found satisfactory.</p> <p>C. Film.</p> <p>A.1) Supervisor's Office: Permanent. <sup>Film annually or as appropriate. Transfer 1 silver original + 1 copy to FRC annually or as volume warrants.</sup> Offer an original microform and copies to NARS in accordance with the provisions of FPMR 101-11.5 to NARS in 5-year blocks when 20 yrs old (e.g., 1982-86 block would be offered to NARS in 2006).</p> <p>B.2) All other offices: Destroy microform records when 15 years old.</p>	<p><del>NCI-95-81-8, 10a</del></p> <p>NCI-95-81-8, 10a</p> <p>NCI-95-81-8, 10b</p> <p>NCI-95-81-8, 10a</p> <p>NCI-95-81-8, 10c</p>	<p>RTB NH 9/29/82</p> <p>RTB NH 9/29/82</p>