

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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
Fiscal and Accounting Management

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TEL EXT

382-9897

LEAVE BLANK	
JOB NO	NCI-95-83-3
DATE RECEIVED	11-18-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-10-83 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
11/15/82	Hoyt L. Abney <i>[Signature]</i>	Records Management Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	These records were generally approved under schedule NN-166-136 (March 14, 1966.)	NN-166-136	
1	5300 Law Enforcement (Include general correspondence and materials too broad to be filed under a specific subject heading.) (TITLE CHANGE)	#322	
	A. All Offices: Destroy records when 5 years old.		
2	5300-1 Identification Cards (Delete this file designation. File all records under 5320-2.)		
3	5300-2 Trespass Cards (Delete this file designation. File all records under 5320-2.)		
4	5310 Planning (Includes Law Enforcement Plan which identifies problems, trends, work loads at each organizational level, staffing needs and outlines how field units will conduct law enforcement program.) <i>Arr. by Region, thereunder chron. Less than 1" per year, in each office</i>		
	WO, Regions, SO - Permanent. Offer to NARS <i>in 10-yr blocks</i>		<i>RTB NM 1/25/83</i>
	A. All offices except Experiment Stations: Destroy records when 25 years old.		
	B. Experiment Stations: Not Applicable		
	C. All other offices: Destroy when 25 years old.		<i>17 items</i>

115-107

*to agency, by RTB, 6/15/83
to NAB, NNF, & all FRC's except GKP, 7/19/83 - sent out 7-25-83 by DMW.*

MDC Sheet Attached to FRC copies

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

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5	5320 Investigation (Includes general correspondence and records pertaining to types of investigations, procedures, reporting, reports to OIG, procedures and directions.) A. All Offices: Destroy records when 10 years old.		
6	5320-1 Investigative Case Files (Investigations related to fraud, abuse and mmisuse by personnel and non-personnel. Establish as case files.) A. All Offices: Destroy 10 years after case file is closed.		
7	5320-2 Pocket Credentials (Includes documentation and records of credential cards for special agents and special officers. Establish as case files.) A. All Offices: Destroy 10 years after the case file is closed.		
8	5320-3 Investigation Procedures (Includes records pertaining to procedures involving suspect's rights recording equipment, Statement prodedures, Evidence and other related records.) A. All Offices: Destroy 10 years after investiga-tive case file is closed.		
9	5330 Law Violations (Includes general correspondence and records related to law violations.) A. All Offices: Destroy records when 10 years old.		
10	5340 Reports (Includes the Law Enforcement Management Reporting System (LEMARS). Cooperative Law Enforcement Activity Reports, Annual Report. Data for these reports is stored on computer tape.) A. All Offices: Hard Copy Computer input reports - Destroy when no longer needed for administrative use. (2) Computer tapes. Destroy when 10 years old.		
11	B. WASHINGTON OFFICE; Law Enforcement Management Reporting System (LEMARS)- 5340-1 Case Reports (Includes case files containing data which enables reviewing officials and attorneys to access the prosecutive merits of a case and present in court.) A. All Offices: Destroy records 10 years after case file is closed.		see following page for description & disposition

Item 10B (continued):

Law Enforcement Management Reporting System (LEMARS)
1980 - present. Less than one reel per year.
Arranged by region and thereunder by National Forest.

The Law Enforcement Management Reporting System (LEMARS) is designed to record and analyze incidents which involve violations of Federal, state and local laws on all National Forest System lands. It also monitors cooperative performance by state and local law enforcement agencies. The system is composed of two data sets, the Law Enforcement Data Base and the Cooperative Activity Data Base. The former identifies the violation/ case number; violation(s); location - region, forest, ranger district, state, and county; date - month, day, month, day, year, day of week; military time; violator's race, sex and whether they are an adult or a juvenile; dollar figures for resources and property damage; property stolen and property recovered; judicial information - court level, location, disposition, sentence, fine; and, if applicable, number of marijuana plots and plants found on Federal land. The Cooperative Activity Data Base contains data on non-Federal law enforcement agencies which patrol the National Forests. Data elements identify location - region, forest, county; month and year; total monthly number of cooperative and non-cooperative activities which resulted in the reporting of a particular type of crime; total monthly number of search and rescue missions and hours involved; and dollar amounts for property stolen, property recovered, and controlled substances seized.

PERMANENT. Cut off annually. Transfer master files and related documentation to the National Archives when ten years old.

RTB
NM
5/25/83

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

7.
ITEM NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9
SAMPLE OR
JOB NO10.
ACTION TAKEN

5350 Actions and Procedures (Includes records and reports pertaining to violation prevention and enforcement, including related activities with Federal, State and local law enforcement agencies.)

A. All Offices: Destroy records when 10 years old.

- 13 5360 Cooperative Law Enforcement (Includes Cooperative agreements with States and local authorities. Authorizes the Forest Service to cooperate in the enforcement and supervision of laws.)

A. All Offices: Destroy records 10 years after agreement is terminated.

- 14 5370 Training Standards (Includes ~~policy~~ ^{Policy} and procedures, correspondence and memorandums related to levels of training standards for employees with law enforcement duties.)

A. All Offices: Destroy records ~~15 years after~~ ^{when 20 years old.}
~~policy is superseded.~~

5380 Equipment (Includes correspondence, memorandums and other records related to policy on law enforcement firearms, chemical agents, self-defense; defensive equipment, uniforms, vehicles and specialized equipment.)

A. All Offices: Destroy records ~~15 years after~~ ^{When 20 years old.}
~~policy is superseded.~~

- 16 5390 Damage Appraisal and Claims (Delete file designation.)