

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

LEAVE BLANK	
JOB NO <b>NC1-095-84-4</b>	
DATE RECEIVED <b>12-5-83</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>12-4-85</b> Date	<i>Francis B. [Signature]</i> Archivist of the United States

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  
**National Forest System (Lands)**

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

5 TEL EXT  
**235-2534  
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 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
<b>11-29-83</b>	Mary H. Davis <i>Mary H Davis</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
-----------	--	--------------------	-----------------

Records in the 5500 series were generally approved under job number NN-166-136 (March 16, 1966). However, these records were unscheduled by NARS because there was no authority for the retention periods that were being used.

Note that 5540 Lands Transfers were identified as files containing documents that will eventually be filed under the 5490-3 Lands Status Title File. The disposition was established to coincide with the dispositions under 2730-2 and the 5400 series. (Cross-reference: NC1-95-82-14; 2730-2, and 5420-5490 series)

All changes to this proposed schedule have been approved by:

*Frank Young* 8-2-85 *Mary H Davis* 8/2/85  
NARS appraiser Date Agency representative Date

**13 items**

*Copies to agency, UNF, NCF  
12-5-85 [Signature]*

**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
1	<p>5500 Land Classification ( Includes general correspondence too broad to be filed under a specific heading.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
2	<p>5510 Modification (Includes general correspondence on the establishment of National Forests, National Grasslands, purchase units and modification of boundaries; also procedural aspects. File correspondence related to a specific case under 5510-1.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
3	<p>5510-1 Boundary Modifications (case files which include the Establishment Reports which gives background rationale for establishing units which includes the public's interest , resouces involved and the intent of management; Establishment Documents such as Secretarial Orders, Land Orders, Executive Orders, Presidential Proclamations, Acts of Congress which establish a National Forest or Grasslands; Enviromental Impact Statement; Wilderness Studies and related documents</p> <p><u>Washington Office:</u> (1) <u>Original paper records:</u> The original documents in the closed case file shall be microfilmed in accordance with FPMR 101-11.5. When the microfiche is reviewed and found satisfactory, send the original records and working copies of the microfiche to the appropriate regions and forest levels. (2) <u>Microfiche:</u> Retain 1 copy of the microfiche in the WO Office. Offer to WO History Section when no longer needed for administrative use. Do not send to the FRC.</p> <p><u>Regions:</u> (1) <u>Original paper records:</u> <u>PERMANENT:</u> Transfer closed case files to the FRC in 5 year blocks. Offer to NARS when 75 years old. (2) <u>Microfiche:</u> Destroy when no longer needed for administrative use.</p> <p><u>All Other Offices:</u> <u>Duplicate records and microfiche:</u> Destroy case file material when no longer needed for administrative use.</p>	<p><del>Consummated and unconsommated</del></p>	
4	<p><del>5510-2 Unconsummated Cases</del></p> <p><u>All Offices:</u> Destroy case file when no longer needed for administrative use.</p>		

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	5540 Lands Transfers (Includes general correspondence related to the acquisition of land transfers which cannot be filed under a specific case.)  <u>All Offices:</u> Destroy records when 5 years old.		
6	5540-1 Land Transfers Analyses (case files which contain analyses of land transfer proposals; reservoir projects; public domain and National Forest; authorities under which land was transferred, such as by Executive Order Presidential Proclamation, Act of Congress and so forth.)  <u>NOTE:</u> Some of the documents in the Lands Transfer case file may become part of the permanent Title file which is maintained under 5490-3. Screen all 5540-1 Land Transfer case files for title evidence and file under 5490-3.  The retention period below is for Land Transfer documents which do not become part of the Title file.  a. <u>Washington Office:</u> (1) <u>Original paper records:</u> The remaining documents in the closed case file which do not become part of the title file shall be microfiched in accordance with FPMR 101-11.5. When the microfiche is reviewed and found satisfactory, send the original records and working copies of the microfiche to the appropriate regions and forest levels. (2) <u>Microfiche:</u> Retain 1 copy of the microfiche in the WO Office. Offer to WO History Section when no longer needed for administrative use. Do not send to the FRC.  b. <u>Regions:</u> (1) <u>Original paper records:</u> <u>PERMANENT:</u> Transfer closed case files to the FRC in 5 year blocks one year after the most recent case files in the block are closed. Offer the records to NARS 75 years after most recent file is closed. (2) <u>Microfiche:</u> Destroy when no longer needed for administrative use.  c. <u>All Other Offices:</u> <u>Duplicate records and microfiche:</u> Destroy case file material when no longer needed for administrative use.		
7	<del>5540-2 Unconsummated Cases  <u>All Offices:</u> Destroy case file when no longer needed for administrative use.</del>		