

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000164

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-114-78-02. Introduction to NC1-114-78-02 states: "This comprehensive records schedule supersedes all previously approved records schedules of the Soil Conservation Service or its predecessor agencies."

Date Reported: January 2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG114
910

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
USDA, Soil Conservation Service
2. MAJOR SUBDIVISION
Administrative Services Division
3. MINOR SUBDIVISION
Records and Communications Management Branch
4. NAME OF PERSON WITH WHOM TO CONFER
James S. Bonar
5. TEL. EXT.
44-73907
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 11 1974 NC	JOB NO. 174-164
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 "with-drawn" in column 10.	
5-23-74 <i>James B. Rhoads</i> Date Archivist of the United States	

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

MAR 06 1974

(Date)

(Signature of Agency Representative)

Chief, Records & Comm. Management Br.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Woodland records of the Soil Conservation Service (RG-114) described herewith are classed as scientific records on page 15 of the "Retention Plan for the Records of the Soil Conservation Service." NARS Job No. NN-471-1.</p> <p>The attachment covers the records created under the primary series WOODLAND. It is anticipated that records designated "Permanent" would be transferred to the Archives. Technical Service Centers (T) located in Upper Darby, Pa.; Ft. Worth, Tx.; Lincoln, Neb.; and Portland, Or. would transfer Archival records to the nearest SAC Archival Section. Washington office records indicated as permanent would be transferred to the National Archives, Washington, DC. These records will be transferred every 5 years.</p> <p>Attachment Woodland Records Guide</p> <p>Retention period shown on the attachment.</p>	<p>J.L.W. 8 May '74</p>	

RECORDS GUIDE
WOODLAND

Page 1

Definition: The records in this category cover the policy, procedures, instructions and information pertinent to forestry principles and the woodland conservation practices of the Soil Conservation Service. Included are records of policy, work coordination, outside relations, conservation practices and practice standards and specifications, basic data, production potential, multiple use, windbreaks, etc.

W - Washington office
T - Technical Service Centers
S - State office
A - Area office
F - Field office, subfield office, project office, PMC, etc.
P - Permanent records

Retention Period (Yrs.)

WOODLAND

Classify and file overall (O) or general records pertaining to Woodland activities in this folder.

WOOD-0

Folder Label
Position

Left

W	T	S	A	F
P	5	5	3	3

In many offices this single folder will be sufficient for all Woodland material. However, where the volume of records or need for accessibility necessitates a further breakdown use one or more of the following recurring, secondary, tertiary or quaternary subjects.

Recurring subjects: The following recurring subjects may be used, as needed, with the primary or with any secondary subject. (See the definition of recurring subjects and how to use them in the "Instructions for Use of Records Guide.")

Authorizations and Directives

WOOD-1

Left or Center

2.

10

5

2

1

1

National Memorandum

WOOD-1-5

Left or Center

3.

5

5

3

3

3

For correspondence pertaining to development and interpretation. Specialists may keep work copies of pertinent memorandums in this file.

State Memorandum (W & T only)

WOOD-1-5

Left or Center

4.

-

-

-

-

-

Case files may be used for each state or a group of states. File copies of current memos and related correspondence. (Keep current copy only)

Committees and Panels

WOOD-2

Left or Center

5.

5

5

3

3

3

Case files may be used for any committee where volume of material or nature of action dictates.

WOOD-2-5

Left or Center

6.

5

5

3

3

3

RECORDS GUIDE
WOODLAND

Retention Period (Yrs.)

**Meetings and
Conferences**

		Folder Label Position		W	T	S	A	F
	WOOD-3	Left or Center 7,	JLW/JSB, 1 May '74 XP 5 5 3 3					
International meetings	WOOD-3-5	Left or Center 8,	P - - - -					
National meetings	WOOD-3-5	Left or Center 9,	JLW/JSB 1 May '74 P 10 10 10 - -					
Regional meetings	WOOD-3-5	Left or Center 10,	JLW/JSB 1 May '74 P 10 10 - -					
State meetings	WOOD-3-5	Left or Center 11,	- 10 10 3 3					
Area and Field Office meetings	WOOD-3-5	Left or Center 12,	- - 5 5 3					

These files are for forestry or woodland conservation meetings only. Volume of material may be such that no case files are needed. Ordinarily the case files of meetings will be separated by scope of meeting (national - state - etc.) and will include correspondence, agenda, participation, copies of papers presented, and a copy of the minutes, report or proceedings if issued. Place case files in chronological order.

**Opinions and
Decisions**

(Code for Case Files)

J.L.W./Bonar
28 Mar. '74

WOOD-4	Left or Center 13,	JLW/JSB 1 May '74 XP 5 3 1 1						
WOOD-5	Left or Center 14,	XP 5 2 1 1						
WOOD-6	Left or Center 14,	JLW/JSB 1 May '74 XP 5 2 1 1						

Outside Relations

Use one file only when volume of material is small. Use case files, as indicated, if needed:

Forest Service	WOOD-6-5	Left or Center 15,	JLW/JSB 1 May '74 XP 5 2 1 1					
Forest Farmers Association	WOOD-6-5	Left or Center 16,	JLW/JSB 1 May '74 XP 5 2 1 1					
Northeast Forest Soils Council	WOOD-6-5	Left or Center 17,	JLW/JSB 1 May '74 XP 5 2 1 1					
Society of American Foresters	WOOD-6-5	Left or Center 18,	JLW/JSB 1 May '74 XP 5 2 - -					
Soil Conservation Society of America	WOOD-6-5	Left or Center 19,	JLW/JSB 1 May '74 XP 5 2 1 1					
Western Forestry & Conservation Association	WOOD-6-5	Left or Center 20,	JLW/JSB 1 May '74 XP 5 2 - -					

RECORDS GUIDE
WOODLAND

Retention Period (Yrs.)

Folder Label
Position

W T S A F

Reports

	WOOD-7	Left or Center	21	5	5	5	1	1
Trip Reports	WOOD-7-5	Left or Center	22	3	5	3	1	1
Monthly Narrative Reports	WOOD-7-5	Left or Center	23	5	5	5	-	-
Annual Reports	WOOD-7-5	Left or Center	24	P	10	5	-	-
Special Reports (Case file for each)	WOOD-7-5	Left or Center	25	P	316/338 1/2, 174	210	-	-

**Reviews and
Inspections**

Case file for each formal review or inspection.

WOOD-8	Left or Center	26	5	5	5	3	3
WOOD-8-5	Left or Center	27	10	10	5	-	-

Secondary, tertiary, and quaternary subjects: Following are approved secondary, tertiary and quaternary subjects with file codes. Case files are described immediately below the appropriate subject. Case files may be used, as described. Local needs may make additional case files necessary.

An asterisk (*) denotes a woodland conservation practice.

Dendrology (Identification, characteristics and classification of trees)	WOOD-11	Center	28	P	10	5	3	1
National List of Scientific Plant Names	WOOD-11-11	Right	29	P	10	10	5	3
Lists of Common Names	WOOD-11-12	Right	30	P	10	10	10	10
Species Data	WOOD-11-13	Right	31	P	10	5	-	-
Ecology	WOOD-12	Center	32	P	10	5	-	-
(The relation of plants (and animals) to the Environment)								
Basic Data	WOOD-12-11	Right	33	P	10	5	-	-
Forest Influences	WOOD-12-12	Right	34	P	10	5	-	-
Plant Communities	Wood-12-13	Right	35	P	10	5	-	-

			Retention Period (Yrs.)					
			Folder Label Position	W	T	S	A	F
Plant Succession	WOOD-12-14	Right	36,	P	10	5	-	-
Management and Culture	WOOD-13	Center	37,	P	10	5	-	-
These subjects deal with the broad aspects of forest management and its several components.								
*Access Roads	WOOD-13-11	Right	38,	P	10	5	-	-
*Improved Harvesting	WOOD-13-12	Right	39,	P	10	5	-	-
Selection Systems	WOOD-13-12-11	Right	40,	P	10	5	-	-
Clear-cutting	WOOD-13-12-12	Right	41,	P	10	5	-	-
Group Selection	WOOD-13-12-13	Right	42,	P	10	5	-	-
Crop Tree Cutting (tree numbers)	WOOD-13-12-14	Right	43,	P	10	5	-	-
Environmental Forestry	WOOD-13-13	Right	44,	P	10	5	3	-
Multiple Use	WOOD-13-14	Right	45,	P	10	5	3	-
*Prescribed Burning	WOOD-13-15	Right	46,	P	10	5	3	2
*Proper Grazing Use	WOOD-13-16	Right	47,	P	10	5	3	2
*Woodland Improvement	WOOD-13-17	Right	48,	P	10	5	3	2
Pruning (include wood quality & Christmas trees)	WOOD-13-17-11	Right	49,	P	10	5	3	2
Thinning	WOOD-13-17-12	Right	50,	P	10	5	3	2
Weeding	WOOD-13-17-13	Right	51,	P	10	5	3	2
Mensuration (The measuring of volume)	WOOD-14	Center	52,	P	10	5	3	2
Basic Data	WOOD-14-11	Right	53,	P	10	5	3	2
Growth and Yield	WOOD-14-12	Right	54,	P	10	5	3	2
Site Index	WOOD-14-13	Right	55,	P	10	5	3	2

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WOODLAND

			Retention Period (Yrs.)					
			Folder Label Position	W	T	S	A	F
Products - Utilization	WOOD-15	Center	56,	P	10	5	3	2
Major products (logs, Poles, Pulp, etc.)	WOOD-15-11	Right	57,	P	10	5	3	2
Minor products (Posts, charcoal, etc.)	WOOD-15-12	Right	58,	P	10	5	3	2
Special Forest Products	WOOD-15-13	Right	59,	P	10	5	3	2
Christmas Trees	WOOD-15-13-11	Right	60,	P	10	5	3	2
Greenery	WOOD-15-13-12	Right	61,	P	10	5	3	2
Naval Stores	WOOD-15-13-13	Right	62,	P	10	5	3	2
Maple Syrup	WOOD-15-13-14	Right	63,	P	10	5	3	2
Wild Plants	WOOD-15-13-15	Right	64,	P	10	5	3	2
Protection	WOOD-16	Center	65,	P	10	5	3	2
Disease	WOOD-16-11	Right	66,	P	10	5	3	2
Erosion	WOOD-16-12	Right	67,	P	10	5	3	2
*Firebreaks	WOOD-16-13	Right	68,	P	10	5	3	2
Insects	WOOD-16-14	Right	69,	P	10	5	3	2
*Livestock Exclusion	WOOD-16-15	Right	70	P	10	5	3	2
Reforestation	WOOD-17	Center	71,	P	10	5	3	2
Equipment for Planting	WOOD-17-11	Right	72,	P	10	5	3	2
Nursery Practices	WOOD-17-12	Right	73,	P	10	5	3	2
*Seeding, Direct	WOOD-17-13	Right	74,	P	10	5	3	2
*Site Preparation	WOOD-17-14	Right	75,	P	10	5	3	2
Stand Conversion	WOOD-17-15	Right	76,	P	10	5	3	2

RECORDS GUIDETHE WOODLAND

			Folder Label Position	Retention Period (Yrs.)				
				W	T	S	A	F
*Tree Planting		WOOD-17-16	Right 77,	P	10	5	3	2
Stock, Supply and Quality		WOOD-17-17	Right 78,	P	10	5	3	2
Windbreaks		WOOD-18	Center 79,	P	10	5	3	2
Diseases		WOOD-18-11	Right 80,	P	10	5	3	2
*Farmstead and Feedlot Windbreaks		WOOD-18-12	Right 81,	P	10	5	3	2
Herbicides		WOOD-18-13	Right 82,	P	10	5	3	2
Influences		WOOD-18-14	Right 83,	P	10	5	3	2
Insects		WOOD-18-15	Right 84,	P	10	5	3	2
Layout		WOOD-18-16	Right 85,	P	10	5	3	2
Maintenance		WOOD-18-17	Right 86,	P	10	5	3	2
Nursery Practices		WOOD-18-18	Right 87,	P	10	5	3	2
Planting Techniques		WOOD-18-19	Right 88,	P	10	5	3	2
Planting Stock		WOOD-18-20	Right 89,	P	10	5	3	2
Rodents		WOOD-18-21	Right 90,	P	10	5	3	2
Types and Purposes		WOOD-18-22	Right 91,	P	10	5	3	2

Cutoff files on June 30. Destroy all files
not marked P (permanent) at the end of the
number of successive years from cutoff date.