

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-095-09-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/20/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1A2, Preparedness, Prevention, and Mitigation Master data files

Item 2A2, Incident Response and Post-Incident Actions Master data files

Item 3A2, Recovery, Rehabilitation, and Restoration Master data files

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-GRS-2017-0003-0002 supersedes items 1A1, 1A3A, 2A1, 2A3A, 3A1, and 3A3A.

DAA-GRS-2013-0005-0002 supersedes item 1A4, 2A4 and 3A4.

1A3B, 2A3B, and 3A3B are filing instructions.

USDA Forest Service – SF 115

Disaster Management – Fire and Other Disasters – PERMANENT RETENTION

What this schedule covers. This schedule designates appropriate retention of USDA FS program-related electronic data of permanent value produced as a result of the Disaster Management function. Data document actions taken to prepare, mitigate, and prevent disasters and the results of any disaster incidents to which the Forest Service responds including, but not limited to, responses that use the Incident Command System. This schedule also includes records that document actions taken and the results of wildland fire preparedness, prevention, presuppression, and mitigation (including prescribed fire and wildland fire use); wildland fire incident response; and recovery, rehabilitation, and restoration actions on damaged land resulting from fire or other disasters.

What this schedule does not cover. This schedule does not cover 1) data in systems and applications that are managed by other Federal agencies or non-Federal entities even if the systems and applications are used by the FS during a fire or other disaster, 2) temporary-value data that supports FS administrative functions; 3) data covered by NARA-issued General Records Schedules (GRS), which address records of primarily administrative use that are common to most agencies, 4) data generated as a result of FS-wide functions beyond management of fire and other disasters (e.g., procurement, financial management, property and supplies, personnel administration, legal and litigation functions, and law-enforcement), and 5) data generated as a result of the Aviation Management function since the FS uses aircraft for activities beyond those related to disasters.

1. Preparedness, Prevention, and Mitigation	
<p>Data of permanent value used for analyses that support development of policy relating to disaster preparedness, prevention, mitigation, response and recovery; strategic planning; managing risk; and developing budgets. In addition, these data aid in assessing and forecasting fire potential; reducing the risk of fire and fire severity, such as through presuppression activity, hazardous fuels reduction, and wildland fire use; and assessing historical trend data such as weather pattern and climate information.</p>	
<p>1A. Data that support <i>substantive policy and program</i> development, procedural decisions, and strategic planning. Data may also document historical trends and patterns (such as weather and climate). These data provide unique information of national or international importance and/or have long-term research and informational value.</p>	
<p>1A1. Inputs</p>	<p>Disposition: TEMPORARY. GRS 20/2a(4)</p>
<p>1A2. Master data files</p>	<p>Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.</p>

<p>1A3. Outputs</p> <p>1A3a. Convenience and Reference Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.</p> <p>1A3b. Record and Case File Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.</p>	<p>Disposition: TEMPORARY. GRS 20/16</p> <p>Disposition: Retain for the specified retention period of case file or records where reports are filed.</p>
<p>1A4. System Documentation</p>	<p>Disposition: PERMANENT. GRS 20/11a(2)</p>

2. Incident Response and Post-Incident Actions	
2A. Data of permanent value that document actions taken, after-action review and assessment, evaluation, lessons learned, and other significant information about a disaster incident and having long-term value to the future management of the Forest Service and/or national forests, grasslands, parks, preserves, or other federally managed public lands. Data relate to where, when, and how a disaster impacts the Service and/or the landscape, including fire behavior, effects on resources and local communities, and costs.	
2A1. Inputs	Disposition: TEMPORARY. GRS 20/2a(4)
2A2. Master data files	Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.
2A3. Outputs 2A3a. Convenience and Reference Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution. 2A3b. Record and Case File Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.	Disposition: TEMPORARY. GRS 20/16 Disposition: Retain for the specified retention period of case file or records where reports are filed.
2A4. System Documentation	Disposition: PERMANENT. GRS 20/11a(2)

<p>3. Recovery, Rehabilitation, and Restoration (Note: See also schedule for Environmental Management/Environmental Remediation)</p>	
<p>3A. Data of permanent value that document short- and long-term post-disaster incident actions taken to restore Forest Service resources or to rehabilitate and restore fire damage on federally managed public lands. Data include, but are not limited to, short-term Burned Area Emergency Rehabilitation (rapid analysis and evaluation of burned areas and development of prescribed treatments to protect land quickly and effectively) and implementation of long-term restoration actions on the ecosystem structure, function, diversity, and dynamics.</p>	
<p>3A1. Inputs</p>	<p>Disposition: TEMPORARY. GRS 20/2a(4)</p>
<p>3A2. Master data files</p>	<p>Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.</p>
<p>3A3. Outputs</p> <p>3A3a. Convenience and Reference Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.</p> <p>3A3b. Record and Case File Reports Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.</p>	<p>Disposition: TEMPORARY. GRS 20/16</p> <p>Disposition: Retain for the specified retention period of case file or records where reports are filed.</p>
<p>3A4. System Documentation</p>	<p>Disposition: PERMANENT. GRS 20/11a(2)</p>

Name	Acronym	System and/or Application	Retention	SF 115 Item Number	Superseded NARA authority
FireFamily Plus	FFP	A	P	1 A	
Fire Program Analysis System, Fire Program Analysis System - Preparedness Module, and Fire Program Analysis System - Phase 2	FPA, FPA-PM, and FPA-P2	S, A	P	1 A	N1-095-06-3 Permanent
PNW Station Mapped Atmosphere-Plant-Soil System and MAPSS Century Hybrid version 1	MAPSS and MAPSS-MC1	A	P	1 A	
Ventilation Climate Information System	VCIS	A	P	1 A	
Weather Information Management System	WIMS	S, A	P	1 A	
Fire Statistics System	FIRESTAT	A	P	2 A	N1-095-05-1, item 2 Temporary
National Interagency Fire Management Integrated Database	NIFMID	A	P	2 A	N1-095-05-1, item 1 Permanent
R6 Willamette/Middle Fork Fire Cause	FIRE CAUSE-WIL-MF	A	P	2 A	
Wildland Fire Decision Support System	WFDSS	S, A	P	2 A	
Burned Area Emergency Response	BAER	A	P	3 A	
Feat/Firemon Integrated	FFI	S	P	3 A	
FIREMON	FIREMON	A	P	3 A	
Monitoring Trends in Burn Severity	MTBS	A	P	3 A	
Rapid Assessment of Vegetation after Wildfire	RAVG	A	P	3 A	