

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-095-88-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 1010-1 is superseded by N1-095-10-004, item 2.

Item 1010-2-1 is superseded by N1-095-10-002, item 1.

Item 1010-2-2 is superseded by N1-095-10-004, item 4.

Item 1010-3 is superseded by N1-095-10-002, item 2.

Item 1100 is superseded by N1-095-10-002, item 3.

Item 1200 is superseded by N1-095-10-002, item 9.

Item 1200-2 is superseded by N1-095-10-002, items 8 and 10.

Item 1220-2 is superseded by N1-095-10-002, item 11.

Item 1220-4 is superseded by N1-095-10-002, item 12.

Item 1230 is superseded by N1-095-10-002, item 13.

Item 1240 is superseded by N1-095-10-002, item 14.

Item 1240-1 is superseded by N1-095-10-002, item 15.

Item 1240-2 is superseded by N1-095-10-006, item 1.

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Item 1240-3 is superseded by N1-095-10-006, item 2.

Item 1300 is superseded by N1-095-10-004, item 8.

Item 1310 is superseded by N1-095-10-004, items 9 and 10.

Items 1310-1 and 1310-2 are superseded by N1-095-10-004, item 11.

Item 1320-1 is superseded by N1-095-10-004, item 12.

Item 1340 is superseded by N1-095-10-004, item 13.

Item 1340-2 is superseded by N1-095-10-004, item 14.

Item 1340-3 is superseded by N1-095-10-004, item 15.

Item 1340-3-1 is superseded by N1-095-10-004, item 16.

Items 1350-3, 1350-4, 1350-5, and 1350-7 are superseded by N1-095-10-006, item 3.

Item 1360 is superseded by N1-095-10-002, item 16.

Item 1390 is superseded by N1-095-10-009, item 42.

Item 1390-1 is superseded by N1-095-10-009, item 43.

Item 1400 is superseded by N1-095-10-002, item 17.

Item 1410 is superseded by N1-095-10-004, item 17.

Item 1410-1 is superseded by N1-095-10-002, item 18.

Item 1410-2 is superseded by N1-095-10-004, item 18.

Item 1410-2-1 is superseded by N1-095-10-004, item 19.

Item 1410-10-3 is superseded by N1-095-10-004, item 20.

Item 1430 is superseded by N1-095-10-002, item 19.

Item 1430-1 is superseded by N1-095-10-004, item 21.

Item 1450 is superseded by N1-095-10-002, item 20.

Item 1460 is superseded by N1-095-10-002, item 21.

Item 1460-1 is superseded by N1-095-10-002, item 22.

Item 1460-2 is superseded by N1-095-10-002, item 23.

Item 1470 is superseded by N1-095-12-004, item 1.

Item 1500 is superseded by N1-095-10-004, item 24.

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Item 1510 is superseded by N1-095-10-004, item 25.

Items 1510-1, 1510-1-1, 1510-2, 1510-3, 1510-5, and 1510-7 are superseded by N1-095-10-006, item 4.

Item 1510-2-1 is superseded by N1-095-10-002, item 24.

Item 1510-4 is superseded by N1-095-10-006, item 5.

Item 1520-1 is superseded by N1-095-10-002, item 25.

Item 1530 is superseded by N1-095-10-002, item 26.

Item 1540 is superseded by N1-095-10-004, item 26.

Item 1550-5-1 is superseded by N1-095-10-004, item 33.

Item 1550-6-1 is superseded by N1-095-10-002, item 27.

Item 1560 is superseded by N1-095-10-002, item 30.

Item 1580-1 is superseded by N1-095-10-006, item 8.

Item 1580-2 is superseded by N1-095-10-002, item 34.

Item 1580 is superseded by N1-095-10-002, item 35.

Item 1580-2 is superseded by N1-095-10-002, item 36.

Item 1600 is superseded by N1-095-10-004, item 41.

Item 1610 is superseded by N1-095-10-004, item 42.

Item 1620-3-1 is superseded by N1-095-10-004, item 47.

Item 1620-5 is superseded by N1-095-10-004, item 50.

Item 1630-1 is superseded by N1-095-10-002, item 37.

Item 1640 is superseded by N1-095-10-004, item 55.

Item 1640-1 is superseded by N1-095-98-001, item 2.

Item 1640-1 and 1640-2 are superseded by N1-095-10-002, item 38.

Item 1640-3 is superseded by N1-095-10-004, item 56.

Item 1640-4 is superseded by N1-095-98-001, item 1.

Item 1640-4 is superseded by N1-095-10-002, item 39.

Item 1640-5 is superseded by N1-095-10-002, item 40.

Item 1640-6 is superseded by N1-095-10-002, item 41.

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Item 1640-7, 1640-7-1, 1640-7-2 are superseded by N1-095-10-002, item 42.

Item 1640-7 is superseded by N1-095-10-002, item 43.

Item 1640-8 and 1640-8-1 are superseded by N1-095-10-002, item 44.

Item 1640-9 and 1640-9-1 are superseded by N1-095-10-002, item 45.

Item 1650-1 is superseded by N1-095-10-002, item 46.

Item 1650-4 is superseded by N1-095-10-002, item 47.

Item 1650 is superseded by N1-095-10-002, item 48.

Item 1650-3 is superseded by N1-095-10-002, item 49.

Item 1650-2 is superseded by N1-095-10-002, item 50.

Item 1680 is superseded by N1-095-10-004, item 57.

Item 1680-1 is superseded by N1-095-10-004, item 58.

Item 1680-1 is superseded by N1-095-10-002, item 53.

Item 1680-3 is superseded by N1-095-10-002, item 54.

Item 1690 is superseded by N1-095-10-004, item 59.

Item 1690-1 is superseded by N1-095-10-002, item 58.

Item 1690-2 is superseded by N1-095-10-004, item 60.

Item 1690-3 is superseded by N1-095-10-002, item 55.

Item 1690-4 is superseded by N1-095-10-002, item 56.

Item 1690-5 is superseded by N1-095-10-002, item 57.

Item 1700 is superseded by N1-095-10-004, item 61.

Item 1720 is superseded by N1-095-10-004, item 62.

Item 1730 is superseded by N1-095-10-004, item 63.

Item 1730-1 is superseded by N1-095-10-004, item 64.

Item 1750 is superseded by N1-095-10-004, item 65.

Item 1760-1 is superseded by N1-095-10-004, item 66.

Item 1760-1-1 is superseded by N1-095-10-004, item 67.

Item 1760-1-2 is superseded by N1-095-10-002, item 59.

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Item 1760-1-3 is superseded by N1-095-10-004, item 68.

Item 1760-2 is superseded by N1-095-10-004, item 69.

Item 1760-2-1 is superseded by N1-095-10-004, item 70.

Item 1760-2-2 is superseded by N1-095-10-004, item 71.

Item 1760-2-3 is superseded by N1-095-10-004, item 72.

Item 1770 is superseded by N1-095-10-004, item 73.

Item 1770-1 is superseded by N1-095-10-004, item 74.

Item 1770-2 is superseded by N1-095-10-004, item 75.

Item 1770-3 is superseded by N1-095-10-004, item 76.

Item 1770-4 is superseded by N1-095-10-004, item 77.

Item 1770-5 is superseded by N1-095-10-004, item 78.

Item 1790 is superseded by N1-095-10-004, item 81.

Item 1800 is superseded by N1-095-10-002, item 60.

Item 1800-2 is superseded by N1-095-10-006, item 9.

Item 1810 is superseded by N1-095-10-002, item 61.

Item 1830 is superseded by N1-095-10-002, item 62.

Item 1830-1 is superseded by N1-095-10-002, item 63.

Item 1830-2 is superseded by N1-095-10-002, item 64.

Item 1830-3 is superseded by N1-095-10-002, item 65.

Item 1840 is superseded by N1-095-10-004, item 82.

Item 1840-1 is superseded by N1-095-10-004, item 83.

Item 1840-2 is superseded by N1-095-10-004, item 84.

Item 1840-2-1 is superseded by N1-095-10-004, item 85.

Item 1840-3 is superseded by N1-095-10-004, item 86.

Item 1840-3-1 is superseded by N1-095-10-004, item 87.

Item 1840-4 is superseded by N1-095-10-004, item 89.

Item 1840-5 is superseded by N1-095-10-004, item 88.

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Item 1840-5-1 is superseded by N1-095-10-002, item 67.

Item 1840-7 is superseded by N1-095-10-002, item 66.

Item 1840-8 is superseded by N1-095-10-002, item 68.

Item 1850-1 is superseded by N1-095-10-006, item 10.

Item 1850-4 is superseded by N1-095-10-006, item 11.

Item 1850-7 is superseded by N1-095-10-002, item 69.

Item 1850 is superseded by N1-095-10-004, item 90.

Item 1850-3 is superseded by N1-095-10-004, item 91.

Item 1850-3-1 is superseded by N1-095-10-004, item 92.

Item 1850-5 is superseded by N1-095-10-004, item 93.

Item 1850-6 is superseded by N1-095-10-004, item 94.

Item 1860 is superseded by N1-095-10-004, item 95.

Item 1860-1 is superseded by N1-095-10-004, item 96.

Item 1860-1-1 is superseded by N1-095-10-004, item 97.

Item 1860-2 is superseded by N1-095-10-004, item 98.

Item 1860-3 is superseded by N1-095-10-004, item 99.

Item 1860-4 is superseded by N1-095-10-002, item 71.

Item 1860-4-1 is superseded by N1-095-10-004, item 100.

Item 1860-5 is superseded by N1-095-10-004, item 101.

Item 1860-6 is superseded by N1-095-10-004, item 102.

Item 1860-7 is superseded by N1-095-10-002, item 70.

Item 1900 is superseded by N1-095-10-004, item 103.

Item 1910-4 is superseded by N1-095-10-004, item 119.

Item 1910-5 is superseded by N1-095-10-006, item 12.

Item 1910-7 is superseded by N1-095-10-002, item 72 and N1-095-10-004, item 105.

Item 1920 is superseded by N1-095-10-006, item 14.

Item 1920-1 is superseded by N1-095-10-006, item 15.

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Item 1920-1-1 is superseded by N1-095-10-002, item 73.

Item 1920-1-2 is superseded by N1-095-10-002, item 74.

Item 1920-2-1 is superseded by N1-095-10-002, item 75.

Item 1920-2-2 is superseded by N1-095-10-002, item 76.

Item 1920-4 is superseded by N1-095-10-006, item 16.

Item 1920-4-1 is superseded by N1-095-10-006, item 17.

Item 1920-5 is superseded by N1-095-10-006, item 18.

Item 1920-6 is superseded by N1-095-10-006, item 19.

Item 1920-8 is superseded by N1-095-10-006, item 20.

Item 1930 is superseded by N1-095-10-006, item 21.

Item 1930-1 is superseded by N1-095-10-004, item 128.

Item 1930-1-1 is superseded by N1-095-10-004, item 129.

Item 1930-1-2 is superseded by N1-095-10-004, item 130.

Item 1930-2 is superseded by N1-095-10-004, item 131.

Item 1930-2-1 is superseded by N1-095-10-004, item 132.

Item 1930-2-2 is superseded by N1-095-10-004, item 133.

Item 1930-2-3 is superseded by N1-095-10-004, item 134.

Item 1930-2-4 is superseded by N1-095-10-004, item 135.

Item 1930-2-5 is superseded by N1-095-10-004, item 136.

Item 1930-2-6 is superseded by N1-095-10-004, item 137.

Item 1930-2-7 is superseded by N1-095-10-004, item 138.

Item 1950 is superseded by N1-095-10-004, item 139.

Item 1950-1 is superseded by N1-095-10-004, item 140.

Item 1950-2 is superseded by N1-095-10-004, item 141.

Item 1950-3 is superseded by N1-095-10-002, item 79.

Item 1950-3-1 is superseded by N1-095-10-004, item 142.

Item 1950-4 is superseded by N1-095-10-004, item 143.

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Item 1950-4-1 is superseded by N1-095-10-004, item 144.

Item 1950-4-2 is superseded by N1-095-10-004, item 145.

Item 1950-5 is superseded by N1-095-10-004, item 146.

Item 1960-2 is superseded by N1-095-10-002, item 80.

Item 1960 is superseded by N1-095-10-002, item 81.

Item 1970 is superseded by N1-095-10-002, item 82.

Item 1990 is superseded by N1-095-10-002, item 83.

Item 2060 is superseded by N1-095-10-002, item 84.

Item 2130 is superseded by N1-095-10-002, item 85.

Item 2200 is superseded by N1-095-10-004, item 149.

Item 2200-3 is superseded by N1-095-10-002, item 86.

Item 2210 is superseded by N1-095-10-004, item 150.

Item 2210-1 is superseded by N1-095-10-006, item 26.

Item 2230-1 is superseded by N1-095-10-006, item 27.

Item 2230-1-1 is superseded by N1-095-10-004, item 153.

Item 2240 is superseded by N1-095-10-004, item 154.

Item 2240-1 is superseded by N1-095-10-002, item 90.

Item 2240-2 is superseded by N1-095-10-004, item 155.

Item 2240-2-1 is superseded by N1-095-10-002, item 88.

Item 2240-3 is superseded by N1-095-10-002, item 89.

Item 2250 is superseded by N1-095-10-004, item 156.

Item 2250-1 is superseded by N1-095-10-006, item 29.

Item 2250-2 is superseded by N1-095-10-002, item 91.

Item 2260 is superseded by N1-095-10-004, item 157.

Item 2270 is superseded by N1-095-10-006, item 31.

Item 2310-1 is superseded by N1-095-10-002, item 96.

Item 2310 is superseded by N1-095-10-002, item 97.

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Item 2310-2 is superseded by N1-095-10-004, item 160.

Item 2320-1 is superseded by N1-095-10-002, item 98.

Item 2320 is superseded by N1-095-10-002, item 99.

Item 2330-3 is superseded by N1-095-10-002, item 100.

Item 2340 is superseded by N1-095-10-004, item 164.

Item 2340-1 is superseded by N1-095-10-004, item 165.

Item 2350-1 is superseded by N1-095-10-004, item 168.

Item 2350-2 is superseded by N1-095-10-002, item 101.

Item 2350-3 is superseded by N1-095-10-002, item 102.

Item 2350-4 is superseded by N1-095-10-002, item 103.

Item 2360 is superseded by N1-095-10-004, item 169.

Item 2360-1 is superseded by N1-095-10-006, item 32.

Item 2360-2 is superseded by N1-095-10-004, item 172.

Item 2360-3 is superseded by N1-095-10-004, item 170.

Item 2360-4 is superseded by N1-095-10-004, item 171.

Item 2360-5 is superseded by N1-095-10-004, item 173.

Item 2360-6 is superseded by N1-095-10-004, item 174.

Item 2370 is superseded by N1-095-10-002, item 104.

Item 2380 is superseded by N1-095-10-002, item 105.

Item 2380-1 is superseded by N1-095-10-004, item 175.

Item 2400 is superseded by N1-095-10-004, item 179.

Item 2400 is superseded by N1-095-10-002, item 106.

Item 2400-1 is superseded by N1-095-10-006, item 33.

Item 2410 and 2410-1 is superseded by N1-095-10-002, item 107.

Item 2410 is superseded by N1-095-10-002, item 108.

Item 2430-2-3 and 2430-3 is superseded by N1-095-10-004, item 188.

Item 2430-2 is superseded by N1-095-10-004, item 189.

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Item 2430-2-1 is superseded by N1-095-10-004, item 190.

Item 2430-2-2 is superseded by N1-095-10-004, item 191.

Item 2430-1 is superseded by N1-095-10-004, item 192.

Item 2430-3 and 2430-4 is superseded by N1-095-10-004, item 193.

Item 2430-5 is superseded by N1-095-10-004, item 194.

Item 2440 is superseded by N1-095-10-004, item 195.

Item 2440-1 is superseded by N1-095-10-004, item 196.

Item 2440-2 is superseded by N1-095-10-004, item 198.

Item 2440-3 is superseded by N1-095-10-004, item 197.

Item 2400-4 is superseded by N1-095-10-006, item 34.

Item 2420-5 is superseded by N1-095-10-006, item 36.

Item 2430 is superseded by N1-095-10-006, items 37 and 38.

Item 2430-2-3 is superseded by N1-095-10-006, item 39.

Item 2440-4 is superseded by N1-095-10-004, item 199.

Item 2450 is superseded by N1-095-10-006, items 40 and 41.

Item 2450-1 is superseded by N1-095-10-004, item 201.

Item 2450-2 is superseded by N1-095-10-004, item 200.

Item 2450-3 is superseded by N1-095-10-004, item 202.

Item 2450-4 is superseded by N1-095-10-004, item 203.

Item 2460 is superseded by N1-095-10-004, item 204.

Item 2460-1 is superseded by N1-095-10-004, item 205.

Item 2460-2 is superseded by N1-095-10-002, item 109.

Item 2470-1 is superseded by N1-095-10-006, item 42.

Item 2480 is superseded by N1-095-10-002, item 110.

Item 2500 is superseded by N1-095-10-002, item 111.

Item 2510 is superseded by N1-095-10-004, item 216.

Item 2510-1 is superseded by N1-095-10-004, item 217.

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Item 2510-3 is superseded by N1-095-10-002, item 112.

Item 2520 is superseded by N1-095-10-004, item 218.

Item 2520-3 is superseded by N1-095-10-004, item 219.

Item 2530 is superseded by N1-095-10-004, item 226.

Item 2540-2c is superseded by N1-095-10-006, item 44.

Item 2540-1-2 is superseded by N1-095-10-002, item 114.

Item 2540-2a, 2540-2b, and 2540-2 are superseded by N1-095-10-002, item 113.

Item 2550 is superseded by N1-095-10-004, item 233.

Item 2550-1 is superseded by N1-095-10-006, item 50.

Item 2550-1 and 2550-2 is superseded by N1-095-10-006, item 49.

Item 2600 is superseded by N1-095-10-006, item 51.

Item 2610 is superseded by N1-095-10-004, item 234.

Item 2620 is superseded by N1-095-10-004, item 235.

Item 2620-1 is superseded by N1-095-10-006, item 52.

Item 2620-3 is superseded by N1-095-10-004, item 238.

Item 2630 is superseded by N1-095-10-006, item 53.

Item 2630-1 is superseded by N1-095-10-004, item 239.

Item 2630-3 is superseded by N1-095-10-006, item 54.

Item 2640 is superseded by N1-095-10-004, item 240.

Item 2640-1 is superseded by N1-095-10-004, item 241.

Item 2650 is superseded by N1-095-10-006, item 55.

Item 2650-1 is superseded by N1-095-10-004, item 242.

Item 2660 is superseded by N1-095-10-004, item 243.

Item 2660-1 is superseded by N1-095-10-006, item 57.

Item 2670 is superseded by N1-095-10-004, item 244.

Item 2670-2 is superseded by N1-095-10-002, item 115.

Item 2670-3 is superseded by N1-095-10-002, item 116.

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Item 2670-4 is superseded by N1-095-10-004, item 245.
Item 2670-5 is superseded by N1-095-10-004, item 246.
Item 2670-6 is superseded by N1-095-10-002, item 117.
Item 2680 is superseded by N1-095-10-002, item 118.
Item 2700 is superseded by N1-095-10-002, item 119.
Item 2710 is superseded by N1-095-10-002, item 120.
Item 2710-1 is superseded by N1-095-10-006, item 58.
Item 2720 is superseded by N1-095-10-002, item 121.
Item 2720-1 is superseded by N1-095-10-004, item 247.
Item 2720-2 is superseded by N1-095-10-002, item 123.
Item 2720-2-1 is superseded by N1-095-10-002, item 122.
Item 2720-3 is superseded by N1-095-10-004, item 250.
Item 2730-2 is superseded by N1-095-10-002, item 124.
Item 2760-1 is superseded by N1-095-10-002, item 125.
Item 2760-2 is superseded by N1-095-10-002, item 126.
Item 2760 is superseded by N1-095-10-004, item 258.
Item 2770 is superseded by N1-095-10-004, item 259.
Item 2780 is superseded by N1-095-10-002, item 128.
Item 2790 is superseded by N1-095-10-002, item 129.
Item 2800 is superseded by N1-095-10-002, item 130.
Item 2810 is superseded by N1-095-10-002, item 131.
Item 2810-1 is superseded by N1-095-10-002, item 132.
Item 2810-2 is superseded by N1-095-10-002, item 133.
Item 2810-3 is superseded by N1-095-10-002, item 134.
Item 2810-4 is superseded by N1-095-10-002, item 135.
Item 2820 is superseded by N1-095-10-006, item 59.
Item 2830 is superseded by N1-095-10-006, item 60.

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Item 2830 and 2830-2 are superseded by N1-095-10-002, item 137.

Item 2850 is superseded by N1-095-10-006, item 61.

Item 2850-1 is superseded by N1-095-10-004, item 265.

Item 2880 is superseded by N1-095-10-004, item 266.

Item 2880-2 is superseded by N1-095-10-004, item 267.

Item 3000-1 is superseded by N1-095-10-002, item 138.

Item 3000-3 is superseded by N1-095-10-002, item 140.

Item 3110 is superseded by N1-095-10-006, item 63.

Item 3110-1 is superseded by N1-095-10-002, item 142.

Item 3110-2 is superseded by N1-095-10-002, item 143.

Item 3110-2 is superseded by N1-095-95-001, item 1.

Item 3110-3 is superseded by N1-095-10-002, item 144.

Item 3120 is superseded by N1-095-10-004, item 274.

Item 3130 is superseded by N1-095-10-004, item 275.

Item 3150 is superseded by N1-095-10-004, item 278.

Item 3170 is superseded by N1-095-10-004, item 279.

Item 3170-1 is superseded by N1-095-10-004, item 280.

Item 3220-2-1 is superseded by N1-095-10-004, item 291.

Item 3220-3 is superseded by N1-095-10-004, item 293.

Item 3230 is superseded by N1-095-10-004, item 295.

Item 3240 is superseded by N1-095-10-004, item 296.

Item 3250 is superseded by N1-095-10-004, item 297.

Item 3260 is superseded by N1-095-10-004, item 298.

Item 3300 is superseded by N1-095-10-002, item 145.

Item 3310 is superseded by N1-095-10-002, item 146.

Item 3320-1 is superseded by N1-095-10-002, item 147.

Item 3320 is superseded by N1-095-10-002, item 148.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 3350 is superseded by N1-095-10-002, item 149.

Item 3400 is superseded by N1-095-10-002, item 150.

Item 3410 is superseded by N1-095-10-004, item 299.

Item 3420 is superseded by N1-095-10-004, item 300.

Item 3430 is superseded by N1-095-10-004, item 301.

Item 3440 is superseded by N1-095-10-004, item 302.

Item 3450 is superseded by N1-095-10-004, item 303.

Item 3450-1 is superseded by N1-095-10-002, item 151.

Item 3450-1-1 is superseded by N1-095-10-002, item 152.

Item 3450-1-2 is superseded by N1-095-10-002, item 153.

Item 3500 is superseded by N1-095-10-002, item 154.

Item 3510 is superseded by N1-095-10-004, item 304.

Item 3510-1 is superseded by N1-095-10-004, item 305.

Item 3510-2 is superseded by N1-095-10-002, item 155.

Item 3520 is superseded by N1-095-10-004, item 306.

Item 3520-1 is superseded by N1-095-10-002, item 156.

Item 3530 is superseded by N1-095-10-004, item 307.

Item 3530-1 is superseded by N1-095-10-002, item 157.

Item 3540 is superseded by N1-095-10-004, item 308.

Item 3540-1 is superseded by N1-095-10-002, item 158.

Item 3560 is superseded by N1-095-10-002, item 159.

Item 3570 is superseded by N1-095-10-004, item 309.

Item 3600 is superseded by N1-095-10-004, item 310.

Item 3620 is superseded by N1-095-10-002, item 160.

Item 3620-1 is superseded by N1-095-10-002, item 161.

Item 3620-2 is superseded by N1-095-10-006, item 65.

Item 3620-2-1 is superseded by N1-095-10-004, item 312.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

- Item 3700 is superseded by N1-095-10-004, item 313.
- Item 3710-1 is superseded by N1-095-10-010, item 11.
- Item 3900 is superseded by N1-095-10-004, item 314.
- Item 3900-1 is superseded by N1-095-10-004, item 315.
- Item 3900-2 is superseded by N1-095-10-004, item 316.
- Item 4000 is superseded by N1-095-12-004, item 2.
- Item 4000-2 is superseded by N1-095-12-001, item 1.
- Item 4060-1 is superseded by N1-095-12-002, item 1.
- Item 4060-1 is superseded by N1-095-12-004, item 3.
- Item 4060-3 is superseded by N1-095-12-004, item 4.
- Item 4060-4 is superseded by N1-095-12-002, item 2.
- Item 4060 is superseded by N1-095-12-002, item 3.
- Item 4070 is superseded by N1-095-12-004, item 5.
- Item 4080 is superseded by N1-095-12-002, item 4.
- Item 4080-1 is superseded by N1-095-12-004, item 7.
- Item 4080-2 is superseded by N1-095-12-004, item 6.
- Item 4080-3 is superseded by N1-095-12-004, item 8.
- Item 4100 is superseded by N1-095-12-004, item 9.
- Item 4110-1-2 is superseded by N1-095-12-004, item 10.
- Item 4110 is superseded by N1-095-12-004, item 11.
- Item 4110-1-1 is superseded by N1-095-12-004, item 12.
- Item 4110-2 is superseded by N1-095-12-001, item 2.
- Item 4110-1-3 is superseded by N1-095-12-001, item 3.
- Item 4200 is superseded by N1-095-12-004, item 13.
- Item 4210-1-2 is superseded by N1-095-12-004, item 14.
- Item 4210 is superseded by N1-095-12-004, item 15.
- Item 4210-1-1 is superseded by N1-095-12-004, item 16.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 4210-1-3 is superseded by N1-095-12-001, item 5.

Item 4210-2 is superseded by N1-095-12-001, item 4.

Item 4300 is superseded by N1-095-12-004, item 17.

Item 4310 is superseded by N1-095-12-004, item 19.

Item 4310-1-1 is superseded by N1-095-12-004, item 20.

Item 4310-1-2 is superseded by N1-095-12-004, item 18.

Item 4310-2 is superseded by N1-095-12-001, item 6.

Item 4310-1-3 is superseded by N1-095-12-001, item 7.

Item 4310-3 is superseded by N1-095-12-004, item 21.

Item 4310-3-1 is superseded by N1-095-12-004, item 22.

Item 4400 is superseded by N1-095-12-004, item 23.

Item 4410 is superseded by N1-095-12-004, item 25.

Item 4410-1-1 is superseded by N1-095-12-004, item 26.

Item 4410-1-2 is superseded by N1-095-12-004, item 24.

Item 4410-1-3 is superseded by N1-095-12-001, item 9.

Item 4410-2 is superseded by N1-095-12-001, item 8.

Item 4500 is superseded by N1-095-12-004, item 27.

Item 4510 is superseded by N1-095-12-004, item 29.

Item 4510-1-1 is superseded by N1-095-12-004, item 30.

Item 4510-1-2 is superseded by N1-095-12-004, item 28.

Item 4510-1-3 is superseded by N1-095-12-001, item 11.

Item 4510-2 is superseded by N1-095-12-001, item 10.

Item 4700 is superseded by N1-095-12-004, item 35.

Item 4710 is superseded by N1-095-12-004, item 37.

Item 4710-1-1 is superseded by N1-095-12-004, item 38.

Item 4710-1-2 is superseded by N1-095-12-004, item 36.

Item 4710-1-3 is superseded by N1-095-12-001, item 15.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 4710-2 is superseded by N1-095-12-001, item 14.

Items 4800 and 4810 are superseded by N1-095-12-004, item 31.

Items 4810-1 and 4810-3 are superseded by N1-095-12-004, item 33.

Item 4810-1-1 is superseded by N1-095-12-004, item 34.

Item 4810-1-2 is superseded by N1-095-12-004, item 32.

Item 4810-2 is superseded by N1-095-12-001, item 12.

Item 4810-1-3 is superseded by N1-095-12-001, item 13.

Item 4820 is superseded by N1-095-12-004, item 43.

Item 4820-1-2 is superseded by N1-095-12-004, item 44.

Item 4820-1 is superseded by N1-095-12-004, item 45.

Item 4820-1-1 is superseded by N1-095-12-004, item 46.

Item 4910-2 is superseded by N1-095-12-001, item 16.

Item 4910-1-3 is superseded by N1-095-12-001, item 17.

Item 4820-2 is superseded by N1-095-12-001, item 18.

Item 4820-1-3 is superseded by N1-095-12-001, item 19.

Item 4900 is superseded by N1-095-12-004, item 39.

Item 4910-1-2 is superseded by N1-095-12-004, item 40.

Item 4910 is superseded by N1-095-12-004, item 41.

Item 4910-1-1 is superseded by N1-095-12-004, item 42.

Item 5120 is superseded by N1-095-10-010, item 18.

Item 5120-1 is superseded by N1-095-10-010, item 17.

Item 5120-3 is superseded by N1-095-10-009, item 1.

Item 5120-3-1 is superseded by N1-095-10-010, item 16.

Item 5160 is superseded by N1-095-10-010, item 29.

Item 5170 is superseded by N1-095-10-010, item 31.

Item 5170-1 is superseded by N1-095-10-010, item 30.

Item 5300 is superseded by N1-095-10-009, item 2.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 5310 is superseded by N1-095-10-009, item 3.

Items 5320 and 5320-3 are superseded by N1-095-10-009, item 4.

Items 5320, 5320-1, 5320-2, 5320-3, 5320-4, 5320-5, and 5320-6 are superseded by N1-095-10-009, item 7.

Item 5320-1 is superseded by N1-095-10-009, item 5.

Item 5320-2 is superseded by N1-095-10-009, item 6.

Item 5340 is superseded by N1-095-10-009, item 9.

Item 5340-1 is superseded by N1-095-10-009, item 8.

Item 5350 is superseded by N1-095-10-009, item 10.

Item 5360 is superseded by N1-095-10-009, item 11.

Item 5380 is superseded by N1-095-10-009, item 13.

Item 5400 is superseded by N1-095-10-010, item 35.

Item 5400-3 is superseded by N1-095-10-010, item 36.

Item 5410 is superseded by N1-095-10-010, item 37.

Item 5430-2 is superseded by N1-095-10-010, item 43.

Item 5440-2 is superseded by N1-095-10-010, item 47.

Item 5450-1 is superseded by N1-095-10-009, item 14.

Item 5450 is superseded by N1-095-10-009, item 15.

Item 5450-2 is superseded by N1-095-10-009, item 16.

Item 5460-3 is superseded by N1-095-10-009, item 17.

Item 5470-2 is superseded by N1-095-10-009, item 18.

Item 5460-2 is superseded by N1-095-10-010, item 49.

Item 5460-4 is superseded by N1-095-10-010, item 51.

Item 5470 is superseded by N1-095-10-010, item 53.

Item 5480 is superseded by N1-095-10-010, item 54.

Item 5480-2 is superseded by N1-095-10-010, item 55.

Item 5500 is superseded by N1-095-10-009, item 19.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 5510 is superseded by N1-095-10-010, item 56.

Item 5510-2 is superseded by N1-095-10-010, item 57.

Item 5540 is superseded by N1-095-10-007, item 2.

Item 5570-1 is superseded by N1-095-10-010, item 59.

Item 5590 is superseded by N1-095-10-010, item 61.

Item 5580 is superseded by N1-095-10-009, item 20.

Item 5590 is superseded by N1-095-10-009, item 21.

Item 5710 is superseded by N1-095-10-009, item 23.

Item 5720 is superseded by N1-095-10-009, item 24.

Item 6360 is superseded by N1-095-10-010, item 67.

Item 6370-1 is superseded by N1-095-10-007, item 4.

Item 6400 is superseded by N1-095-10-010, item 68.

Item 6410-2-1 is superseded by N1-095-10-010, item 73.

Item 6410-2 and 6410-2-1 are superseded by N1-095-10-010, item 74.

Item 6410-4 is superseded by N1-095-10-010, item 69.

Item 6410-4-1 is superseded by N1-095-10-010, item 70.

Item 6410-4-2 is superseded by N1-095-10-010, item 71.

Item 6410-6 is superseded by N1-095-10-010, item 75.

Item 6410-7 is superseded by N1-095-10-010, item 72.

Item 6440-1 is superseded by N1-095-10-009, item 28.

Item 6440 is superseded by N1-095-10-010, item 80.

Item 6440-1-1 is superseded by N1-095-10-010, item 81.

Item 6440-2-1 is superseded by N1-095-10-010, item 82.

Item 6440-3 is superseded by N1-095-10-010, item 84.

Item 6440-4 is superseded by N1-095-10-010, item 83.

Item 6500 is superseded by N1-095-10-010, item 87.

Item 6500-2 is superseded by N1-095-10-009, item 29.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

- Item 6500-3 is superseded by N1-095-10-010, item 88.
- Item 6500-4-3 is superseded by N1-095-10-010, item 93.
- Item 6510 is superseded by N1-095-10-010, item 92.
- Item 6530 is superseded by N1-095-10-009, item 30.
- Item 6540 is superseded by N1-095-10-009, item 31.
- Item 6550-1 is superseded by N1-095-10-010, item 96.
- Item 6550-3 is superseded by N1-095-10-010, item 98.
- Item 6550-4-2 is superseded by N1-095-10-010, item 101.
- Item 6550-6 is superseded by N1-095-10-010, item 97.
- Item 6580 is superseded by N1-095-10-009, item 32.
- Item 6600 is superseded by N1-095-10-010, item 105.
- Item 6600-1 is superseded by N1-095-10-010, item 103.
- Item 6600-1-1 is superseded by N1-095-10-010, item 109.
- Item 6600-1-2 is superseded by N1-095-10-009, items 33 and 34.
- Item 6600-1-2 is superseded by N1-095-10-010, item 128.
- Item 6600-2 is superseded by N1-095-10-010, item 107.
- Item 6600-2 is superseded by N1-095-10-010, item 117.
- Item 6600-2-1 is superseded by N1-095-10-010, item 110.
- Item 6600-2-1 is superseded by N1-095-10-010, item 119.
- Item 6600-2-2 is superseded by N1-095-10-010, item 102.
- Item 6600-2-2 is superseded by N1-095-10-010, item 122.
- Item 6600-2-3 is superseded by N1-095-10-010, item 104.
- Item 6600-2-3 is superseded by N1-095-10-010, item 123.
- Item 6600-3 is superseded by N1-095-10-010, item 108.
- Item 6600-3-1 is superseded by N1-095-10-010, item 106.
- Item 6610 is superseded by N1-095-10-010, item 115.
- Item 6610-1 is superseded by N1-095-10-010, item 118.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 6610-1-1 is superseded by N1-095-10-010, item 112.

Item 6610-2-3 is superseded by N1-095-10-009, item 35.

Item 6610-3 is superseded by N1-095-10-010, item 113.

Item 6610-5 is superseded by N1-095-10-010, item 127.

Item 6610-5-1 is superseded by N1-095-10-010, item 125.

Item 6610-5-2 is superseded by N1-095-10-010, item 120.

Item 6610-5-6 is superseded by N1-095-10-010, item 121.

Item 6610-6-1 is superseded by N1-095-10-010, item 126.

Item 6610-6-2 is superseded by N1-095-10-010, item 111.

Item 6610-6-3 is superseded by N1-095-10-010, item 116.

Item 6610-6-4 is superseded by N1-095-10-010, item 124.

Item 6610-6-7 is superseded by N1-095-10-010, item 114.

Item 6620 is superseded by N1-095-10-010, item 131.

Item 6620-1 is superseded by N1-095-10-010, item 13

Item 6620-2 is superseded by N1-095-10-009, item 37.

Item 6620-2-1 is superseded by N1-095-10-010, item 130.

2.

Item 6620-2-2 is superseded by N1-095-10-009, item 36.

Item 6620-3 is superseded by N1-095-10-010, item 133.

Item 6620-4 is superseded by N1-095-10-010, item 129.

Item 6630 is superseded by N1-095-10-010, item 137.

Item 6630-1 is superseded by N1-095-10-010, item 138.

Item 6630-2 is superseded by N1-095-10-009, item 40.

Item 6630-3 is superseded by N1-095-10-010, item 136.

Item 6630-4 is superseded by N1-095-10-009, item 38.

Item 6630-4-1 is superseded by N1-095-10-009, item 39.

Item 6630-5 is superseded by N1-095-10-010, item 134.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 6630-6 is superseded by N1-095-10-010, item 135.

Item 6630-7 is superseded by N1-095-10-010, item 139.

Item 6720 is superseded by N1-095-10-010, item 145.

Item 6730 is superseded by N1-095-10-010, item 147.

Item 6730-1 is superseded by N1-095-10-010, item 146.

Item 7130-1 is superseded by N1-095-10-010, item 76.

Item 7130-2 is superseded by N1-095-10-010, item 78.

Item 7130-3 is superseded by N1-095-10-010, item 79.

Item 7130-5 is superseded by N1-095-10-010, item 77.

Item 7140-1-1 and 7140-1-2 are superseded by N1-095-10-009, item 46.

Item 7140-2-1 is superseded by N1-095-10-009, item 52.

Item 7140-5-1 is superseded by N1-095-10-009, item 49.

Item 7140-5-3 is superseded by N1-095-10-009, item 48.

Item 7140-5-4 is superseded by N1-095-10-009, item 51.

Item 7140-5-7 is superseded by N1-095-10-009, item 50.

Item 7150-1 is superseded by N1-095-10-007, item 8.

Item 7180 is superseded by N1-095-10-009, item 55.

Item 7310-2 is superseded by N1-095-10-009, item 56.

Item 7310-1 is superseded by N1-095-10-009, item 57.

Item 7320-1 is superseded by N1-095-10-009, item 58.

Item 7400a&b are superseded by N1-095-10-009, item 59.

Item 7400-1 is superseded by N1-095-10-009, item 60.

Item 7420-1 is superseded by N1-095-10-009, item 65.

Item 7430-1 is superseded by N1-095-10-009, item 66.

Item 7440 is superseded by N1-095-10-009, item 67.

Item 7450 is superseded by N1-095-10-009, item 68.

Item 7490-1 is superseded by N1-095-10-009, item 72.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 7510-3 is superseded by N1-095-10-009, item 73.

Item 7510-2 is superseded by N1-095-10-009, item 74.

Item 7510-1 is superseded by N1-095-10-009, item 75.

Item 7520 is superseded by N1-095-10-009, item 76.

Item 7540 is superseded by N1-095-10-009, item 77.

Item 7570-3 is superseded by N1-095-10-009, item 78.

Items 7710, 7710-5-1, 7710-5-2, 7710-5-3, and 7710-5-4 are superseded by N1-095-10-009, item 81.

Item 7110-4 is superseded by N1-095-10-010, item 150.

Item 7110-2-1, 7110-2-2, and 7110-2-3 are superseded by N1-095-10-010, item 152.

Item 7110, 7110-1, 7110-2, 7110-3, 7110-5, 7110-5-1, 7110-5-2, 7110-5-3, 7110-5-4, 7110-5-5, and 7110-5-6 are superseded by N1-095-10-010, item 153.

Item 7130-7 is superseded by N1-095-10-010, item 162.

Item 7130-8 is superseded by N1-095-10-010, item 163.

Item 7140-4 is superseded by N1-095-10-010, item 164.

Item 7140-4-1 is superseded by N1-095-10-010, item 165.

Item 7140-1 is superseded by N1-095-10-010, item 166.

Item 7140-8 is superseded by N1-095-10-010, item 167.

Item 7140-9 is superseded by N1-095-10-010, item 168.

Item 7140-9-1 is superseded by N1-095-10-010, item 169.

Item 7140 is superseded by N1-095-10-010, item 170.

Item 7140-6 is superseded by N1-095-10-010, item 171.

Item 7140-8-1 and 7140-8-2 are superseded by N1-095-10-010, item 172.

Item 7140-3 is superseded by N1-095-10-010, item 173.

Item 7140-5 is superseded by N1-095-10-010, items 174 and 175.

Item 7140-7 is superseded by N1-095-10-010, item 176.

Item 7140-3-1 is superseded by N1-095-10-010, item 177.

Item 7140-2 is superseded by N1-095-10-010, item 178.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 7160-3 is superseded by N1-095-10-010, item 185.

Item 7170 is superseded by N1-095-10-010, item 186.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK

JOB #

N1-95-88-2

TO **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

3-18-88

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

US Department of Agriculture

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. *act*

2 MAJOR SUBDIVISION

Forest Service

3 MINOR SUBDIVISION

Information Systems Staff

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Norina G. Mosby

235-2539

8/30/88

Claudine Meeker

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

3/10/88

Mary H. Davis

Mary H. Davis

Records Management Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
 (With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

The Forest Service request approval for a comprehensive retention schedule and a single disposal authority to cover records created and maintained Service-wide under file series 1010-7730. The itemized job and item numbers and General Records Schedule references appearing next to each file designation are currently approved by the National Archives.

The last comprehensive schedule was approved under NN-166-136 on March 6, 1966. This schedule supersedes the enclosed job numbers.

RECORDS MANAGEMENT HANDBOOK

CHAPTER 40 - FILE DESIGNATIONS AND DISPOSITION

40.5 - Definitions. (See also sec. 30.5.)

1. All Offices. The term "Offices" refers to each organizational unit such as the Washington Office, Regional Office, (including Supervisor's Office, Ranger District and similar units), Stations (including Research Work Units), and Area; and subunits such as a Staff in the Washington Office or the Regional Office, or a Research Work Unit within a Station's Headquarters. The disposition instructions apply only to those organizational units and subunits responsible for maintaining documents that are records material for their program area(s), office operations, or require a response. (See section 24.5).
2. All Other Offices. When specific instructions are given to only one organizational unit (for example, the Washington Office), the remaining or "other" organizational units (Regional Office, Experiment Stations, Supervisor's Office, and Ranger District) are collectively given different instructions for disposing of the same documents. The disposition instructions apply only to those organizational units and subunits responsible for maintaining documents that are records material for their program area(s), office operations, or require a response. (See section 24.5).
3. Block. Transfer of a series of records covering a specified period of time, such as a 5-year (1980-85) or 10-year (1980-90) block.
4. Cut-Off. Termination of a file at regular intervals to facilitate continuous disposal or transfer (also called "filebreak").
5. Deleted. File designation is removed from the filing system.
6. N/A. Not applicable. Documents on the subject matter are never received or generated at that organizational level.
7. Offer to NARA When 20 Years Old. This term provides direction to the federal records centers when to offer stored records to the National Archives.
8. 1/4. A 3-month (one quarter) retention period.
9. Originating Office. The disposition instructions apply only to the unit or subunit which originates particular studies, reports, audio-visual products or other records materials.

RECORDS MANAGEMENT HANDBOOK

10. P. Stands for permanent records.

11. "See Note." Directs reader to the "Note" under the description of the file designation, giving additional instructions not addressed in the retention columns.

12. U. Unscheduled records, having no approved disposition authority, and cannot be destroyed or shipped to a Federal records center for storage unless special authority is received from the Washington Office.

13. "When Administrative Use Ceases." Time identified by office personnel when particular records are no longer needed and can be destroyed (also termed, "when local need ceases").

41 - FILE PLAN FOR FILE DESIGNATIONS AND RETENTION PERIODS.

Organize all Forest Service material according to the file plan in section 41, which provides primary, secondary, and tertiary filing levels by file designation and retention periods for records. Refer to chapters 20 and 30 for more information on filing and disposition of records.

RECORDS MANAGEMENT HANDBOOK

NL-95-873

Item #1

1010

Laws, Regulations, and Orders (Includes general correspondence notifying units of new laws, regulations, and orders; also significant correspondence such as that initiated by the Forest Service or by external agencies (Office of General Counsel, Office of Budget and Management, Department of Justice, and so forth) that interprets or clarifies new and existing laws, regulations, and orders. File written comments from OGC on specific rules initiated within the Forest Service in the 1010-2-1 Rulemaking. Also file correspondence on rules and regulations proposed by other agencies under 1010-2-2.) Establish case files as needed, and apply retention period when the file is closed.

Note: WO: Destroy records when 10 years old or no longer needed for administrative use.

This file designation was previously 1020. File records under the appropriate secondary or tertiary code in this series.

Item #2

1

Federal Register Liaison (Includes general correspondence, records related to yearend reports, instructions on the preparation of all types of Federal Register documents, and other activities carried out by the Federal Register Officer.)

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

10	5	5	3	3
----	---	---	---	---

5	N/A	N/A	N/A	N/A
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RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1010						
<i>Item #3</i>	2	10	3	3	3	3
		Regulations (Includes general correspondence related to Office of Management and Budget review of rules and departmental directives on procedures on rulemaking; correspondence not related to a specific rule proposal; suggestions for revisions of rules from the general public or field units; records related to the regulatory program and agenda.) Establish subject folders as needed.				
<i>Item #4</i>	2-1	(See Note)				
		Rulemaking (Case files on each proposed and final rule developed by Forest Service, and each review of an existing regulation. Contains file copies of all rule documents submitted to the Federal Register, background data on which the proposed and final regulation is based, analysis conducted on the rule, comments received from the public, transcripts of any meetings or hearings on the rule, and any other data considered in the promulgation of the final rule. See FSM 1013.)				
		<u>Note: Originating Staff: (Official File) Permanent.</u> Transfer closed file to the FRC in 5-year blocks. Offer to NARA when 20 years old.				
		<u>All Other Offices:</u> Duplicate records. Destroy when reference value ceases.				
<i>Item #5</i>	2-2	3	3	3	3	3
		Rules Proposed By Other Agencies (Includes Forest Service comments on rules proposed by other agencies.) Establish case files as needed, and apply the retention period when the file is closed.				

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1010

Item # 4 3 Federal Register Policy Notices (See Note)
(Includes correspondence and file copies of all Notice documents including papers showing rationale, justification, and analysis leading up to the policy submitted to the Federal Register about pending FS policies and correspondence related to OMB review of policy.) Establish case files, as needed, on proposed and final Notices. Apply retention period after case file is closed.

Note: Originating Office: Permanent.
Transfer to FRC in 5-year blocks. Offer to NARA when 20 years old.

All Other Offices: Duplicate records.
Destroy when reference value ceases.

Item # 7 3-1 Federal Register Routine Notices (Includes notices of meetings, availability of publications, notices of management decisions, and so forth.) 1 1 1 1 1

NN-166-136
Item # 2 1030 Forest Service Mission (Do not use use for material which can be classified under a specific subject.) 10 5 5 3 3

NCL-95-78-4
Item # 1 1100 Directives (Includes general correspondence.) 3 3 3 3 3

NCL-95-78-7
Item # 1 1 Record Copies (Record copy of directives issuance or amendments, interim directives and related material. Case file numerically by title and amendment numbers. Files should contain a printed copy of new or revised material and a copy of superseded material.) (See note)

Note: Originating Offices (WO Directives Section, Information Systems Staff, and field units):

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
1100-1						
<p><u>PERMANENT:</u> Transfer records to FRC 2 years after issuance. Offer records to NARA 25 years after issuance.</p> <p><u>All Other Offices</u> (WO and field units):</p> <p>Retain duplicate copy of manuscripts in office. Destroy 1 year after issuance. Do not send to FRC.</p>						
<i>NCI-95-78-7</i>	1110	3	3	3	3	3
<i>Item #2</i>	Directive System Components (Correspondence and related records on policies and responsibilities for establishment of directives and the design, maintenance, and improvement of the directive system.)					
<i>Item #3</i>	1120	3	3	3	3	3
	Directive Writing, Preparation, and Clearance (Correspondence and records relating to directive system training and directive writing techniques.)					
<i>Item #4</i>	1130	3	3	3	3	3
	Directive Distribution and Maintenance (Includes correspondence on reconciliation of distribution records and questions on policies, standards, and responsibilities.)					
	<u>Note:</u> Requests for amendments, supplements, interim directives,					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
	1130					
	or emergency directives, and changes in distribution of such items should be destroyed when filled, canceled, or superseded.					
NCI-95-83-6 Item #1	1200 Organization (Includes General Correspondence. Do not use for material which can be classified under a specific subject.)	3	3	3	3	3
Item #2	2 Special Studies and Reviews (Studies requested by Management in assessing the needs of the organization. The studies may be substantive. For example, studies that affect overall FS organization, regional, or WO organization; or are otherwise of special significance to the FS. Other studies are routine in nature. For example, a workload measurement or a study of the organization's typing pool.)			(See Note)		
<u>NOTE: ALL Offices:</u>						
<u>Significant Studies - Final Report:</u>						
<u>Permanent. Offer to NARA in 5-year blocks when 20 years old.</u>						
<u>Routine Studies: Destroy routine studies and related background papers when 3 years old.</u>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT HR
1200						
<i>NCI-95-83-6 Item # 2</i>	2-1	10	10	10	10	10
	Significant Studies (Background Papers)					
<i>NCI-95-79-2 Item # 1</i>	1220	3	3	3	3	3
	Organization and Position Management (Includes general correspondence not related to items listed below.)					
<i>NCI-95-79-2 Item # 2</i>	2	P	P	P	P	P
	Historical Organization Matters (Establishment reorganization, and abolishment of significant units and studies identified as having historical value. Cases under this designation will be selected on the basis of unique- ness, first of its kind, unusual impact. All other cases will be filed under 1220-3 described below). <u>Note:</u> Offer to NARA when 20 years old.					
<i>Item # 3</i>	3	10	10	10	3	3
	Unit Reorganization Matters (Includes organization studies, requests for reorganization, approvals, charts, functional statements, and correspondence.)					
<i>Item # 4</i>	4	P	P	P	P	P
	Organization Charts <u>Note:</u> Applicable only to responsible offices initiating the chart. Offer to NARA when 15 years old.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH ER
	1220					
<i>NCI-95-83-6 Item #3</i>	5	5	5	5	3	3
<i>NM 166-136 Item #8</i>	1230	10	10	10	3	3
<i>NCI-95-79-2 Item #5</i>	1240	3	3	3	3	3
<i>Item #6</i>	1				(See Note)	
<i>Item #7</i>	2	30	30	30	30	30

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
1240-2						
	<u>Note:</u> Applies only to office approving the location or relocation.					
<i>Item #8</i>	3 Names for Administrative Units and Related Sites and Areas (Includes markers, dedications, memorials, and structures.) <u>Note:</u> WO: and RO: Approving office will retain in the office as long as needed.			(See note)		
	<u>All Other Offices:</u> Copies are non-record material in these offices and should be destroyed when no longer needed.					
1250	Technology Transfer (Deleted. File existing records under 1320.)					
<i>NCI-95-83-6 Item #4</i>	1300 Management (Includes general correspondence pertaining to management function. Does not include material that can be filed under specific secondary subjects.)	5	5	5	3	3
<i>Item #5</i>	1310 Methods of Doing Business (Includes general correspondence; work force management and planning records and Annual Administrative Management Report.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
	1310					
<i>NCI-95-83-6 Item # 6</i>	1					
<p>OMB Circulars (Includes records pertaining to procedures for determining whether an activity should be performed in-house or by contract; AD-772, Gov/Contract Operation of Commercial/Industrial Activity Review and the backup records for A-76 review of activities.)</p> <p><u>NOTE: All Offices:</u> Destroy records when 5 years old or when subsequent internal review is completed.</p>						
	2					
<i>Item # 7</i>	2					
<p>Inventory (AD-771, Commercial/Industrial Activities and Contract Inventory. An ongoing inventory of commercial or industrial (C/I) goods and services information.)</p> <p><u>NOTE: All Offices:</u> Destroy records when OMB Circular A-76 is superseded or inventory is no longer required.</p>						
	1320					
<i>Item # 8</i>	1320	5	5	5	5	5
<p>Technology Transfer (Includes general correspondence pertaining to Service-wide Technology Transfer process.)</p>						

RECORDS MANAGEMENT HANDBOOK

1320

NOTE: Collection of historical records documenting the establishment of Technology Transfer Program created between 1972 and 1983.

WO: Permanent. Offer to NARA when 20 years old or when no longer needed for administrative use, whichever comes sooner.
All Other Offices: Not Applicable.

*NCI-95-83-6
Item #9*

- 1 Reports (Includes Annual Technology Transfer Report and Biennial Report.)

NOTE: All Offices: Destroy field reports 2 years after the report is published.

Item #9

- 2 Technology Transfer Council (Includes meeting minutes, agendas, and backup material related to activities of the Council, which is made up of Associate Deputy Chiefs who set technology transfer policies for the FS.

NOTE: WO: Permanent. Offer to NARA in 5-year blocks when 20 years old.
All Other Offices: Not Applicable.

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
5	3	3	3	3
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
	1330					
	Direction (Deleted. Also 1330-1 Reports. File any existing records under 1300 and apply retention period.)					
<i>NN166-136</i>	1340	10	5	5	3	3
Item # 20	Management Improvement Administration					
<i>GRS 1-12a(1)</i>	1					
	Employee Suggestions					
	<u>NOTE:</u> All offices destroy 2 years after approval or disapproval.					
<i>NN166-136</i>	2	5	5	5	3	3
Item # 22	Management Studies					
<i>NCI-95-82-15</i>	3	5	5	5	3	3
Item # 1	Patents (Includes general correspondence pertaining to the patent process.)					
<i>Item # 2</i>	3-1					
	Patent Case files (This file contains documentation such as (OGC-3) search and application reports from patent attorney, NTIS-303 form from the inventor and other records related to the patent process.)					
	<u>NOTE:</u> All Offices: Destroy closed case file 3 years after date of closure.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1340	4 Reports (Deleted. File existing records under 1300 and apply the retention period.)					
<i>NCI-95-76-11350</i> <i>Item #1</i>	Committees (Includes general correspondence and summary reports.)	3	3	3	3	3
<i>Item #9</i>	NOTE: Case folder all committees alphabetically by name of committee. Dispose of duplicate files maintained by committee management officer 3 years after termination of committee.					
<i>Item #2</i>	1 Statutory Committees (Records regarding committees established by Federal law. It may be an advisory committee or inter-agency committee.)			(See Note)		
	NOTE: Office or official responsible for the assembling and maintenance of reports, records, and other papers of the committee: PERMANENT - Transfer records to the records center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.					

1350-1

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER

All Other Offices (Duplicate records) Destroy 3 years after termination of the committee. If the official committee file is maintained by another agency:
All Offices (Duplicate records) Destroy 3 years after termination of the committee.

NCI-95-76-1
Item #3-4

2 Advisory Committees (Committees established or utilized by the President or a Government official. Also includes advisory committees established by the Department or Forest Service at the discretion of the Secretary.)

(See Note)

Note: See disposition instructions for 1350-2-1 and 1350-2-2 to apply retention period.

NCI-95-76-1
Item #3

2-1 National
Note: Office or official responsible for the assembling and maintenance of reports, records and other papers of the committee.
PERMANENT - Transfer records to the records center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.
All Other Offices (Duplicate records) - Destroy 3 years after termination of the committee.

(See Note)

RECORDS MANAGEMENT HANDBOOK

1350-2-1

If the official committee file is maintained by another agency:
All Offices (Duplicate records)
 - Destroy 3 years after termination of the committee.

Item #4 2-2

Regional
Note: Office or official responsible for the assembling and maintenance of reports, records, and other papers of the committee.

(See Note)

PERMANENT - Transfer records to the records center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.

All Other Offices (Duplicate records) - Destroy 3 years after termination of the committee. If the official file is maintained by another agency: All Offices (Duplicate records) - Destroy 3 years after termination of the committee.

Item #5 3

Interagency Committees
Note: The 3-year retention applies to the office or official maintaining the official

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHR
3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

1350-3

committee file. Destroy all duplicate committee files. Destroy all duplicate files when use ceases or upon termination of the committee.

*NCI-95-76-1**Item 6*

- 4 Departmental Committees
Note: The 3-year retention applies to the office or official maintaining the official committee file. Destroy all duplicate files when use ceases or upon termination of the committee.

Item 7

- 5 Agency Committees
Note: The 3-year retention applies to the office or official maintaining the official committee files. Destroy all duplicate files when use ceases or upon termination of the committee.

Item 8

- 6 Liaison Membership (FS representative on external organizations.)
Note: ALL OFFICES: Retain records in office. Destroy 6 months after assignment is completed or termination of the Committee. Destroy duplicate case files 3 years after termination of the committee.

	RETENTION PERIOD (BY FS AND ERC)				OTHER
	WO	RO & A	ES	SO	
	3	3	3	3	3
	3	3	3	3	3
			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1350						
NCI-95-79-2 Stem # 9 GRS 16-12b(2)	7 Operational Committees and Working Groups <u>Note: All OFFICES:</u> Destroy records when 3 years old or when no longer needed for reference.					(See Note)
NCI-95-83-6 Stem # 10	1360 Meetings (Includes external, In-Service, staff and public meetings. Functional activities or projects resulting from a meeting should be filed under appropriate subjects. See also 1350 and 2250.)	5	5	5	3	3
NCI-95-79-2 Stem # 10 GRS 16-4b	1370 Forms (Correspondence on the forms management program too general to be filed in a specific management study or analysis and design file described below.) Note 1370-1 deleted. File under 1370 and apply retention.	1	1	1	1	1
Stem # 11	2 Studies (Correspondence, reports and other documents related to specific form improvement, forms reduction or similar study or projects.)	5	5	5	3	3
Stem # 12 GRS 16-4(a)	3 Analysis and Design (Correspondence and other documents related to the design, analysis, printing, storage and distribution of a specific form, including the record copy of each version of the form). <u>Note:</u> This designation is applicable only to the office responsible for the design and management of the form.	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

Item #14 1380 Reports Management (Correspondence related to the management of the reports program but too general to be filed in a specific project or analysis file.) 1 1 1 1 1

1 Reports (Including only management narrative and statistical reports. Folder alphabetically by type of report. All other reports will be filed under appropriate subjects.) (See Note)
Note: Storage of Statistics: Statistics serving management as a continuing reference are to be kept in a Reference Material File.

Item #15 2 Projects (Correspondence, reports, and other documents related to specific report improvement, reports review or similar study or project.) 5 5 5 3 3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	Other
	1380					
<i>Item #16</i>	3		3	3	3	3
<i>NCI-95-79-2 Item #13</i>	4	3	NA	NA	NA	NA
<i>NCI-95-87-5 Item #1</i>	1390	3	3	3	3	3
<i>Item #2</i>	1				(See Note)	
<i>NN/66-136 Item #12</i>	1400	10	5	5	3	3
<i>NCI-95-79-2 Item #17</i>	1410	3	3	3	3	3

NOTE: All Offices: Destroy when 3 years old or no longer needed for administrative use, whichever comes later.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND EFC)				
		WO	RO & A	ES	SO	OTHER
1410-1						
<i>Item #18</i>	1 General Management Reviews (Formerly GII's and GRI's. Includes the review report, corrective action plan, and follow-up correspondence until action is completed and case is closed.) <u>Note:</u> Record copy is maintained only by the office making the review. Other offices with copies will retain as long as needed and then destroy.	10	10	10	10	10
<i>Item #19</i>	2 Program Reviews (Formerly GFI's. Includes the report on review of specific programs, corrective action plan, and follow-up correspondence until action is completed and case is closed.) <u>Note:</u> <u>All Offices:</u> Office making the review shall retain the record copy in files 5 years or until the next program review is conducted and then destroy. Other offices with copies will destroy when no longer needed.			(See Note)		
<i>Item #20</i>	3 Activity Reviews (Formerly LFT's. Includes the report on review of specific activities within a program, corrective action plan, and follow-up correspondence until action is completed and case is closed.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1410-3						
<u>Note: All Offices:</u> Office making the review shall retain the record copy in files 5 years or until the next activity review is conducted and then destroy. Other offices with copies shall destroy when no longer needed.						
<i>Item # 2</i>	1420	GAO Audits (Includes audit reports and related correspondence.)	5	3	3	3
<i>Item # 3</i>	1430	Internal Audits (Includes audit reports and corrective action correspondence related to specific audits. This item was formerly identified as 1450 Special Reviews.)	5	5	5	5
<i>Item # 1</i>		General Correspondence (Includes correspondence of a general nature not related to a specific audit.)	3	3	3	3
<i>NC 1-16-54-1</i>	1440	External Accounting and Auditing (Includes annual statistical and cost reports, surveys, program reviews, general correspondence and related documents concerning the audit of grants, agreements, and contracts with the Forest Service. File material relating to a specific external audit in 1440-1.)	3	3	3	3
<i>Item 1720</i>						

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1440

CLAS 25-4

- 1 External Audit Case Files (See Note)
(All material relating to a specific audit, including but not limited to, audits, action plans and reports, activity reviews, and related correspondence.)
Note: Destroy 8 years after resolution of audit findings and corrective actions.

NC-95-14-2 1450

Item #24

- Special Audits, Reviews and Investigations (Includes correspondence, reports, and documents related to investigations conducted by the Office of Investigation.) 7 7 7 7 7

NI-95-87-11

Item 1

1460

- Cooperative Forestry Assistance Reviews (Includes review schedules, general correspondence not related to a specific review.) ~~3 3 3 3 3~~

(See Note)

Item 2

- 1 Cooperative Management Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.) ~~U U U U U~~

(See Note)

Item 3

- 2 Cooperative Program Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.) ~~U U U U U~~

Note: Record copy is maintained only by the office making the review. Retain the record copy in files until the next program review is conducted, and then destroy.
All other offices: Destroy records when 5 years old.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
<i>NC-174-215</i>	1470					
<i>Item #13</i>		P	10	10	10	10
<i>NC 166-136</i>	1500					
<i>Item #16</i>		20	5	5	3	3
<i>GRS 14-3</i>	1					
		$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	1510					
<i>NC 1-95-78-1</i>		5	5	5	3	3
<i>Item #1</i>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1510						
<i>Item # 2</i>	1	10	3	3	3	3
<i>Item # 3</i>	1-1					(See Note)
<i>Item # 4</i>	2	10	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1510-2	identified as having historical or continuing value to FS.)					
<i>Item #5</i>	2-1 Legislative Program and Proposals Identified by FS as Having Historical or Continuing Value (Includes correspondence, proposals, and related records. Files will be selected on basis of significance and impact of legislation on the program. File chronologically. Remove all copies of Bills from folders before transferring records to FRC.)			(See Note)		
	<u>Note:</u> WO (Legislative Affairs Staff): <u>PERMANENT</u> - Transfer records to FRC 2 years after file is closed. Offer records to NARA 10 years after file is closed. <u>All Other Offices:</u> Not applicable.					
<i>Item #6</i>	3 Other Executive Legislative Proposals (Includes proposals prepared by other Departments which are submitted to FS for review and comment, and related correspondence.)	10	NA	NA	NA	NA

RECORDS MANAGEMENT HANDBOOK

1510

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

- | | | | | | | | |
|-------------------------------------|---|---|----|---|---|---|------------|
| <i>NY-95-78-1</i>
<i>Item #7</i> | 4 | Congressional Briefings, Oversight Hearings and Investigations (Includes correspondence, testimonies, transmittal letters, reports, and related documents.) | 10 | 5 | 5 | 3 | 3 |
| <i>Item #8</i> | 5 | Drafting Services (Includes requests for drafting service, legislative drafts and transmittal letters, and related correspondence. If the proposed legislation is subsequently introduced in the House or Senate, the records will be transferred to a case folder and filed under 1510-1 Bills.) | 10 | 3 | 3 | 3 | 3 |
| <i>Item #9</i> | 6 | Congressional Liaison (Records of contacts with Congress (individual members of the House and Senate), including committees.) | 3 | 3 | 3 | 3 | 3 |
| <i>Item #10</i> | 7 | State Legislation (Records relative to State legislative proposals, testimonies given by FS representatives, regarding FS activities, and related correspondence.) | | | | | (See Note) |

Note: All Offices: Retain records in office. Destroy when reference value ceases. Do not send to FRC.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)

WO	RO&A	ES	SO	OTHER
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1510

*NCI-95-78-1
stem #10*

Note: Maintenance and disposition of records under 1510 are handled on a calendar year basis. The disposition periods will be applied after the file is closed.

1520	Public Service Programs (Includes correspondence concerning public service programs that cannot be directly related to a specific program such as HOST. Do not use for public involvement programs, which are to be filed in 1620.)	U	U	U	U	U
------	---	---	---	---	---	---

1	HOST Program (Includes correspondence and related material concerning the public service program known as HOST.)	U	U	U	U	U
---	--	---	---	---	---	---

1530	Interdepartmental (Including AID, Interior, Commerce, Defense, Justice, U.S. Postal Service, HHS, Treasury, State, Labor, ACTION, and Federal Regional Council.)	U	U	U	3	3
------	--	---	---	---	---	---

1	Foreign Visitors (Deleted. File existing records under 1550-5-1.)					
---	---	--	--	--	--	--

Note: 1530-2 and 1530-2-1 are deleted. File existing records under 1550-1 and apply the retention period.

RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY FS AND FRC)	RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>11/166-136</i> 11/154 1540	Intradepartmental (Folder alphabetically by agency, such as AMS, FAS, OGC, OIG, and SCS.)	20	5	5	3	3
<i>11/155</i> 1550	International Organization; International Travel (General Correspondence pertaining to International Forestry activities that are too broad to file under a specific subject heading.) Establish subject folders as needed.	U	U	U	U	U
1	Bilateral Relations Between US and Other Countries (The file contains a variety of records documenting Forest Service activities with specific countries. Includes general correspondence to and from countries; trip reports; information copies of reports and evaluations from projects carried out in specific countries through cooperative agreements and memorandums of understanding; proposals and reports generated from scientific and technological	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1550-1

exchanges (i.e., PL 480) between the US and specific countries; and records that document specific activities between U.S. cooperators Forest Service and non-Forest Service employees and other countries.) Establish folders alphabetically by Region and country.

- | | | | | | | |
|---|---|---|---|---|---|---|
| 2 | Relations With International Governmental Organizations (Includes general correspondence, reports, and information copies on the activities of international governmental organizations such as the World Bank, Organization of American States (OAS), InterAmerican Development Bank and so forth; United Nations agencies and programs such as Man and the Biosphere (MAB), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Development Program (UNDP), United Nations Environment Programs (UNEP), European Economic Community (EEC), Organization for Economic Cooperation and Development (OCED), International Tropical Timber Organization (ITTO), and other agencies/statutory bodies.) Establish subject folders by UN agency or statutory body, or major project as needed. | U | U | U | U | U |
|---|---|---|---|---|---|---|

RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY ES AND ERC)				
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1550					
2-1 Food and Agriculture Organization (FAO) (File contains general correspondence, briefing books, reports, position papers, on the United States and Department of Agricultural [via Forest Service] role in the development of international forestry-related issues. The Forest Service is involved in FAO activities such as: Council, Conference, Committee of Forestry Development in the Tropics, Committee on Forestry, Study Groups, General Sessions; and Latin American, Asian, and North American Forestry Commissions. The Chief of the Forest Service, and/or selected Delegates serve on various committees and commissions to represent the United States interest in forestry activities.) Establish folders by subject matter on councils, conferences, committees, commissions, study groups, and so forth.	U	U	U	U	U
2-2 World Forestry Congress (The file consists of briefing books, reports, and numerous information copies. The World Forestry congress consists of scientists, technicians, administrators, and others interested in forestry and its allied fields. It is	U	U	U	U	U

1550

4 USDA International Programs
 (Includes general correspondence documenting the Forest Service direction with Department of Agriculture agencies that have scientific and technology exchange programs, PL 480 programs, and so forth. Examples would be Foreign Agricultural Service (FAS), Soil Conservation Service (SCS), Office of International Cooperation and Development (OICD), Extension Service, and so forth.) Establish subject folders as needed.

NOTE: File records leading up to formal agreements with USDA agencies under 1540 Intragovernmental. File record material dealing with specific countries under 1550-I Bilaterals.

5 Forest Service International Programs (Includes general correspondence related to programs of an international scope that are unique to the Forest Service.)

NN-168-123

Item #9 5-1

International Visitors and International Volunteers (Includes general correspondence related to arrangements and agendas for visitors and volunteers from other countries.)

	RETENTION PERIOD (BY FS AND ERC)				
	WO	RO & A	ES	SO	OTH
4	U	U	U	U	U
5	U	U	U	U	U
5-1	5	5	5	3	3

RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY ES AND ERC)				
	WO	RO & A	ES	SO	OTH
1550					
5-2 Forestry Support Program (Includes correspondence on the general technical support the Forest Service gives AID, other than disasters. Records related to specific activities in countries should be filed under the Bilaterals or the appropriate subject heading.)	U	U	U	U	U
5-3 International Skills File (File of foresters and natural resource specialists seeking international employment in the US and abroad. Individual files contain SF 171, biographical sketch, contact sheet, correspondence and related records. File is updated annually. International Forestry Staff provides this as a service to AID. OICD handles all the personnel functions.)	U	U	U	U	U
5-4 Disaster Assistance Support Program (Includes general correspondence related to disasters in other countries and the disaster-related assistance provided by the Forest Service through AID.)	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
<i>NW 166-136</i>	1560	20	5	5	3	3
<i>Item #56</i>	State, County, and Local Agencies (Includes relationships with soil conservation districts.)					
<i>NCI-95-85-3</i>	1570	3	3	3	3	3
<i>Item #1</i>	Appeals and Litigation (Includes general correspondence and congressional inquiries not related to a specific case.)					
<i>Item #2</i>	1 Appeals and Litigation Cases (Includes all administrative appeals filed under 36 CFR 211.18 and administrative lawsuits filed against the Forest Service. Excludes supply or construction contract appeals, see 6320; or FOIA/PA appeals, see 6270; or grazing board appeals, see 2230.)			(See Note)		

NOTE: All Offices: Destroy records 7 years after case file is closed.

RECORDS MANAGEMENT HANDBOOK

	RETENTION PERIOD (BY ES AND ERC)				
	WO	RO & A	ES	SO	OT HR
1550					
6 Relations With Non-Governmental Organizations (Includes general correspondence, reports, working papers, studies, and other related records showing Forest Service activities with international and domestic organizations interested in an exchange of scientific information concerning natural resources. These organizations are non-governmental. Examples are World Resource Institute (WRI), Institute for Environment Development (IIED), private voluntary organizations such as CARE, consulting firms, institutions such as universities, and so forth.) Establish subject folders as needed.	U	U	U	U	U
6-1 International Union of Forestry Related Research Organizations (IUFRO) (Includes general correspondence, publication ideas, research plans, scientific group meeting minutes, IUFRO Congress records and the divisional group research activities showing how IUFRO helps Federal, State and private forestry research organizations world-wide to exchange scientific information related to various disciplines.)	U	U	U	U	U

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
1570						
<i>Item # 3</i>	2 Reports (Includes a monthly report and index by fiscal year of Appeals decisions. This is a tracking system for appeals and lawsuits.)	3	3	3	3	3
<i>NC1-95-81-1580</i> <i>Item # 1</i>	Grants and Agreements (Includes general correspondence on broad grant and agreement programs, including interagency agreements memorandums of understanding, collection agreements, employment, training, and volunteer agreements, indirect cost negotiation agreements, and recommendations to external organizations on assistance program policies. Does not include correspondence that pertains to policy guidance, interpretations of law, or procedural instructions.)	10	10	10	10	10
<i>Item # 2</i>	1 Interpretations (Includes all correspondence on grants and agreements that provides direction, procedural instructions, or policy guidance.)	P	10	10	10	10
<i>Item # 3</i>	2 Grants and Agreements Case Files (Case folders filed alphabetically to be used only for grants and agreements that are too broad in nature and scope				(See Note)	

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
	1580-2					
	to be classified under specific existing subjects such as 4040-1 Cooperative Agreements, Research.) Note: Destroy 10 years after the grant or agreement has been terminated.					
	NCI-95-83-5 1590 Item # 1 also GRS 18-27	2	2	2	2	2
	Defense and Emergency Operations (General correspondence regarding disasters and emergency protection of life and property. File fire-related disaster assistance records [FEMA] under 3140-1.) NOTE: 1 Damage Surveys and Reports is deleted. File Damage Surveys under 1590-3; Reports under 1590 and apply the retention periods.)					
	NCI-95-83-5 Item # 2 GRS-18-27	2	2	2	2	2
	2 Civil Defense (Includes general correspondence and records related to Regional Emergency Staffs [RES], State Emergency Boards [SEB], and County Emergency Boards [CEB].)					
	NCI-95-83-5 Item # 3 GRS-18-28 (b)					
	2-1 Disaster Plans (Includes relocation sites, transportation, communications, order of succession and related records.)					(See Note)

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1590-2-1

NOTE: WO, RO, A, and ES: Destroy records 3 years after plan is terminated or superseded.

GR3 18-29 All Other Offices: Destroy when no longer needed.

Item #4 2-2 Identification Cards (FEMA 11-2)
(Deleted. File existing records under 1590 and apply retention period.)

Item #5 2-3 Major Disasters (Deleted. File any existing records under 1590 and apply the retention period.)

Item #6 3 Rural Fire Defense (Includes general correspondence.) 3 3 1 1 1

Item #7 4 Cooperation (Deleted. File existing records under 1580 and apply retention period.)

4-1 Memorandums of Understanding and Agreements (Deleted. Last document was issued in 1967. Destroy any existing documents upon issuance of this directive.)

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)

WO	RO&A	ES	SO	OTHER
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1590

	5	Search and Rescue (Includes general correspondence.)	8	8	NA	8	8
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Item # 8

	5-1	Cooperative Agreements (Deleted. File existing records under 1580 and apply retention period.)					
--	-----	--	--	--	--	--	--

	1600	Information Services	5	5	5	3	3
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	1	Inquiries	1/4	1/4	1/4	1/4	1/4
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	1610	Plans (Folder alphabetically by type.)	10	10	10	3	3
--	------	--	----	----	----	---	---

	1620	Public Involvement Programs (Records and general correspondence regarding public involvement programs too broad to file under a specific secondary or tertiary subject.)	5	5	5	3	3
--	------	---	---	---	---	---	---

	1	Woodsy Owl Environmental Program (Includes general correspondence on items informing the public of environmental cleanup projects and licensing program.)	3	3	3	3	3
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RECORDS MANAGEMENT HANDBOOK

NCI-95-83-10 1620

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #3</i>	1-1 Licenses and Contracts (Case folders filed alphabetically.)			(See Note)		
NOTE: All Offices: Destroy case folders 3 years after the case is closed.						
<i>Item #4</i>	3 Natural Resource and Environmental Education Program (Includes general correspondence. File in folders designated internal or external, if desired.)	3	3	3	3	3
<i>Item #5</i>	3-1 Cooperative Agreements (Including supplements, revisions, and related correspondence.)			(See Note)		
NOTE: All Offices: Destroy 3 years after case is closed.						
<i>Item #6</i>	4 Cooperative Outdoor Environmental Programs (Includes tree planting and all other outdoor programs involving cooperation with the public regarding the environment.)	3	3	3	3	3
<i>Item #7</i>	4-1 Cooperative Agreements and Memorandums of Understanding (Including supplements, revisions, and related correspondence.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1620-4-1						
NCI-95-83-10		<u>NOTE: All Offices: Destroy 3 years after case closes.</u>				
<i>Item #8</i>	5	1	1	1	1	1
		Group Contacts (Ref. USDA FS-19 Privacy Act System description. Identifies 100 key national interest groups that FS maintains contact with. Also includes planning and coordination records related to the Group Contact Program.)				
<i>Item #11</i>	5-1	3	3	3	3	3
		Cooperative Activities (Includes speeches and demonstration or "Show-me" trip information.)				
<i>Item #12</i>	6	3	3	3	3	3
		Public Participation Program (Includes general correspondence and background papers related to establishing direction and/or standards.)				
<i>Item #14</i>	6-1					(See Note)
		Planning (Includes plans and correspondence in preparation for future events.)				
		<u>NOTE: All Offices: Destroy 1 year after completion of project.</u>				
<i>Item #15</i>	6-2					(See Note)
		Public Involvement Activities and Techniques (Includes methods and activities for accomplishing public involvement.)				

RECORDS MANAGEMENT HANDBOOK

1620-6-2

NOTE: All Offices: Destroy 1 year after completion of project.

Item # 16
GRS 14-6⁶⁻³

Analysis and Evaluation of Public Response (Materials related to collection analysis and evaluation of comments from the public; for example, letters, response forms, petitions, and so forth.) Establish as case files.

(See Note)

NOTE: All Offices: Destroy 1 year after case is closed or 1 year after completion of project.

1630

Publications (Includes correspondence, clearances, and other related records.)

NCI-95-84-6
Item # 1

NCI-95-84-3
Item # 2

1 Forest Service Publications (Printed or duplicated material that is distributed to meet specific needs of the general public, other agencies and departments and cooperators as well as the needs of the agency. Arrange FS publications by number or series title, whichever applies. Refer to FSM 1631.11 for material considered publications.)

(See Note)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5

1630-1

NOTE: Originating Office:
 (Office of public affairs staff only): Permanent. Maintain a file of publications as records copies. Transfer to FRC when 1 year old or when 1 cu. ft. is accumulated. Offer to NARA when 5-years old in 5-years blocks.

All Other Offices: Destroy when no longer needed, superseded, or obsolete.

		RETENTION PERIOD (BY FRS AND FRC)				
		WO	RO & A	ES	SO	OTH
<i>NCI-95-83-10</i>	2	2	2	2	2	2
<i>Item # 19</i>						
<i>GAS 13-2</i>						
	3			(See Note)		
<i>Item # 20</i>						
<i>GAS 13-5</i>						
	4	2	2	2	2	2
<i>Item # 21</i>						
<i>GAS 13-7</i>						

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-11
Item # 1 1640

Audio-Visual (Includes general correspondence related to still photography, prints, slides, slide-tape and multi-media programs, exhibits, motion pictures, and other audio-visual type records.)

NCI-95-86-2 1
Item # 1

Still Photography (Includes official portraits and record photographs of personnel functions that provide documentation of essential transactions of the Forest Service; or contains information unique in substance, arrangement, or manner of presentation, and is unavailable in another form; or documents events of phenomena which are significant; or utilizes significant new technology and represents an advance in the state of the art. This file also includes the machine-readable database (PIC database) housed at the Fort Collins Computer Center. It serves as a finding aid for identification and retrieval of photographic data. Organize photo files using instructions in Photography Management Handbook, FSH 1609.21.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
5	5	5	3	3
			(See Note)	

1640-1

Note: Originating Office: Review local photo collection for original photo material having archival value. Submit whichever of the following is applicable or available along with documentary data to the WO, Office of Information Staff every 3 years:

- (1) original black-and-white negatives,
- (2) duplicate negatives,
- (3) color transparencies, and
- (4) color negatives.

WO: Public Affairs Office Staff: Collect original photographic material and documentary data from field units and transfer to NAL every 5 years to become part of the Permanent Image Collection.

National Agricultural Library:

A. Photo Image Collection.
Permanent. Break file every 5 years. Offer collection to NARA when 5-years old.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

1640-1

B. Machine-readable database:
 NAL provides updated microfiche copy annually to NARA or on an as needed basis, whichever is applicable. Transfer database to NARA when program is discontinued or terminated.

NCI-95-83-11 2
Item #3

Copy Image (Copy Image may be retained permanently if an original image is not available. The image or the information about the image may be retained in paper form, film form, computer data base form, or other appropriate forms.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

1640-2

NOTE: All offices: (1) If the original is unavailable: PERMANENT. Break data file every 5 years. Offer to NARA through the Washington Office when records are 10 years old or no longer needed for administrative use, whichever comes first.

(2) If original is available: Non-record material.

*Item #4
GRS 21-4*

3 Still Photos Having Limited Use (Includes photographs of limited administrative use or subject matter that is of no importance as a historic record. Does not include photos described under 1640-1, 1640-2, or 1640-4 of this schedule.)

NOTE: All offices: Destroy records when 1 year old or when no longer needed for administrative use.

*Item #5
GRS 21-4*

4 Browsing File (Includes photographic prints and slide copies which are not permanent records if their original source-image is part of the Permanent Image Collection, housed at NARA and the Forest Service.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)			
WO	RO & A	ES	SO	OTHER	
	1640-4				
	<u>NOTE: All offices:</u> Retain records in office. Destroy when no longer needed for administrative use.				
<i>NCI-95-83-11</i>					
<i>Item # 6</i>	5 Slide Sets, Filmstrips and Multi-media Programs (Includes internal personnel and administrative filmstrips, slide sets and multi-media programs that reflect the mission of the agency or document events or phenomena that are significant.)		(See Note)		
	<u>NOTE: Originating Office:</u> <u>PERMANENT.</u> Forward an original and one copy or 2 copies of each slide set, filmstrips and accompanying audio recordings or scripts to the Washington Office for offer to NARA 5 years after the program is completed.				
<i>Item #7</i>					
<i>CAS 21-3</i>	5-1 Internal Personnel and Administrative Training Filmstrips and Slide Sets (Includes photographic prints and slide sets that do not reflect the mission of the agency.)		(See Note)		
	<u>NOTE: All Offices:</u> Destroy 1 year after completion of training program.				

RECORDS MANAGEMENT HANDBOOK

					RETENTION PERIOD (BY FS AND FRC)				
			RO & A	ES	SO	O T H E R			
1640	<i>Item # 8</i>	6	Graphic Arts (Includes posters, original artwork and other graphic art records that explain, instruct, advertise, or illustrate agency programs and functions. Examples would be Smokey Bear Posters, Woodsy Owl Coloring Sheets, and original artwork of unusual or outstanding merit.)			(See Note)			
			<p><u>NOTE: Originating Office:</u> <u>PERMANENT.</u> Break file every 5 years. Offer to NARA when records are 10 years old or when no longer needed for administrative use, whichever comes first. Artwork shall be offered as follows:</p> <ol style="list-style-type: none"> 1. Posters: 2 copies 2. Original art: Original and a photographic copy if one exists. 						
	<i>GRS-21-4</i>		<u>All Other Offices:</u> Duplicates. Destroy when no longer needed.						
	<i>Item # 9</i>	7	National Films (Agency-sponsored films created for use in more than 2 Forest Service Regions with a planned life of a year or more, or a film produced in the Washington Office for			(See Note)			

RECORDS MANAGEMENT HANDBOOK

Item # 9 1640-7

national use; informational, educational, recruiting films; training films that explain agency functions or activities; research and development, fact-finding and other study films which are deemed historically significant. This file would also include stock footage, out-takes, trims created during the course of an agency-sponsored production.)

NOTE: Washington Office:

(1) Original Footage: PERMANENT.
Submit original negative or color original plus separate sound track, and an intermediate master positive, or duplicate negative plus sound track and projection print and related scripts to NARA 5 years after it's withdrawn from distribution.

(2) Stock Footage, Outtakes, and Trims: Offer immediately for deposit in the Stock Film Library, Motion Picture, Sound, and Video Branch, Special Archives Division, NARA.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)			
WO	RO & A	ES	SO	OTHER	
1640-7	<p><u>All Other Offices: Prints:</u> Offer to other Forest Service units when no longer needed for administrative use. If offer not accepted, destroy.</p>				
<i>NCI-95-83-11</i>	<p><i>Item # 10</i> 7-1 Local Agency-Sponsored Films (Motion picture films created by Regional Offices for planned use in more than 2 Forest Service regions. These films highlight a local problem, event, and so forth.)</p> <p><u>NOTE: All Offices:</u> Offer to Forest Service units when no longer needed for administrative use. If offer is not accepted, destroy.</p>		(See Note)		
<i>Item # 11</i>	<p>7-2 Miscellaneous Films (Films acquired from outside sources for personnel and management training.)</p> <p><u>NOTE: All Offices:</u> Offer to other Forest Service units when no longer needed for administrative use. If not needed, destroy.</p>		(See Note)		
<i>Item # 12</i>	<p>8 National Video Productions (Agency-Sponsored video productions created for use in more</p>		(See Note)		

RECORDS MANAGEMENT HANDBOOK

Item #12 1640-8

than two Forest Service regions with a planned life of a year or more, or a video production produced in the WO for national use. This would include television news releases and information reports; (excluding Smokey Bear and Woodsy Owl); training programs that explain agency functions or activities, and other video productions deemed historically significant.

NOTE: Washington Office:
PERMANENT. Original video production. Submit the original edited master and a duplicate copy to NARA, 5 years after it's withdrawn from production.

All Other Offices: Copies: Offer to other Forest Service units when no longer needed for administrative use. If offer not accepted, destroy.

Item #13

8-1 Local Agency-Sponsored Video Productions (Video productions created by Regional Offices for planned use in more than two Forest Service regions. These videos highlight a local problem, event, and so forth.)

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

1640-8-1

NOTE: All Offices: Offer to FS Units when no longer needed for administrative use. If offer is not accepted, destroy.

*Item # 14*⁹

National Audio Productions (Agency-sponsored audio productions created for use in more than two Forest Service Regions with a planned life of a year or more or an audio presentation produced in the WO for national use. This would include radio spots, information and public service radio programs, recruitment materials, speeches, interviews and oral history recordings; scripts and finding aids for those deemed historically significant.)

NOTE: Washington Office:
PERMANENT. Original audio production: Offer NARA the original master recording plus a duplicate tape copy or disc pressing, 5 years after it's withdrawn from distribution.

All Other Offices: Copies: Offer to FS units when no longer needed for administrative use. If offer is not accepted, destroy.

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OT HE R
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1640						
<i>Stem # 15</i>	9-1					
	Local Agency-Sponsored Audio Production (Audio productions created by Regional Offices for planned use in more than two FS Regions. These productions highlight a local problem, event, and so forth.)					
	<u>NOTE: All Offices:</u> Offer to FS units when no longer needed for administrative use. If offer is not accepted, then destroy.					
<i>NCI-95-83-10</i>	1650	3	3	3	3	3
<i>Stem # 22</i>	Press, Radio, and Television (Includes general correspondence with media on specific books, magazine articles and speeches, as well as media requests for information.) File standard inquiries under 1600-1.					
<i>Stem # 23</i>	1					
<i>GAS 14-1(b)</i>	Press Releases (Issued by FS units.)					
	<u>NOTE: Issuing Office: Permanent.</u> Offer to NARA in 5-year blocks when 10 years old.					
	<u>All Other Offices:</u> Destroy copies when 2 years old.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
NCI-95-83-10 1650						
<i>Item #24</i>	2 Clippings (Includes newspaper, magazine, and trade or technical journal clippings relative to activities or matters in which FS is concerned, and reprints of articles in non-Federal Government publications.)	2	2	2	2	2
<i>Item #25</i>	3 Radio and Television (Includes working papers and background material developed for talk shows, interviews, public service, panel discussions, news shows, and records regarding personal contacts.)	3	3	3	3	3
<i>Item #26</i> <i>GRS 14-1(a)</i>	4 Policy Speeches (Includes policy speeches and by-lined articles for the Chief, Associate Chief, and forestry-related speeches for USDA Assistant Secretary for Natural Resources and Environment; and selected policy speeches of Regional Foresters and Forest Supervisors.)					(See Note)

NOTE: WO, RO, A, and SO: Permanent. Offer to NARA in 5-year blocks when 10 years old.
All Other Offices: Destroy records when 2 years old.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
	1660					
	Interpretive Service (Deleted. File records under 2390.)					
<i>NCI-95-83-10</i>	1670	3	3	3	3	3
<i>Item #27</i>	Library (Includes correspondence and related records pertaining to library management and service functions.)					
<i>Item #28</i>	1	3	3	3	3	3
	Translations (Includes English version of material (on Forestry) originally published in some other language such as French, Spanish, Russian, and so forth.) Establish folder as needed, by kinds or request.					
<i>Item #29</i>	1680	2	2	2	2	2
	History Program (General correspondence of a routine nature, including cooperation among History coordinators.)					

RECORDS MANAGEMENT HANDBOOK

1680

Item #30 1
GRS 16-13(c)

Archival History (Includes history files such as biographies of persons of interest to the public and historical community; oral histories; Forest histories not part of official FS publications (See 1630-1); information concerning special events such as anniversaries of the FS, commemorations, dedications, and so forth; research papers and reports of historical value excluding those under 1680-3 Reports; publications such as "History Line" [in originating office only]; and other items deemed to be of historical value.) File speeches under 1650-4.

NOTE: All Offices: Permanent.
Offer to NARA in 5-year blocks when 20 years old.

Although 1680 is permanent at all office levels, material known to exist in the Washington Office should not be duplicated and archived by field offices. Nonrecord copies of important historical documents, including those with other file designations, should be filed by the history coordinator under 1680-2. (FSH 1680).

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

1680

Item #31 2 Administrative History (File consisting of working copies of duplicate records (paper and microfilm) having historical importance to the Forest Service. The original exist somewhere else in the agency. Examples are important correspondence, newspaper clippings, reports, and so forth.) See FSH 1680 for administrative history file.

NOTE: All Offices: Retain file in office. Transfer to FRC is not authorized. Destroy when administrative use ceases.

Item #32 3 Historical Report and Studies (Includes internal documents produced by the Historians for other units, such as: Legislative Affairs, Office of Information, Gray Towers National Historic Site, and Policy and Analysis. Contents address or describe historical background of policy issues, recommendations on the preservation of historical sites, and other topics of historical interests.)

GAS 16-13(c)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-10

1680-3

NOTE: WO: Permanent: Offer to NARA in 5-year blocks when 20 years old.

All Offices: (Duplicates)
Destroy when 3 years old.

		RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	O T H E R		
<i>Item # 33</i>	1690	Internal Communications (Records and correspondence too broad to file under a specific secondary subject.) File standard inquiries under 1600-1.	3	3	3	3
<i>Item # 34</i>	1	Early Warning Alert (Form 1600-13)	5	5	5	5
<i>Item # 35</i>	2	Daily News Digest (Daily summary of news items on nationwide activities, used to keep the Chief and Staff groups current on news pertaining to FS. Includes summaries of current newspaper clippings, magazine articles, or other media items.) <u>NOTE: WO:</u> Destroy when 2 years old. <u>All Other Offices:</u> Destroy when superseded or obsolete.		(See Note)		
<i>Item # 36</i>	3	Internal Newsletter (Includes Washington Office "Friday Newsletter." Covers policy and administrative needs such as: safety, training, incentive awards, or similar official subjects.)		(See Note)		

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER

1690-3

NOTE: Issuing Offices: RO, A, and ES: Permanent: Offer to NARA in 10-year blocks when 10 years old.
WO: "Friday Newsletter": Destroy when agency use ceases.
All Other Offices: (Duplicate copies): Destroy in agency when superseded or obsolete.

N1-95-87-2 4
Item #1

Chief and Staff Notes (Contains information from daily meetings held by the Chief and primary Washington Office Staff on Agency policies, activities, and issues.)

(See Note)

WO: Public Affairs Office Staff: Permanent. For records maintained electronically, print a paper copy of the Notes and place in the official files. Break file annually. Transfer to National Archives when 5 years old in 5-year blocks.

All Other Offices: Destroy when reference value ceases.

Item # 2

5 Standard Sessions (Agendas containing subject of policy, organization, training and other areas affecting the agency; including the issue, decision made, and background documents.)

(See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
1690-5						
<p>WO: Deputy for Administration: Permanent. Break file annually. Transfer to National Archives when 5 years old in 5-year blocks.</p> <p>All Other Offices: Destroy when reference value ceases.</p>						
<i>NCI-95-80-3</i>	1700	5	3	3	3	3
<i>Item #1</i>						
<i>Item #2</i>	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	1710	10	5	5	5	3
<i>Item #3</i>						
<i>Item #4</i>	1	10	10	10	10	10
<i>Item #5</i>	1720	5	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1720	wood permits, Christmas tree permits, and recreation facilities.)					
<i>Item # 6</i> 1730	Civil Rights Impacts (General correspondence not relating to any specific impact statement.)	5	3	3	3	3
<i>Item # 7</i> 1	Civil Rights Impact Statements (Case files and material relating to specific impact statement.)	15	10	10	5	5
<i>Item # 8</i> 1740	Training (Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs offered by Government agencies or non-Government institutions.) <u>NOTE:</u> All Offices - Destroy when 5 years old or when superseded or obsolete, whichever is sooner.				(See Note)	
<i>Item # 9</i> 1750	Reports (Informational Reports or miscellaneous materials from other agencies or organizations not originating within the Forest Service.)	3	2	2	2	2

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-80-3</i>						
	1750					
<i>Item #10</i>	1	10	10	10	10	10
	2	10	10	10	10	10
<i>Item #11</i>	1760					
<i>GRS 1-269</i>						
						(See Note)
<i>Item #12</i>	1	5	3	3	3	3
<i>Item #13</i>	1-1	10	5	5	3	3

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			WO	RO & A	ES	SO	O T H E R
<i>NCI-95-80-3</i>							
	1760						
<i>Item #14</i>	1-2	Hispanic Employment Program	10	5	5	3	3
<i>Item #15</i>	1-3	Native American Program	10	5	5	3	3
<i>Item #16</i>	2	Special Programs	10	5	5	3	3
<i>Item #17</i>	2-1	Upward Mobility Program	10	5	5	3	3
<i>Item #18</i>	2-2	Cooperative Education Program	10	5	5	3	3
<i>Item #19</i>	2-3	Other Special Programs (Includes employment of physically handicapped, mentally retarded.)	10	5	5	3	3
<i>Item #20</i>	3	Housing	10	5	5	3	3
<i>Item #21</i>	4	Complaints and Appeals (Case files of complaints and appeals with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings.)	15	5	5	3	3
<i>Item #22</i>	1770	Federal Financial Assistance Program (General correspondence relating to issues not specifically listed below.)	5	3	3	3	3
<i>Item #23</i>	1	Programs Covered by Title VI (Set up case folders for individual programs as needed.)	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
NCI-95-80-3						
1770						
Item #24	2	10	10	10	5	5
Assurances (Case files consisting of correspondence, agreements, plans, and related records.)						
Item #25	3	10	10	10	10	5
Compliance Reviews (Case files consisting of reviews, background papers and correspondence relating to contractor employment practices.)						
Item #26	4	10	10	10	5	3
Complaints (Case files of complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings.)						
Item #27	5	10	10	10	5	5
Noncompliance (Case files consisting of correspondence, noncompliance notices, reports, and related records.)						
Item #28	1780	5	5	5	3	3
Direct Programs (Includes correspondence, complaints, and reports. Set up individual case folders as needed.)						
Item #29	1	10	5	5	3	3
Minority Participation and Targets (Set up individual folders for each activity, that is, recreation, range (grazing), timber management (free use permits), and cooperative forestry						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1780-1						
<i>Item #30</i>	(minority landowners assistance.)					
1790	Minority Business Enterprise (Includes correspondence, questionnaires, and related records.)	5	3	3	3	3
<i>NO-95-86-3</i>						
1800	Human Resource Programs (Includes general correspondence related to human resource programs too broad to file elsewhere.)	3	3	3	3	3
<i>Item #1</i>						
<i>Item #2</i>	1 Inquiries (Standard replies to public inquiries and congressional inquiries that are routine acknowledgments for all HRP programs.)	1/4	1/4	1/4	1/4	1/4
<i>Item #3</i>	2 Reports (Includes form FS-1800-16, Human Resources Programs Accomplishment Report submitted by each HRP Program which contains narratives and statistics on accomplishments collected by field units and consolidated in the Washington Office, for use in the Annual Report made to Congress.)					(See Note)
<p><u>Note:</u> <u>WO:</u> <u>Permanent.</u> Transfer records to FRC when 1 cu. ft. is accumulated. Offer to NARA in 5 year blocks when the most recent records are 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>						
<i>Item #4</i>	1810 Hosted Human Resource Programs (Includes general correspondence, policy and procedural records, reports, studies, and records related to special outreach efforts for hosted human resource programs.)	3	3	3	3	3
1820	(Deleted. File any existing records under 1800 and apply the retention period.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #5</i>	1830	Volunteers Program (Includes general correspondence, policy clarifications and other records related to special outreach efforts.)				
		3	3	3	3	3
<i>Item #6</i>	1	Volunteers Records (Case files containing FS-1800-7, Agreement for Individual Volunteer Services, FS-1800-8, Agreement for Sponsored Voluntary Services, hours worked, accomplishments, training received, SF-1164, Claim for Reimbursement for Expenditures Official Business, medical records, and correspondence.)				
		(See Note)				
		<u>Note: All Offices:</u> Destroy records 3 years after case file is closed.				
<i>NCI-95-78-5</i>	7840	Youth Conservation Corps (YCC)				
		(See Below)				
<i>Item #1</i>	1	Environmental Work Learning Program (Correspondence relating to the program.)				
		3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1840						
<i>Item # 2</i>	1-1				(See Note)	
<i>Item # 3</i>	1-2				(See Note)	
<i>Item # 4</i>	2	3	3	3	3	3
<i>Item # 5</i>	3	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH R
	1840					
<i>NCI-95-78-5 Item #6</i>	3-1 Safety Plans (Includes project hazard analyses, unit safety plans; that is, rescue and emergency medical aid plans, safety plans covering specific hazards of jobs and activities.) <u>Note: SO:</u> Retain records in office. Destroy 3 years after plan is revised. <u>All Other Offices:</u> Not applicable.			(See Note)		
<i>Item #7</i>	4 Enrollee Pay (General correspondence concerning enrollee pay.)	3	3	3	3	3
<i>Item #8</i>	4-1 Enrollee Pay Records (Includes BR Forms UC-507, ASC pay printouts, advance payment vouchers, and related records. Records maintained by imprest fund cashiers for advance payment will be filed under the 6540 file designation.) <u>Note: SO:</u> (Including records transferred from YCC Camps.) Retain records in office. Destroy when 3 years old. <u>All Other Offices:</u> Copies of BRASC computer printouts.) Retain records in office. Destroy 3 months after the end of the period covered.			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1840						
<i>Item # 9</i>	5 Youth Recruitment and Selection (Includes correspondence, recruiting plans, cooperative agreements with State officials coordinating youth recruiting, and related records.)	3	3	3	3	3
<i>GRS 14/3</i>						
<i>Item # 10</i>	5-1 Inquiries on Recruiting and Selection (Routine acknowledgements and transmittals.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item # 11</i>	5-2 Applications (Recruiters file of applications and related information on applicants. Records covered under USDA-FS-30 system description.)			(See Note)		
	<u>Note: YCC State Recruiter Offices:</u> Retain records on non-selected applicants in office. Destroy by September 30 of each year. <u>All Other Offices:</u> Not applicable.					
<i>Item # 12</i>	6 Administrative Support (Correspondence and other records relative to administrative support of YCC program.)	3	3	3	3	3
<i>Item # 13</i>	6-1 Staff Training (Correspondence reports, and other records relative to staff participation in training programs.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
1840						
<i>Item # 14</i>	6-2	3	3	3	3	3
<i>NCI-95-82-20</i>	7				(See Note)	
<i>Item # 1</i>						

Program Materials (Correspondence relative to YCC program materials. Records pertaining to procurement of materials will be filed under the 6300 series.)

Enrollee Records (Includes application forms, medical history forms, copies of BR Forms UC-507, evaluation of enrollee's performance by camp staff, and accident and injury forms. Records covered under USDA-FS-27 and 29 system descriptions.)

*Note: SO: (Records transferred from YCC camps.)
List of names and addresses of enrollees. Retain list in office. Destroy when 5 years old.*

*Parental permission portion of application forms, medical history forms, and accident forms - Transfer records to FRC upon closure of program. Destroy 40 years after closure of program (July 1, 2022).
All other records - Destroy upon completion of session.
All Other Offices: Not applicable.*

RECORDS MANAGEMENT HANDBOOK

1840
 NCI-95-78-5
 Item # 16

7-1

Alternates (Application forms of alternates.)
 Note: SO: (Records transferred from YCC camps.) Destroy upon completion of session.
All Other Offices: Not applicable.

Item # 17

8

Reports (Includes annual reports submitted to the President and the Congress outlining the accomplishments of the YCC program for the previous summer, summary reports prepared by BRASC, narrative reports prepared by field units, and study reports. Arrange by name of report.)
 Note: WO: PERMANENT - Transfer records to FRC when 5 years old. Offer records to NARA when 10 years old.

Item # 18

9

Grant Program (Correspondence relative to routine operations of the program, and records pertaining to technical assistance provided to State YCC programs.)

~~Item # 19~~
 GRS 14/3

9-1

Inquiries on Grants (Routine acknowledgements and transmittals.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	
P	5	5	5	5
3	3	3	3	3
1/4	1/4	1/4	1/4	1/4

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-2 1840
Item # 1

9-2 State Grant Case File (Includes original grant application and other records required in the State grant approval and funding process.)

Note: All Offices: (Duplicate copies) Destroy when 2 years old or upon closure of the program, whichever is earlier.

The original State grant application is retained by BRASC in Salt Lake City by Interior and will be destroyed 7 years after the date of the termination of the program or when audit is completed, whichever comes first.

NCI-95-78-5
Item # 21

9-3 Audits (Includes reports, correspondence, and related records of regular and special audits of State grant projects.)

Note: All Offices: Transfer records to FRC 2 years after completion or final action, or retain records in office. Destroy 5 years after completion or final action.

Item # 22

10 Planning and Distribution of Funds (Correspondence and other records relative to the

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

NCI-95-78-5
1840-10

distribution of YCC fund by States for both Federal and State programs.)

Note: All Offices: Retain records in office. Destroy when 5 years old.

Item # 23 10-1

Plans (Fund distribution plans for projects. Case folder as needed for individual projects.)

(See Note)

Note: All Offices: Retain records in office. Destroy 5 years after plan is revised or after final action.

Item # 24

11 Interagency Agreements Interagency agreements concerning YCC, supplements and revisions to agreements, and related correspondence.

(See Note)

Note: WO: PERMANENT - Transfer records to FRC 3 years after agreement expires or terminates. Offer records to NARA 10 years after agreement expires or terminates.

All Other Offices: Retain records in office. Destroy 3 years after agreement expires or terminates.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #25</i>	1850 Job Corps Civilian Conservation Centers (General Correspondence concerning Job Corps too broad to file under a specific secondary or tertiary subject.)	3	3	3	3	3
<i>Item #26</i>	2 Job Corps (Includes survey records, establishment records, and related correspondence for individual centers. Arrange case folders alphabetically by center name and location.) <u>Note:</u> <u>WO:</u> <u>PERMANENT</u> - Transfer records to FRC 3 years after center is closed. Offer records to NARA 10 years after center is closed. <u>SO:</u> Transfer records to FRC 3 years after center is closed. Destroy 10 years after center is closed. <u>All Other Offices:</u> Not applicable.	(See Note)				
<i>Item #27</i>	3 Corpsmember Personnel (Correspondence, reports, and related records pertaining to incidents involving corpsmembers, and other records too broad to file under a specific tertiary subject.)	3	3	3	3	3
<i>Item #28</i>	3-1 Corpsmember Personnel Records (Correspondence and records relative to conduct, discipline, education, vocational training awards, assignments, and investigations and corpsmember health records.)	(See Note)				

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1850

NCI-95-77-5

Note: Job Corps centers:

a. Terminated Corpsmember: Transfer personnel records to local FRC 30 days after termination. Destroy 75 years after date of birth of corpsmember. Send copy of Transmittal and Receipt Form, SF-135 (with accession number) to the Regional Office responsible for the center.

Inquiries from corpsmembers terminated prior to November 1, 1986, will be handled by the Regional Office responsible for the center.

b. Deceased Corpsmember: Within 10 days after death, transfer entire personnel records to Department of Labor, National Health Office, Employment and Training Administration Office of Job Corps, Room N4508, Francis Perkins Building, Washington, DC 20210.

All Other Offices: Not applicable.

Stim# 29

3-2 Corpsmember Health Records
(Deleted. See 1850-3-1.)

Stim#
30

3-3 Placement (Correspondence and related records pertaining to placement of corpsmembers; for example, jobs and other training programs.)

3 3 3 3 3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)					
		WO	RO&A	ES	SO	OTHER	
1850							
<i>Item #31</i>	4	Education and Training (Correspondence and related records pertaining to education and training provided for corpsmembers, too broad to file under a specific tertiary subject.)	3	3	3	3	3
<i>Item #32</i>	4-1.	Recreation Plans (Includes center recreation plans and related correspondence.) <u>Note: All Offices:</u> Retain records in office. Destroy 3 years after plan is superseded or obsolete.					(See Note)
<i>Item #33</i>	4-2	Basic Education (Correspondence relating to individual center programs.)	3	3	3	3	3
<i>Item #34</i>	4-3	General Education Development (GED) (Correspondence relating to individual center programs.)	3	3	3	3	3
<i>Item #35</i>	4-4	Vocational Education (Correspondence relating to individual centers programs.)	3	3	3	3	3
<i>Item #36</i>	5	Clothing (General Correspondence) <u>Note:</u> File records pertaining to procurement and supply of clothing under the 6300 series. File records of clothing issued under the 6400 series.	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

1850

Item #37 6

Interagency Agreements
(Correspondence and records relative to the agreements between USDA, Department of Interior, and the Department of Labor. Includes revisions and amendments to agreement.)

Note: WO: PERMANENT - Transfer records to FRC 3 years after agreement expires or terminates. Offer records to NARA 10 years after agreement expires or terminates.
All Other Offices: Retain records in office. Destroy 3 years after agreement expires or terminates.

Item #38 7

Corpsmember Welfare Association and Management (Include correspondence, minutes of official meetings, and other related records except financial accountability. File financial accountability records under 6520.)

Note: SO and Job Corps Centers: Retain records in office. Destroy when 3 years old.
All Other Offices: Not applicable.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HER
1850						
<i>Item #39</i>	8	3	3	3	3	3
<i>Item #40</i>	8-1					
<i>Item #41</i>	8-2	5	5	5	5	5
<i>Item #42</i>	9					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
	1850					
<i>Sten # 43</i>	9-1 General Correspondence (Correspondence pertaining to facilities, too broad to file in a specific case folder.)	3	3	3	3	3
<i>Sten # 44</i>	10 Reports (Includes facility inspection reports, annual national review reports by DOL, morning report recapitulation, quarterly reports.)				(See Note)	
<u>Note: WO:</u> Transfer records to FRC when 3 years old. Destroy when 10 years old.						
<u>RO, SO, and Job Corps centers:</u> Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.						
<u>All Other Offices:</u> Not applicable.						
<i>NI-95-86-3</i>	1860 Senior Community Service Employment Program (Includes general correspondence related to policy clarifications and other records too broad to file under a subject heading.) Establish subject folders as needed.	3	3	3	3	3
<i>Sten # 7</i>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #8</i>	1	1	1	1	1	1
		Coordination and Cooperation (Includes general correspondence related to various senior programs conducted by State Governments and other organizations. Files include copies of agreements from other sponsoring organizations and sharing of quarterly progress reports.)				
<i>Item #9</i>	1-1	3	3	3	3	3
		Equitable Distribution Plans (Includes plans from States requesting enrollee slots. These are copies provided to all sponsors.)				
<i>Item #10</i>	2					(See Note)
		Recruitment and Selection (FS-1800-21B Application for the program.)				
		<u>Note. All Offices:</u> Destroy when no longer needed or when applicant is found ineligible. Applications accepted for enrollment are filed in accordance with FSM 1866.				
<i>Item #11</i>	3					(See Note)
		Enrollee Work-Site Records (Includes orientation, certification, safety training documentation, training records, assessment and plans, transition to unsubsidized employment, follow-up documentation after placement and other records related to the work-site (FSM 1866).)				
		<u>Note: All Offices:</u> Destroy records 3 years after separation from employment.				

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #12</i>	4	5	5	5	5	5
	Reports (Includes quarterly progress reports FS-1800-G, and narrative attachments which are required by the Department of Labor for congressional testimony on the status of the program; file also includes reporting of local project data.) Establish subject folders as needed.					
	<u>Note:</u> File financial records such as Report of Cumulative Obligations, Quarterly Report of Cumulative Contributions and so forth under 6550 Accounting and apply retention period.					
<i>Item #13</i>	4-1					(See Note)
	Enrollee by State (Includes the report on the number of enrollees by State.)					
	<u>Note:</u> <u>All Offices:</u> Destroy when no longer needed.					
<i>Item #14</i>	5					(See Note)
	Special or Experimental Projects (Includes proposals, agreement forms, correspondence, strategies and techniques, and other records related to improve unsubsidized placement for older Americans.) Establish folders by project.					
	<u>Note:</u> <u>All Offices:</u> Destroy records 3 years after termination of special project.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
1860						
<i>Item #15</i>	6	3	3	3	3	3
	Planning and Distribution of Slots (Includes correspondence relating to the capability and distribution of Senior Community Service Employment Program (SCSEP) slots. Includes local project data prepared on a yearly basis.)					
<i>Item #16</i>	7					(See Note)
	Interagency Agreement (Includes the Interagency Agreement, supplements, modifications, closeout documents, and financial status report.)					
	<u>Note:</u> <u>WO:</u> <u>Permanent.</u> Break file every 10 years and transfer to the FRC. Offer to NARA when 20 years old.					
	<u>All Other Offices:</u> Destroy 3 years after the agreement expires or terminates.					
<i>NCI 95-82-21870</i>		3	3	3	3	3
<i>Item #1</i>						
	Young Adult Conservation Corps (Includes general correspondence, subject files, memoranda, studies, reports and other records related to YACC.)					
<i>Item #2</i>	1					(See Note)
	Work Plans (Includes Project Work Plans, FS-1900-4, correspondence and related records.)					
	<u>Note:</u> <u>SO:</u> Destroy 3 years after plan is revised or no longer needed for administrative use.					
	<u>All Other Offices:</u> Not applicable.					
<i>Item #3</i>	2	3	3	3	3	3
	Safety Plans (Includes correspondence and records related to safety.) Records					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
1870-2						
	referring to serious incidents, deaths, OWCP and Tort Claims file under 6180.					
<i>Item #4</i>	3 Staff-Enrollee Living (Includes correspondence, roster and other records related to youth accountability in residential programs.) Note: <u>All Offices</u> : Destroy upon closeout of program			(See note)		
<i>Item #5</i>	4 Youth Recruitment and Selection (Includes general correspondence, with employment service and general public, inquiries from youth and request for information on the program.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #6</i>	5 Enrollee Pay (Includes general correspondence concerning enrollee pay.)	2	2	2	2	2
<i>Item #7</i>	5-1 Enrollee Pay Records (Includes copies of BRASC pay print outs, BR form UC-507 (Employment Notification) and related records.) Records maintained by imprest fund cashiers for advance payments, file under 6540-6.			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH R
1870-7						
<p><u>Note: All Offices: Destroy when 2 years old or upon close-out of the program, whichever is earlier.</u></p>						
<i>Item #10</i>	8 Reports (Includes annual reports submitted to the President and Congress highlighting accomplishments of program, study reports, narrative reports prepared by field units.) <u>Note: WO: Offer to NARA when 20 years old.</u>	P	5	5	5	5
<i>Item #11</i>	9 State Grant Program (Includes general correspondence, reports, and records related to the administration of State Grant Program.)	2	2	2	2	2
<i>Item #12</i>	9-1 State Grant Case Files (Includes SF 424 application, letter of Credit, Governor's designated rep., and other related records.) File project reports under 1410. <u>Note: All Offices: Destroy duplicate copies of State grant case files when 2 years old or upon closure of the program, whichever comes first. The original State grant application will be retained by BRASC and</u>			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
1870-9-1						
destroyed 7 years after the date of termination of the program or when audit is completed, whichever comes first.						
<i>Item #13</i>	10 Enrollee Targets (Includes correspondence and records related to enrollee targets.) <u>Note: All Offices: Destroy when 2 years old or upon close out of the program, whichever is earlier.</u>			(See Note)		
<i>Item #14</i>	11 On Board Strength Report (Includes correspondence and related records.) <u>Note: All Offices: Destroy when 2 years old or upon close out of the program, whichever is earlier.</u>			(See Note)		
<i>Item #15</i>	12 Interagency Agreements (Includes interagency agreements, YACC supplements, revisions to agreements.) <u>Note: WO: Permanent. Offer to NARA when 20 year old. All Other Offices: Destroy 3 years after agreement expires or terminates.</u>			(See Note)		

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES, AND ERC)				
	WO	RO & A	ES	SO	OTHER		
<p><i>NCI-95-81-6</i> <i>Item #1</i></p> <p>1900</p>	10	10	10	5	5		
<p>Planning (Includes correspondence and reports relating to the various planning processes at all levels in the Forest Service; and records that cannot be readily identified with one of the specific processes described in 1910 thru 1990.)</p>							
<p><i>Item #2</i> <i>GAS 14-3</i></p> <p><i>Item #3</i></p>	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$		
<p>1 Inquiries (Includes inquiries for all 1900 series.)</p>							
<p>1910 National Resource Planning (Includes general correspondence and material relating to the Nation's renewable resources and development of the Forest Service program at all levels, and not covered by a specific secondary subject.)</p>							
<p>NOTE: All Offices: If files labeled "1910" are limited to general correspondence, destroy when 5 years old.</p>							
<p>If files labeled "1910" include files described in 1910-1 through 1910-4, use the following disposition: <u>WO, RO & A, and ES: Destroy records when 25 years old.</u> <u>All Other Offices: Destroy records when 5 years old.</u></p>							
			(See Note)				

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		NO	RO & A	ES	SO	OTHER
1910						
<i>Item #4</i>	1	25	25	25	5	5
<i>Item #5</i>	2	25	25	25	5	5
<i>Item #6</i>	2-1					See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ETC)				
		WO	RO & A	ES	SO	OTHER
	1910-2-1					
	grouped by geographic locations.)					
	<u>NOTE: All Offices:</u> Destroy in agency when administrative use ceases.					
NGI-9581-6						
Item # 7	2-2 Assumptions (Includes materials relating to development of basic assumptions for assessment analysis, population projections, estimates of economic activity, analyses of alternative future relationships between basic assumptions and resource use.)	25	25	25	5	5
Item # 8	2-3 Land Inventory (Includes information and public comments.)	25	25	25	5	5
Item # 9	2-4 Recreation (Includes information and public comments.)	25	25	25	5	5
Item # 10	2-5 Wilderness (Includes information and public comments.)	25	25	25	5	5
Item # 11	2-6 Wildlife and Fish (Includes information and public comments.)	25	25	25	5	5
Item # 12	2-7 Range (Includes information and public comments.)	25	25	25	5	5

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY RS AND ERC)				
			WO	RO & A	ES	SO	O T H E R
	1910						
<i>Item #13</i>	2-8	Timber (Includes information and public comments.)	25	25	25	5	5
<i>Item #14</i>	2-9	Water (Includes information and public comments.)	25	25	25	5	5
<i>Item #15</i>	2-10	Minerals and Other Resources (Includes information and public comments. Resources include minerals, urban forestry, wetlands, air, and items not included in the renewable resource categories in 1910-2-4 thru 2-9.)	25	25	25	5	5
<i>Item #16</i>	2-11	Multiresources Interactions (Includes information and public comments related to interactions between resources as a result of management and use, and techniques for analyses of these interactions.)	25	25	25	5	5
<i>Item #17</i>	2-12	Description of Forest Service Programs (Includes information and public comments relating to the Forest Service Programs and responsibilities called for in section 3 (a) (3) of the Forest and Rangeland Renewable Resources Planning Act of 1974.)	25	25	25	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND EFC)				
		WO	RO & A	ES	SO	OTH
1910						
<i>Item #18</i>	3	25	25	25	5	5
<i>Item #19</i>	3-1				(See Note)	

The data contains information on supply, cost, productivity, environmental and social implications for a 50-year span in 5 and 10-year periods.)

RECORDS MANAGEMENT HANDBOOK

1910-3-1

NOTE: All Offices: Destroy in agency the master file, backup tape, and record copy of the user's guide when administrative use ceases.

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item # 20</i>	3-2	25	25	25	5	5
	Direction (Includes copies of directions and issues pertaining to the RPA Program development process, except for direction relating to policy issues and analysis which are included in 1910-4 and 1910-3-3.)					
<i>Item # 21</i>	3-3	25	25	25	5	5
	Analysis (Includes material specifically relating to the analysis procedures used in the RPA program development process; unit cost analysis, benefit value analysis, discount rate analysis, present net worth, physical biological, social, and other economic analysis.)					
<i>Item # 22</i>	3-4	25	25	25	5	5
	Recreation (Includes public comments, process and analysis results.)					
<i>Item # 23</i>	3-5	25	25	25	5	5
	Wilderness (Includes public comments, process and analysis results.)					

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND ERC)				
			WO	RO & A	ES	SO	OTHER
NCI-95-81-6 1910							
Item # 24	3-6	Wildlife and Fish (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 25	3-7	Range (Includes public comments process and analysis results.)	25	25	25	5	5
Item # 26	3-8	Timber (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 27	3-9	Water (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 28	3-10	Minerals (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 29	3-11	Human and Community Development (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 30	3-12	Lands (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 31	3-13	Soils (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 32	3-14	Facilities (Includes public comments, process and analysis results.)	25	25	25	5	5
Item # 33	3-15	Protection (Includes public comments, process and analysis results.)	25	25	25	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH R
1910						
<i>Item # 34</i>	4	25	25	25	5	5
Policy Issues (Includes all material and directions relating to Policy issue identification, organization, and procedures, but does not include decisions or rationale for them which is to be found within resource element files 1910-3-4 thru 1910-3-15.)						
<i>NCL-95-84-8</i>	5	P	25	25	25	25
<i>Item # 1</i>						
<i>and</i>						
<i>NCL-95-81-6</i>						
<i>Item # 25</i>						
Reports of the Forest Service (Includes President's Statement of Policy and any congressional revisions, the Annual Report of the Forest Service as required by Section 8 of the Act, published Assessment, published Report to Congress on the Nation's Renewable Resources.)						
<u>NOTE: WO: Offer to NARA when 30 years old in 10-year blocks.</u>						
<i>NCL-95-81-6</i>	6	25	25	25	5	5
<i>Item # 36</i>						
Public Involvement in Planning (Includes correspondence concerning overall public involvement activities and comments concerning RPA which do not relate to a particular resource element, program, or assessment documents specifically.)						

RECORDS MANAGEMENT HANDBOOK

1910
 NCI-95-86-8 7
 Item # 1

RPA Special Studies (Studies conducted to support the RPA Assessment or Program activities. These studies relate to supply and demand for natural resources, economic values, and other activities in support of the RPA process. The case file includes approved proposals and funding, progress reports, contracts or cooperative agreements, projects conducted to support the studies and final reports.) Establish case file by study number assigned by the Washington Office.

WO: (a) Final Report. Permanent. Offer to NARA 25 years after the casefile is closed. (b) Remaining casefile material: Destroy 25 years after the casefile is closed.

RO, A, and ES: Destroy records 25 years after case file is closed.

All Other Offices: Destroy records 5 years after case file is closed.

Unfunded proposals: All Offices: Destroy in agency when obsolete.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH R
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

*NCI-95-81-8
Item # 1* 1920

Land and Resource Management Planning (Includes general correspondence not covered by specific secondary subjects. Includes memorandums, review comments, negotiation decisions and direction for planning between national, Regional, Forest, or State levels within the FS; negotiations, inter-related planning, significant correspondence with Congress and the general public which is signed by the Chief and Deputy Chiefs.)

Item # 2 1

Regional Planning (Includes correspondence and information related to regional planning which includes communication between regions or with the National or forest levels from a given Region; or correspondence with other agencies, State and local governments, or with private individuals or interest groups. File the final regional plan and any amendments under 1920-1-2.)

NCI-95-82-17

Item # 1-1

Regional Planning Process (Includes documentation of planning process used at the Regional level, required by

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
P	P	P	10	10
10	P	P	10	10
				(See Note)

RECORDS MANAGEMENT HANDBOOK

1920-1-1

Section 6 regulations; team meeting minutes, decisions, direction from the Chief, Regional Forester, Area Director; the work plan, correspondence, 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.)

Note: A. Paper not filmed:
RO: Permanent. Offer paper records to NARA when 20 years old.

All Other Offices: Destroy paper records when 10 years old.

B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be made in accordance with the provisions of 36 CFR 1230. Destroy the original records when microforms are reviewed and found satisfactory.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

1920-1-1

C. Film: RO: Permanent.
 Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5 years blocks when 20 years old. (For example: 1982-1986 block would be offered to NARA in FY 2006.)

All Other Offices: Destroy microform records in office when 10 years old.

*NCI-95-82-17
 Item # 2 1-2*

Regional Decision Document
 (Includes EIS, final Regional Plan, amendments, and revisions.)

NOTE: A. Paper not filmed:
 RO: Permanent. Offer paper records to NARA when 20 years old.

All Other Offices: Destroy paper records when 10 years old.

B. Paper that is Filmed: If desired, a microform may be made to replace the original paper record. The microform shall be made in accordance with the provisions of 36 CFR 1230. Destroy the original paper records when microforms are reviewed and found satisfactory.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
				(See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
1920-1-2						
<p><u>C. Film: RO: Permanent.</u> Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5-year blocks when 20 years old. (For example: 1982-1986 block would be offered to NARA in FY 2006.)</p> <p><u>All Other Offices: Destroy</u> microform records in office when 10 years old.</p>						
<i>NCI-95-81-8</i> <i>Item #5</i>	1-3	10	25	25	10	10
	Monitoring and Evaluation (Includes the written procedural requirements, results of monitoring activities and evaluation of information.)					
<i>Item #6</i>	1-4	10	25	25	10	10
	Regional Planning Criteria (Includes evaluation and decision criteria and processes criteria, correspondence, and documentation records; mainly, the interdisciplinary team and the Regional Forester.)					
<i>Item #7</i>	1-5	25	25	25	25	25
	Public Comments (Includes comments from the public which must be considered in the development of plans, and correspondence documenting response and status information.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
1920						
<i>Item # 8</i>	2 National Forest Planning (Includes Correspondence and information related to forest planning including communication between RO and NF, and between WO and RO. File final National Forest Plan and any amendments under 1920-2-2.)	10	10	10	25	10
<i>NCI-95-82-172-1</i>	National Forest Planning Process (Includes planning process used at the National Forest level, required by Section 6; decisions and direction given; the work plan, correspondence; 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 as evidentiary material as potential legal or court evidence.)				(See Note)	
<i>Item # 3</i>	<p><u>Note: A. Paper not filmed: SO: Permanent. Offer paper records to NARA when 20 years old.</u></p> <p><u>All Other Offices: Destroy paper records when 10 years old.</u></p> <p><u>B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be</u></p>					

RECORDS MANAGEMENT HANDBOOK

1920-2-1

made in accordance with the provisions of 36 CFR 1230. Destroy the original paper records when microforms are reviewed and found satisfactory.

C. Film: SO: Permanent. Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5 years blocks when 20 years old (for example, 1982-1986 block would be offered to NARA in FY 2006).
All Other Offices: Destroy microform records in office when 10 years old.

NCI-95-82-17 2-2
 Stmt # 4

National Forest Decision Documents (Includes EIS, the final Forest plan, amendments and revisions.)
Note: A. Paper not Filmed: SO: Permanent. Offer paper records to NARA when 20 years old.
All Other Offices: Destroy paper records when 15 years old.
B. Paper that is Filmed: If desired, a microform may be made to replace original paper record. The microform shall be made

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTH FRC
1920-2-2						
in accordance with the provisions of 36 CFR 1230. Destroy the original paper records when microforms are reviewed and found satisfactory.						
C. <u>Film:</u> <u>SO:</u> <u>Permanent.</u> Microfilm annually or as appropriate. Transfer one silver original and one copy to FRC annually or as volume warrants. Offer to NARA in 5 years blocks when 20 years old (for example, 1982-1986 block would be offered to NARA in FY 2006). <u>All Other Offices:</u> Destroy microform record in office when 15 years old.						
NCI-95-81-8 Item # 11	2-3	10	10	10	25	10
Item # 12	2-4	10	10	10	15	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT HR
1920						
<i>Item #13</i>	2-5	25	25	25	25	25
	3					
	3-1					
	3-2					
<i>Item #17</i>	4					(See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
1920-4						
NOTE: WO & RO: PERMANENT Offer to NARA when 20 years old. All Other Offices: Destroy records when 10 years old.						
Item # 18	4-1	P	10	10	10	10
RARE II (Includes study, background data, correspondence and other records relating to the roadless area review and evaluation 1977-78. File future wilderness designation information under 1920-4.)						
Item # 19	4-2	25	25	25	25	25
Public Comments on RARE II (Includes comments and suggestion from the public concerning areas proposed for wilderness designation.)						
Item # 20	5					(See Note)
NRA Designation (Includes maps, tabular data, correspondence, and background material relating to studies for National Recreation Areas. File alphabetically by name of area. Use 2370 for management of established NRA's.)						
NOTE: WO & RO: PERMANENT. Offer to NARA when 20 years old. All Other Offices: Destroy records when 10 years old.						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
1920						
<i>Item # 21</i>	6 Wild and Scenic River Designation (Includes maps, tabular data, background information and correspondence relating to studies of potential wild, scenic, and recreational rivers. Folders alphabetically by name of river. Use 2350 for management of rivers designated in national system.)	P	P	P	10	10
<i>Item # 22</i>	7 Coastal Zone Management (Includes correspondence regarding coordination, monitoring, review, and implementation of state programs for management of coastal zones, particularly as they apply to federal activities per Coastal Zone Management Act as amended (PL-92-583.)	3	2	2	2	2
<i>Item # 23</i>	8 Special Management Areas (Includes planning information and correspondence for areas designated for special management studies; Mount St. Helen's or other special disaster areas. Excludes management records filed under subjects, such as 2800 Minerals.) <u>NOTE: WO & RO : PERMANENT.</u> Offer to NARA when 20 years old. <u>All Other Offices: Destroy records when 10 years old.</u>				(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	O T H E R
<i>NCI-95-82-12</i> <i>Item # 1</i>	1930	P	2	2	2	2
<p>Program Development and Budgeting (Includes general correspondence and material not covered by a specific secondary subject; preparation of short-term program proposals; development of budgets; and direction for the national, Region, Area, Station, and local levels. Excludes items in 6520, including allocations.)</p> <p><u>NOTE: WO:</u> Offer permanent records to NARA in 5-year blocks when 20 years old.</p>						
<i>Item # 2</i>	1	2	2	2	2	2
<p>Program Planning (Correspondence and reports documenting the development, operation, and maintenance of a program development and budgeting process; and procedures that encompass all program areas and organizational levels. Excludes instruction packages and annual budget proposals, which are filed in 1930-1-1 and 1930-1-2.)</p>						
<i>Item # 3</i>	1-1	5	5	5	5	5
<p>Program Budget Development Instructions (Includes correspondence transmitting and/or revising the final instructions and record copy of package.)</p>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OT PHEH
NCI-95-82-12 1930						
<i>Item #4</i>	1-2	WO Alternative Budget Proposals (Includes the initial budget presentation with alternatives, subsequently required alternatives in written form, and related computer generated reports.)	5	5	5	5
<i>Item #5</i>	2	Budget Presentation (Includes correspondence directly related to the budget estimates and presentation of the Forest Service budget. WO material is filed under 1930-2-1 thru 2-7.)	NA	2	2	2
<i>Item #6</i>	2-1	Department Presentation (Includes budget material requested by the Department for formal submission; backup material; spread sheets, executive summary; analysis papers; questions and answers generated after formal submission.)	3	NA	NA	NA
<i>Item #7</i>	2-2	OMB Presentation (Includes material used in the Department's formal presentation (marked-up 5's); backup material; spread sheets; executive summary; analysis papers; questions and answers generated after formal submission; and the Budget Appendix material.)	3	NA	NA	NA

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	O T H E R
1930						
<i>Item #8</i>	2-3	3	NA	NA	NA	NA
		Congressional Presentation (Includes Hearing preparation materials; capability statements; questions and answers and inserts for the record; and miscellaneous requests from the subcommittees, committees, and/or congressional members and their staffs.)				
<i>Item #9</i>	2-4	3	NA	NA	NA	NA
		Projects (Includes all files not directly associated with the Department, OMB or congressional presentation (outlay report, inflation, and receipts.)				
<i>Item #10</i>	2-5	3	NA	NA	NA	NA
		Agency and Department Estimates (Notebook prepared after "fine tuning" of final submission. Includes copy of cover letter and formal submission material.)				
<i>Item #11</i>	2-6	10	1	1	1	1
		Explanatory Notes (Final publication)				
<i>Item #12</i>	2-7		(See Note)			
		Historical Summaries (Includes "bed sheets," reports on obligations by object class, personnel summaries, and information digests.)				
		<u>NOTE: WO:</u> Destroy records in agency when administrative use ceases.				

RECORDS MANAGEMENT HANDBOOK

1930-2-7

All Other Offices: Not
Applicable.

NCI-95-843 3
Item # 1

Program Planning and Allocation Data Base (Machine-readable budget proposals and allocations on the ADVENT System. The system is designed to facilitate the development, presentation, and justification of annual agency budgets. The data contains information on costs, resource activities and outputs for the current year, budget year, and program personnel year.) These machine-readable records consist of the following computer files:

NOTE: (1) Master Projects and Definitions Files: Contain forest specific information related to total projected resource requirements for all FS projects and code definitions used by fiscal year.

WO: Permanent. WO offer the master files maintained at FCCC to NARA when 10 years old.
All Other Offices: Destroy printouts when need ceases.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	O T H E R
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

1930-3

(2) ADVENT Budget Formulations and Final Budget Allocations Files: Consist of ADVENT generated budget formulations and final budget allocation for FS on a regional level by fiscal year.

WO: Permanent. WO offer the computer budget formulation and allocation files maintained at FCCC to NARA when 10 years old. All Other Offices: Destroy printouts when need ceases.

(3) Other Reports, Update, Aggregate, Matrix Generating and Linear Programing, and Reformation Data Files

WO: Destroy computer records maintained at FCCC when 10 years old.

*NI-95-86-6
Item #1*

All Other Offices: Destroy printouts when need ceases.

1940 Annual Work Planning (Deleted. File any existing records under the appropriate file designations for 1930 and 6520 and apply retention periods.)

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH ER
<i>NCI-95-81-101950</i>	Environmental Policy and Procedures (Includes correspondence and general material relating to analysis and decisionmaking processes required by the National Environmental Policy Act of 1969, not covered by a specific secondary subject.)	10	10	10	5	5
<i>Item #15</i>						
<i>Item #16</i>	1 Project Environmental Assessment (Includes material on site-specific projects supporting project environmental assessments. Assessments are filed in project files.)	10	10	10	5	5
<i>Item #17</i>	2 Program Environmental Assessment (Includes material supporting program environmental assessments. Assessments are filed in program files.)	10	15	15	15	15
<i>Item #18</i>	3 Forest Service Environmental Impact Statement (EIS) (Includes material supporting an EIS as well as the actual Environmental Impact Statement.)				(See Note)	
NOTE: A. Paper Records: All Offices: (1) If not filmed, destroy records in agency when no longer needed for reference.(2) If						

RECORDS MANAGEMENT HANDBOOK

1950-3

filmed, destroy paper records in agency once film is verified.
 B. Film: (1) WO: PERMANENT. If records are microfilmed, it shall be in accordance with the provisions of 36 CFR 1230. Offer a silver original plus one duplicate copy to NARA in 5-year blocks when administrative use ceases.

(2) All Other Offices: Copies of Film: Destroy when no longer needed for reference.

Item #193-1

Comments (Includes correspondence related to EIS's from other government agencies, the general public, and other sources.)

Item #20 4

Other Federal Agency Environmental Impact Statements (Set up case folders as needed.)
NOTE: All Offices: Destroy when 3 years old or administrative use ceases, whichever comes later.

Item # 214-1

Statements (Includes statements for actions directly affecting NFS lands or FS, S&PF or Research programs, or where FS is a cooperating agency.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
3	3	3	3	3
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND EFC)				
		WO	RO & A	ES	SO	OTHER
1950-4-1						
<p><u>NOTE: WO:</u> Destroy when 3 years old or administrative use ceases, whichever comes later.</p> <p><u>All Other Offices:</u> Destroy when 15 years old or when administrative use ceases, whichever comes later.</p>						
NCI-95-81-16						
Item #22	4-2					
<p>Comments (Includes comments on other agency statements because of special expertise or indirect effect on FS programs.)</p> <p><u>NOTE: All Offices:</u> Destroy when 1 year old or when administrative use ceases, whichever comes later.</p>						
Item #23	5	3	3	3	3	3
<p>State Environmental Impact Statements (Set up case folders as needed.)</p>						
Item #24	1960	3	3	3	3	3
<p>Policy Analysis (Includes general correspondence and material concerning routine transactions, such as trip reports, individual letters and memoranda answering requests, and progress reports not directly related to a specific study.)</p>						

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

1960

Item # 25 1 Policy and Interpretations (Deleted.
File any existing records under 1960 and
apply the retention period.)

Item # 26 2 Case Studies (Includes reviews,
analyses and study reports, staff papers,
and any related records that analyze
current Forest Service or emerging policy
issues. Case file by year and subject
matter.)

(See Note)

Note: WO: PERMANENT. Offer to NARA in
5-year blocks when 20 years old.

All Other Offices: Destroy when 10 years
old or when no longer needed, whichever
comes sooner.

~~Item # 27~~ 1970 Economic and Social Analysis (Includes
NI-95-87-4
Item # 1 general correspondence related to
technical and procedural direction for
conducting economic and social
analysis.) Excludes economic and social
analysis casefile material which should
be filed under the appropriate file
designation for that subject. For
example, an economic and social analysis
related to an EIS is filed under 1950-3.

3 3 3 3 3

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

(See Note)

NC 1-95-87-10
Item # 1
1990 Special Plans and Studies (Case files consist of a Plan which contain the details of the research findings that will be tested for local or national application, a justification, cooperators, questions that the study will answer, the methodology, cost and funding, followup, and final report. The studies may be routine or substantive, such as studies affecting more than one region).

Note: Office Originating the Study:
Destroy study and related background papers when 10 years old.

All Other Offices: Destroy copies of studies when 5 years old.

Note: 1990-1, 1990-2 records related to Surface Environment and Mining (SEAM) are now filed under 4310.

<i>NC 1-95-87-12</i>	2060 Ecosystem, Classification, Interpretation and Application	5	5	5	5	5
	2070 Biological Diversity	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

	WO	RETENTION PERIOD (BY FS AND FRC)			
		RO&A	ES	SO	OTHER
2100 Environmental Management	U	U	U	U	U
2110 Water Quality (Deleted. File any existing records under 2530 and apply the retention period.)					
2120 Air Resource Management (Deleted. File any existing records under 2580 and apply the retention period.)					
2130 Solid Waste Management	U	U	U	U	U
2140 Integrated Pest Management (Deleted. File any existing records under 3400 and apply the retention period.)					
2150 Pesticide Use, Management and Coordination (Includes correspondence and records relating to authorities, responsibilities and definitions.)	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

2150

- 1 Pesticide Uses (Correspondence and other records relating to reviews of uses, and preparation of forms.)
- 2 Conduct of Projects (Include correspondence relating to project planning, project work plans, and project safety plans.)
- 3 Training and Certification of Applicators (Correspondence and other records relating to training and certification requirements for applicators, and training authorizations.)
- 4 Pesticide Selection, Application, and Monitoring (Correspondence and other records relating to pesticide selection, safety, formulation, registration, aerial application, ground application, posttreatment evaluation, and environmental monitoring.)
- 5 Safety in Pesticide Uses (Correspondence and other records relating to safety. Includes pesticide exposure, transportation, storage, disposal, and treatment.)

RETENTION PERIOD (BY ES AND ETC)				
WO	RO & A	ES	SO	OTHER
U	U	U	U	U
U	U	U	U	U
U	U	U	U	U
U	U	U	U	U
U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTH R
2150						
6	Pesticide Use Reports (Includes post treatment evaluation reports and reports on accidents and incidents involving pesticides.)	U	U	U	U	U
2170	Energy Management	U	U	U	U	U
<i>NCI-95-77-6 Stem #1</i>	2200 Range (General correspondence files consisting of correspondence pertaining to Range activities too broad to file under a specific file subject.)	3	3	2	2	2
<i>GRS 14/3; Stem #1</i>	1 Inquiries (Routine acknowledgments and transmittals.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>NCI-95-81-5 Stem #1 GRS 1-30b(1)</i>	2 Training (Records and correspondence relative to all facets of range management training.) <u>Note: All Offices: Destroy when 5 years old, or 5 years after completion of a specified training program.</u>				(See Note)	
<i>Stem #2</i>	3 Policy and Direction (includes correspondence relating to policy or program direction concerning range conditions, criteria for classifying grazing lands, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.)				(See Note)	

RECORDS MANAGEMENT HANDBOOK

2200

Note: WO: Permanent. Send to FRC 1 year after policy is superseded. Offer to NARA, in 5 year blocks, 25 years after policy is superseded.
All Other Offices: Retain records in office. Destroy when no longer needed.

Item # 3

2210

Range Management Planning (Correspondence of a general nature pertaining to proposed activities which may not have developed fully to create a specific case folder in the items following. File correspondence of permanent value under 2200-3)

Item # 4

1

Range Allotment Management Plans (Includes correspondence, maps and overlays, photos, trend transect records, grazing capacity estimates, tabulations, utilization records--permitted and actual use--related summary report materials and administrative studies related to range analysis; environmental assessment and decision notices; and the allotment management plan. Includes ranges from which grazing may currently be excluded and previously prepared

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTH
10	10	10	10	10
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTH R
2210-1	range analysis files. Contains all files previously designated as 2210-1, 2210-2, 2210-3, and 2220. Case file by allotment.) <u>Note: SO: Permanent.</u> Transfer to FRC 1 year after the plan is revised or superseded. Offer to NARA, in 5 year blocks, 30 years after plan is revised or superseded by new plan. <u>All Other Offices:</u> Destroy 3 years after plan has been revised or superseded.					
<i>stem #5</i> 2230	Grazing and Livestock Use Permit System (Files consisting of general correspondence and related records too broad to file under specific secondary subject. File appeals to grazing boards in pertinent case folders.)	5		5	10	5
<i>NCI-95-79-1</i> <i>stem #9</i> 1	Fees (Files consisting of general correspondence relative to standard and regulations and related discussions leading to the determination of the fee charged for grazing or crossing of livestock on National Forest lands and on other lands under Forest Service control. <u>Note: WO & RO:</u> Offer to NARA when 10 years old. <i>Transfer records to FARC when 3 years old.</i>	P	P	3	3	3

RECORDS MANAGEMENT HANDBOOK

NCI-95-815 2230
Item # 6 1-1

Item # 7

Item # 8

Fee Studies (Case files consisting of all study material collected, including working papers, statistical summaries developed, or other information used in support of fees charged. Files are arranged chronologically. Records regarding monies collected for grazing are filed under 6530.)
Note: Retention period begins after study is completed.

2. Application (Files consisting of application, supporting documents, and other supplemental information used in determining whether a permit should be issued.)
Note: SO: If application is approved, file in the appropriate case file under 2230-3. If disapproved, file records in general correspondence under 2230 and apply retention period.
All Other Offices: Not applicable.

3 Permit Case Files (Includes case files consisting of authorizing documents, supplements, amendments, correspondence, and related records. Establish files by PERMIT TYPE: Term

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
50	3	3	3	3
			(See Note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

RETENTION PERIOD				
(BY FS AND FRC)				
WO	RO & A	ES	SO	OTH

2230-3

(Grazing Agreements, Private Land), Temporary, Livestock Use, Other Permits. See FSM 2230. Arrange case file alphabetically by name of permittee.)
Note: SO: Transfer to FRC 10 years after file is closed. Destroy 75 years after file is closed. RO: (Duplicate records) Retain records in office. Transfer to FRC is not authorized. Destroy when administrative use cases.
All Other Offices: Not applicable.

NOTE: 2230-3 Cattle and Horses, 2230-4 Private Land, 2230-5 Sheep and Goats, and 2230-6 Other Permits, file designations are deleted. Refile existing records under 2230-3 Permit Case Files and apply retention period.

Item #9

3-1 Permittee Card File (Includes Form FS-2200-8, Annual Record of Permitted Use. Card documents permittee, number, and type of livestock allowed to graze, and billing for season.)
Note: SO: Retain records in office until no longer needed, then destroy. Do not send to FRC.

(See Note)

RECORDS MANAGEMENT HANDBOOK

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
10	10	10	10	10
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
3	3	3	3	3

2240 Improvements (General correspondence files consisting of correspondence too broad to file under a specific secondary.)

*NCI-95-81-5
Item # 10*

1 Structural (Correspondence and supporting documentation regarding structural improvements made to National Forest lands including items such as cattle guards, fences, gates, corrals, and water developments. File record of authorities and agreements to build such improvements under various cooperative programs between Forest Service and permittees in the appropriate permittee case folder (Under 2230-3.)

Note: Retention period applies after improvement is completed.)

*GRS 14/3
~~NCI-95-79-1-1~~
Item # 18*

1/4 Inquiries (Files consisting of general inquiries or requests for information regarding structural improvements.)

*NCI-95-79-1
Item # 19*

2 Nonstructural (Inquiries and files of a general nature, too broad to file under a specific tertiary.)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OT HR
2240						
<i>Item #20</i>	2-1	P	P	10	10	10
	Pesticides (Correspondence regarding spraying of pesticides and other treatments of woody plants, noxious farm weeds, other plants, including those of a poisonous variety, rodents, predators, insects, and diseases. Case files created when necessary and arranged alphabetically.) <u>Note: WO & RO: Offer to NARA when 10 years old.</u>					
<i>NCI-95-81-5</i>	3	10	10	10	10	10
<i>Item #11</i>	Incidents (Case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any non-structural improvements to National Forest System lands. May include statements and other supporting data and photographs.)					
<i>NCI-95-79-1</i>	2250	10	10	10	10	10
<i>Item #22</i>	Cooperation (General correspondence too broad to fit into a specific case file concerning various organizations, such as conservation organizations, the Farmer's Union, the Farm Bureau, and other recognized groups that are not specifically chartered.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2250						
<i>Item #23</i>	1	10	10	10	P	10
<i>NCI-95-81-5</i>	2	25	25	25	25	25
<i>Item #12</i>						
<i>Item #13</i>	2260	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

2260

Item #14

1

Cooperation (Files consist of correspondence and cooperative agreements between Forest Service and other State or local government agencies, permittees, or private landowners regarding maintenance of wild horses and burros. Arrange materials in case folders, by cooperators, and include documentation of joint land management plans for those properties immediately adjacent to National Forests which wild horses use as their natural range. May include cooperative agreements between Forest Service and State Livestock Boards regarding determination of ownership in cases of dispute.)

Note: WO and RO: Destroy 25 years after completion of agreement. All Other Offices: Do not send to FRC. Destroy 3 years after termination of agreement.

Item #15

2

Designated Ranges (Files consisting of correspondence and management plans concerning those lands specifically designated by the Chief of the Forest Service as having emphasis placed on horse maintenance

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

2260-2

rather than multiple use. Case files by specific area.)

Item #16 3 Management Plans (Case file by specific area containing all inventories of horses, statistical data regarding maintenance, studies, and maps. All documentation regarding use of any specific area for grazing of wild horses in conjunction with multiple use management of public lands. May include public input regarding horse maintenance.)
Note: SO: Permanent. Transfer to FRC 1 year after plan is revised or superseded. Offer to NARA, in 5 year blocks, 30 years after plan is revised or superseded.
All Other Offices: Destroy 10 years after plan has been revised or superseded.

Item #17 4 Relocation and Disposal (Files consisting of correspondence regarding adoption, relocation, and final disposal of wild horses. These plans are specifically formulated for individual ranges where overcrowding of wild horses has occurred. The animals are either placed under

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

2260-4

private maintenance or relocated to other National Forest areas. Files may also include correspondence involved in settling any disputes arising out of wild horses causing damage to private lands. Case folders by areas, as necessary).

Note: WO & RO: Destroy when 10 years old.

All Other Offices: Transfer to FRC 3 years after closed. Destroy 25 years after case is closed.

NCI-95-79-1 2270
Item # 30

Information Management and Reports (All 2200 reports, including annual grazing statistical, final study reports. Separate folders as needed by name of report. Includes one-time reports).

Note: WO: Offer to NARA after 10 years old.

Item # 31

1 Range Management Information System (Includes data pertaining to forest-range, grazing permits, annual grazing authorizations, actual grazing use, and improvements.)

Note:

WO: Offer to NARA annually.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
P		3	3	3
P		3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
	2300	U	U	U	U	U
	1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	2	U	U	U	U	U
	2310	(See Note)				
	<p>Planning and Data Management (Including plans covering campgrounds and picnic grounds, resorts, organization camps, recreation residences, swimming areas, and commercial public-service sites.)</p> <p><u>Note:</u> <u>Regional Offices only:</u> Retain 5 years. Apply retention period when the plan is superseded by a new or revised plan. (File planning reports under 2310-2 and retained permanently.) <u>All Other Offices:</u> Destroy when use ceases.</p>					
	1	(See Note)				
	<p>RIM Documents</p> <p><u>Note:</u> <u>WO (Recreation Management only):</u> Permanent retention. Records dating from 1939 will be on microfilm. Record copies of the microfilm shall be offered to the National Archives and Records Service.</p>					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES, AND EBC)				
WO	RO & A	ES	SO	O TH ER		
2310-1						
<u>All Other Offices:</u> Destroy when use ceases.						
	2	Reports	P	P	P	10 10
<i>NN166-136 Stm #32</i>	2320	Wilderness, Primitive Areas, and Wilderness Study Areas (Folder alphabetically by type and name of area.)	U	U	U	5 5
<i>NN166-136 Stm #122</i>	1	Reports	U	U	U	10 10
<i>NN166-136 Stm #123</i>	2330	Publicly Managed Recreation Opportunities (Including campgrounds, picnic grounds, boating sites, swimming sites, playground, park, sport sites, and campground fee system.)	25	25	25	5 5
<i>NN166-136 Stm #122</i>	1	Reports	U	U	U	10 10
	2340	Privately Provided Recreation Opportunities (Including winter-sports sites, avalanche control, organization-camp sites, concession sites, and recreation residence sites.)	U	U	U	U U
	2350	Trail, River, and Off-Road Vehicle Management (Including general undeveloped areas, recreation roads, recreation trails, water areas.)	U	U	U	U U

RECORDS MANAGEMENT HANDBOOK

NCI-95-81-3 2360
Item #1

Item #2

Item #3

2360 Special Interest Areas
(Includes general correspondence concerning special interest areas too broad to be filed under a specific subject. Excludes correspondence of permanent value.)
Note: Screen all files in 2360 series prior to FY 1982 for 2360-1 records.

1 Policy and Direction (Includes correspondence relating to policy or program direction, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.)
Note: WO, RO, SO: Permanent records. Send to FRC when 10 years. Offer to NARA when 20 years old.

2 Inventory Records (Includes overview reports-summaries of cultural resource information by specific areas; site inventory records-site inventory forms, photographs, site maps, descriptions, project inventory records-reports of areas inventoried, resources located, and recommendations.) Case file by site.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
P	P	3	P	3
			(See Note) in 2360-5	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)			
WO	RO & A	ES	SO	OTHER	
2360					
<i>Item #4</i>	3 Compliance Records (Includes evaluation reports-records of test excavations, studies; determination of eligibility; reports prepared for the advisory council on historical preservation, plans for mitigation.) Case file by site.		(See Note) in 2360-6		
<i>Item #5</i>	4 Data Recovery Records (Includes excavation results and findings; analysis; data forms, photographs of artifacts; records of location and description of artifacts stored in curatorial institutions.) Case file by site.		(See note) in 2360-6		
<i>Item #6</i>	5 Protection Records (Includes actions taken to protect resources; emergency removal of cultural resources.) Case file by site.		(See note) in 2360-6		
<i>Item #7</i>	6 Public Use and Enhancement Records (Includes records of use and adaptive re-use of cultural resources, including restoration and stabilization; development and interpretive projects; related publications.) Case file by site.		(See note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
2360-6						
Note: <u>RO</u> , <u>SO</u> : Retain records in office. Destroy when administrative value ceases. Do not send to FRC.						
All Other Offices: Not applicable.						
<i>NN-166-136</i>	Item # 49 2370	U	U	U	5	5
	'					
<i>Item # 119</i>	2380	U	U	U	5	5
<i>NN 166-136</i>	2390	5	5	5	5	3
<i>Item # 74</i>						
<i>Item # 75</i>	1	10	10	10	10	3
<i>Item # 31</i>	2	U	5	5	5	3

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007

Item #1

2400 Timber Management (Includes general correspondence and Congressionals of a routine nature related to timber management and other records too broad to be filed under a specific subject heading. Screen this file annually for records to go under 2400-1 Policy.)

NOTE: If desired, a microform record may be made to replace the original paper records in this series. If temporary records are microfilmed, see section 45.22. If records designated as permanent in this series are microfilmed, transfer the paper records to NARA in accordance with the approved disposition once the microfilm is verified. Retain the microfilm copies in agency. Destroy when no longer needed for administrative use.

Item #2

1 Policy (Includes correspondence relating to timber management policies, program and direction; policy signed by the Chief of the Forest Service or by the Secretary of USDA. File also includes Congressionals of a substantive nature which require more than a routine response; correspondence from the private sector organizations and individuals seeking clarification on Forest Service policy, plans, decisions in Timber Management.)

NO	RETENTION PERIOD (BY FS AND FRC)			
	RO & A	ES	SO	OTHER
3	3	3	3	3
P	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

2400-1

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER

NOTE: WO: Permanent. Break file every 5 years and transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

Item #3 2 Inquiries (Includes transmittals, acknowledgment and inquiries of a routine nature. Do not file Congressionals here.)

Item #4 3 Studies, Administrative (Case files containing correspondence, reports and other records relating to the study and development of guidelines designed to resolve a specifically identified problem.)

NOTE: ALL OFFICES: Retention period begins after the case file is closed.

Item #5 4 Special Projects (Includes general correspondence, periodic reports and other records related to special projects with broad application across timber management functions such as Heli-Stat, Cyclocrane and so forth.)

(See Note)

NOTE: WO: Permanent. Offer records to NARS when the project is completed and the records are no longer needed in the agency.

All Other Offices: Destroy records when administrative use ceases.

N1-95-86-5 2410

Item # 1

Timber Resource Management Planning (Includes correspondence related to timber management planning process; congressional and public inquiries about inventories (including surveys), land suitability and allowable sale quantity; records pertaining to the planning and establishment of sustained yield units; and other related records.) Establish subject folders as needed.

NOTE: File sustained-yield unit case files under the appropriate file designation in 2460 and apply the retention period.

Item # 2

- 1 Timber Management Plans (The Final Plan and amendments for the management of timber resources on the National Forests. These plans have a ten-year cycle. Some may pre-date 1960. Since TM plans are no longer generated this is a closed series.)

NOTE: WO, SO: Permanent. Offer all Final Plans and amendments to NARA in 1991. Do not transfer to the FRC.

All Other Offices: Destroy when superseded or obsolete.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5
				(See Note)

RECORDS MANAGEMENT HANDBOOK

NO-95-84-0007

Item #6 2420 Timber Appraisal (Includes correspondence and comments related to the policy and management of the timber appraisal program.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

Item #7 1 Appraisal Data (Includes general correspondence, other records related to all price and cost components or factors involved in the timber appraisal.)

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO & A	ES	SO	OTHER
P	5	5	5	5
10	10	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FRS AND FRC)				
		WO	RO & A	ES	SO	OT H R
2420						
<i>Item #8</i>	1-1 Studies (Includes records related to studies including index sales involving appraisal data.)	15	15	15	15	15
<i>Item #9</i>	1-2 Selling Values and Costs (Includes general correspondence and records related to developing tables, graphs, and instructions for use of selling values and production cost appraisal items.)	10	10	10	10	5
<i>Item #10</i>	1-3 Profits, Stumpage, and Base Period (Includes general correspondence and records related to the development and use of profits and risk, stumpage value and base periods and base period values appraisal items.)	10	10	10	10	5
<i>Item #11</i>	2 Price, Supply and Demand Trends (Includes data series, graphic displays, background material, historical and projected trends, general correspondence and other records dealing with market conditions/appraisal relationships.)	25	10	10	10	5
<i>Item #12</i>	3 Rate Redetermination, Damage Appraisal and Stumpage Rate Adjustment (Includes general correspondence, instructions and records related to Rate Redetermination, Damage, Comparison, Standard Price Appraisals and Stumpage Rate Adjustment.)	10	10	10	10	5

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007

2420

Item #13 4 Reports (Includes records related to the development of appraisals and appraisal reports not covered in individual timber sale case folders or under the above designations.)

Item #14 5 Appraisal Methods (Includes general correspondence and other records related to the theory and application of appraisal methods and approvals for use.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

Item #15 5-1 Studies (Includes records related to both internal and external studies of appraisals and appraisal methods.)

Item #16 2430 Commercial Timber Sales (Includes authorizations and correspondence related to policies for commercial timber sales; Congressionals related to policy interpretations and clarifications from private citizens and private sector.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

WO	RETENTION PERIOD (BY ES AND FRC)			
	RO & A	ES	SO	OTHER
3	10	3	3	3
P	15	15	15	15
25	15	15	15	15
P	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
2430						
<i>Item#17</i>	1	10	10	5	10	10
<i>Item#18</i>	2	10	10	10	5	5
<i>Item#19</i>	2-1	10	5	5	5	5
<i>Item#20</i>	2-2	10	10	10	10	5

Note: Retention period begins after case file is closed.

RECORDS MANAGEMENT HANDBOOK

NCL-95-84-0007

2430

Item #21 2-3 Small Business Programs
 (Includes the development and administration of the sale program set aside for small business. This involves 5 year recomputation of shares, protests of size class, semi-annual analysis procedures, Special Salvage Timber Sale program, and reports.)

Note: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
P	15	5	15	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2430						
<i>Item #22</i>	3	10	10	5	5	5
<i>Item #23</i>	4	10	10	5	5	5
<i>Item #24</i>	5	10	5	5	5	5
<i>Item #25</i>	2440	10	5	5	5	5
<i>Item #26</i>	1	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007

2440

Item #27 2 Measurement (Includes correspondence related to cruising and scaling and records related to the measurement systems involved in cruising, tree measurement sales, and scaling and measurement certifications.)

Item #28 3 Development (Includes correspondence and other records related to the development of marking rules, programs, scaling handbooks and procedures.)

Note: All Offices: Destroy when superseded or obsolete.

Item #29 4 Reports (Includes Check Scale and Log Accountability Reports which contain volume determination records for presale and scaling needs.)

(Note: Scale and cruise records and reports pertaining to individual timber disposal cases should be filed in appropriate 2450 or 2460 case files.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH R
3	3	3	3	3
		(See Note)		
5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #30</i>	2450	P	5	5	5	5
Sale Contracts and Permits (Includes correspondence related to policy for timber sale contracts; Congressionals related to policy interpretation, clarification and so forth.)						
NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.						
<i>Item #31</i>	1	25	25	10	10	10
Preparation and Interpretation (Correspondence related to the preparation and interpretation of Standard Contract and Permit Forms.)						
<i>Item #32</i>	2	25	25	10	10	10
Development (Correspondence related to the development of new or revised provisions, contract and permit forms.)						
<i>Item #33</i>	3	10	6	6	6	6
Timber Sale Contracts (Case files containing correspondence and records pertaining to the sale, award, and administration of individual timber sales.) Screen closed timber sale contract case file for title evidence. Transfer records to 5490-3 Land Status Title and follow retention instructions.						
Note: Retention period begins after case file is closed.						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
<p>NCI-95-84-0007 2450</p> <p>Item #34 4 Timber Sale Permits (Case files containing correspondence and records pertaining to the preparation and administration of individual permits for the sale of timber, firewood, Christmas trees, or other forest products.)</p> <p>Note: Retention period begins after the case is closed.</p>		3	3	3	3	3
<p>Item #35 2460 Uses of Timber Other Than Commercial Timber Sales (Includes general correspondence, inquiries, policy and direction related to administrative use, miscellaneous products, free use, settlement and sustained yield units.)</p>		5	3	3	3	3
<p>Item #36 1 Administrative Use, Miscellaneous Products, Free Use, Settlement (Case files containing correspondence, direction, and information by specific use as in disaster relief, free use and administration, timber settlement, timber selected and offered in exchange, sales of seized and innocent trespass materials, sales of other forest products and timber property sales.)</p> <p>Note: Retention period begins after case file is closed.</p>		10	10	6	6	6

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2460						
<i>Item #37</i>	2 Sustained-Yield Units (Case files containing general correspondence, direction, and information. Set up case folders by units.)			(See Note)		
	<u>NOTE: RO: Permanent. Offer records to NARA 5 years after case file is closed.</u>					
	<u>All Other Offices: Destroy records 5 years after the case file is closed.</u>					
<i>Item #38</i>	2470 Silvicultural Practices (Includes general correspondence related to silvicultural practices in the Forest Service and outside of the agency.)	3	3	3	3	3
	<u>NOTE: Screen this file annually for records to go under 2470-1 Policy.</u>					

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-0007
2470

Item #39 1 Policy (Includes correspondence related to policy including interpretation and implementation of National Forest Management Act (NFMA) and National Environmental Policy Act (NEPA); File also contains Congressionals of a substantive nature that address policy interpretations and clarifications from the private sector, individuals, and organizations.)

NOTE: WO: Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.

Item #40 2 Silvicultural Systems and Related Cutting Methods (Includes general correspondence related to even and unevenaged management, clearcutting, shelterwood, seed tree, thinning, selection, salvage and so forth.)

Item #41 3 Reforestation (General correspondence and reports concerning all aspects of site preparation, protection of reforestation and committees working on reforestation matters.)

	RETENTION PERIOD (BY FS AND FRC)				
	WO	RO & A	ES	SO	OTHER
	P	5	5	3	3
	10	10	5	5	5
	3	10	10	10	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
2470						
<i>Item # 42</i>	4	5	5	5	5	5
<i>Item # 43</i>	4-1			(See Note)		
<i>Item # 44</i>	5	5	5	5	5	5
<i>Item # 45</i>	5-1			(See Note)		
<i>Item # 46</i>	6	5	15	15	15	15

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)					
		WO	RO&A	ES	SO	OTHER	
<i>2470</i> <i>NCI-95-84-0007</i> <i>Item #47</i>	7	Timber Stand Improvement (Includes correspondence and reports related to release, thinning, pruning, fertilization and pesticides.)	5	15	15	15	15
<i>Item #48</i>	8	Examination and Prescriptions (Examination/Prescriptions, Stand Modeling and Stocking Levels, Training and Certification.)	10	10	10	10	10
<i>2480</i> <i>Item #49</i>		Protection of Timber Sale Areas and Timberlands (Includes general correspondence related to reduction of risks, hazards, erosion control and other silvicultural practices.)	5	5	5	5	5
	2490	Timber Management Information System	U	U	U	U	U
	1	Case Records and Reports	U	U	U	U	U
<i>NCI-95-83-8</i> <i>Item #1</i>	2500	Watershed Management (Includes general correspondence related to responsibilities, coordination with other resource management and correspondence too broad to be filed under a specific subject heading.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

2500

Note: Screen all folders in the 2500 series for significant correspondence and documentation for resource data on selected watershed case files and file under 2510-3.

GRS 14/3
Item # 2

1	Inquiries (Includes standard transmittal or reply to inquiries.)	1/4	1/4	1/4	1/4	1/4
---	--	-----	-----	-----	-----	-----

Item # 3 2510 Watershed Planning (Includes general correspondence, inventories, reports and other records documenting watershed improvement plans for long-term improvement activities for burn areas, storm and flood areas, damage from geologic agents, avalanches and natural disasters.)

Item # 4 1 Watershed Planning Projects (Case files containing evaluations of damage, request for funding, allocations of damage of approved projects and follow-up reports.)

NOTE: All Offices: Destroy records 3 years after case is closed.

2 Soil and Water Surveys For National Assessment (Includes assessments of current situations and trends in watershed conditions, soil stability, productivity, water quality, and so forth, needed to meet soil and water resource planning assessment goals.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		
U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

NCL-95-83-8
2510

Item #31 3

Resource Data (Includes case files on selected watersheds which document the watershed condition, water resource history, past events that influence current watershed conditions; provides a data base for support services, soil and water inventories, and assigning watershed priorities. The documentation may include reports on water resource developments, support services, water soil and resource inventories, hydrologic analyses, and other documentation that characterizes the condition of the watershed. Establish case files according to the NFS coding system.)

NOTE: Screen all folders in the 2500 series for significant correspondence and documentation for resource data on selected watersheds.

All Offices: Retain records in office. Do not send to FRC. Destroy records when resource data case file is no longer needed for administrative use.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

Item # 6 2520

Watershed Protection and Management (Includes general correspondence, memorandums and reports related to implementation of watershed improvement projects, and support services to other resource management activities that do not fit under a specific case file.)

1 Watershed Condition Assessment (Includes general correspondence related to guidelines, procedures, criteria, and standards for classifying watershed conditions.)

Item # 7

2 Watershed Improvement (Case files containing documentation for implementation, maintenance and evaluation of watershed improvement projects.)

NOTE: All Offices: Destroy records 3 years after case is closed. Case is closed when maintenance and evaluation are no longer applied.

Item 27

2-1 Cooperative Emergency Watershed Rehabilitation (Includes case files pertaining to rehabilitation programs.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
U	U	U	U	U
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

2520-2-1

NOTE: All Offices: Destroy records 3 years after case is closed.

Item # 8 3 Emergency Burn Area Rehabilitation (Includes case files which document emergency rehabilitation burn area reports, requests for funding and all records pertaining to project.)

NOTE: All Offices: Destroy records 3 years after case is closed.

Item # 9 4 Support Services (Case files containing documentation of special watershed management services required to fulfill a watershed role when another activity is occurring such as a timber sale.)

NOTE: All Offices: Destroy records 3 years after case file is closed.

Item # 10 5 Monitoring Plans (Case files containing plans and other documentation evaluating the effects of management activities of a resource.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	PHOTO
			(See Note)	
			(See Note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

2520-5

NOTE: All Offices: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

- 6 Riparian Areas (Includes general correspondence on policy, delineation of areas, management, guidelines of areas having distinctive resource values and characteristics that comprise riparian ecosystems; file also contains direction and guidelines for streams and lakes classification.)

Item #11

- 7 Floodplain and Wetland Protection (Case files which include documentation on floodplain management and wetland protection.)

NOTE: All Offices: Destroy records 20 years after case is closed.

- 8 Natural Disaster and Flood Damage Surveys (Case files containing information on damage estimates, photos, copies of request for funding, and related records.)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
U	U	U	U	U
		(See Note)		
U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

Item #12 2530 Water Resource Management
 (Includes general correspondence and other records too broad for a specific case file that relates to water resource inventories, hydrologic inventories, water resource management, barometer watersheds and water resource management support services.)

Item #13 1 Barometer Watersheds (Includes case files containing documentation that measures the impact of watershed practices on water resources for typical watershed sites. Case studies include the plan of work, standards of operation, reports and so forth.)

NOTE: All Offices: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

Item #14 2 Water Resource Investigations (Collection data necessary for conducting forest management planning implementation; data includes surface and ground water supplies, climate, water quality, terrestrial features, hydrologic surveys, and so forth.)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-8

2530-2

Note: ES and SO: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.
All Other Offices: Destroy 3 years after case is closed.

Item #20

3

Water Quality Management (Interpretative reports based on analyses of water quality data.)

(See Note)

NOTE: ES and SO: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

All Other Offices: Destroy records 3 years after the case is closed.

Item #28

4

Cooperative Water-Related Activities (Includes flood forecasting, weather modification, and water measurement.)

(See Note)

NOTE: All Offices: Destroy records 3 years after case is closed.

Item #26

5

Outservice Water Resource Development Projects (Includes river basin programs, advisory committee and coordination with

(See Note)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
2530-5	<p>other agencies; and Outservice water development projects.)</p> <p><u>NOTE: All Offices: Destroy records 3 years after case is closed.</u></p>					
<i>Item 17</i> 2540	<p>Water Uses and Development (Includes general correspondence, memorandums and other records too broad to fit under a specific subject heading that relates to National Forest water rights (Outside request for changes in policy;</p> <p>In-Service request for clarification of policy for authorization to assert claims under certain authorities or to use specific quantification methodologies; municipal supply watersheds, and water quality management.)</p>	3	3	3	3	3
1	<p>Water Rights (Includes case files documenting water right use. File contains the original permits, licenses, reserved water right notification, court decrees, proof of shares and other records verifying water right use. Also includes background and working papers.)</p>	U	U	U	U	U

RECORDS MANAGEMENT HANDBOOK

2540

1-1 Water Uses Rights and Requirement Inventory (Includes inventory, maps documenting the purpose, location, volume and type of water use.)

Item #2/ 2

Municipal Supply Watersheds (Includes agreement that specifies terms under which FS conducts activities with municipalities; some are congressional.

Case file contains management plans, specific management classification, notice of restrictions, boundary posting records, maps, and inspection.) Establish case files as needed.

NOTE: Supervisor's Office:

A. Files related to agreements created by Executive Order, Presidential Proclamation, Legislation, Secretary's Agreement: PERMANENT. Offer the original agreement and the records created leading up to the agreement to NARA 1 year after the agreement is signed.

B. For records created after the agreement is signed: Break file every 10 years and transfer to

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
U	U	U	U	U
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

2540-2

FRC. Offer to NARA in 10-year blocks when 20 years old.

All Other Offices: When the agreement is signed, send file to the Supervisor's Office so the SO can retrieve and consolidate (with the permanent file described above) any pertinent records not in the file when the agreement was signed.

C. Files related to agreements created solely by Regions and Supervisor's Office levels and not created by legislative action.

All Offices: Destroy records in agency when administrative use ceases.

*NC1-95-83-8
Stem #22*

2550

Soil Management (Includes general correspondence, memorandums and other records pertaining to soil management which do not fit under a specific secondary subject heading.)

3 3 3 3 3

Stem #23

1

Soil Interpretation (Case files include documentation related to soil management support services, soil quality monitoring, special soil investigations, soil interpretations and cooperative soil programs.)

(See Note)

Note: Originating Office: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

All Other Offices: Destroy records 3 years after case is closed.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

2550

- Item # 24*
- 2 Resource Inventories (Includes soil resource inventory reports and support documentation.)

(See Note)

Note: Originating Office: Retain records in office. Do not send to FRC. Destroy when administrative use ceases.

All Other Offices: Destroy records 3 years after case is closed.

2560 and 2570 file designations are deleted. File any existing records under 2530 and 2500 and apply the retention periods.

- 2580 Air Resource Management (Includes general correspondence)

U U U U U

- GRS 14/3*
- 1 Inquiries (Includes routine transmittals and inquiries.)

1/4 1/4/ 1/4 1/4 1/4

- 2 Class I Areas (Includes general correspondence and other records related to the identification, protection, and management of National Forest lands designated as Class I areas including problems associated with air quality related values in those areas and redesignation proposals submitted from States.) Establish case files as needed.

U U U U U

- 3 Prevention of Significant Deterioration (PSD) (Casefiles containing the application, data collected that determines the effects of a proposed major emitting facility and concurrences or non-concurrences with EPS's proposed exemptions and variances, and approvals.)

U U U U U

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

2580

- | | | | | | | |
|---|---|---|---|---|---|---|
| 4 | Training (Includes correspondence and records related to training personnel in this agency, States and other agencies.) | U | U | U | U | U |
| 5 | Inventorying and Monitoring of Resource Values Affected by Air Pollution (Includes reports and summary of data.) | U | U | U | U | U |
| 6 | Pollutants (Includes general correspondence on different types of pollutants and their effects on the environment.) | U | U | U | U | U |

2590	Weather Program	U	U	U	U	U
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2600	Wildlife, Fish, and Sensitive Plant Habitat Management (Includes general correspondence related to policy and procedures; congressional and responses to the public related to wildlife and fisheries policy; also includes correspondence too broad to be filed under a specific subject heading.)	P	10	10	5	5
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*NC-45-82-5
Item #1*

NOTE: WO: Offer to NARA in 10-year blocks when 20 years old.

Item #21 GRS 14-3	Inquiries (Transmittals of replies to standard inquiries.)	1/4	1/4	1/4	1/4	1/4
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RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #3</i>	2610 Cooperative Relations (Includes general correspondence, Memorandums of Understanding with States, Bureau of Land Management, and other organizations outside the Gov't. Establish as case files by name of cooperator.)					(See Note)
<u>WO</u> : Destroy 25 years after case file is closed.						
<u>RO, A, and ES</u> : Destroy 10 years after case file is closed.						
<u>All Other Offices</u> : Destroy 5 years after case file is closed.						
<i>Item #4</i>	2620 Planning (Includes general correspondence related to pre-planning analysis for habitat projects for wildlife and fish species.)	25	10	10	10	10
<i>Item #5</i>	1 Plans (Includes State-wide Comprehensive plan and other specific wildlife and fish plans for species other than threatened and endangered. Records are established as case files. Regional and Forest Plans are filed under 1920 Land Management Planning.)					(See Note)
<u>NOTE: RO: State Comprehensive Plan only: PERMANENT.</u> Offer to NARA in 10-year blocks when 20 years old. Destroy all other records in the case file 10 years after the case is closed.						
<u>All Other Offices</u> : Destroy records 10 years after the case file is closed.						
<i>Item #6</i>	2 Studies, Administrative (Includes case files which analyze the effectiveness of certain projects and record factors which affect the management of wildlife and its environment and recreational uses of these resources.)					(See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
2620-2						
<i>NCI-95-82-5</i>	All Offices: Destroy 10 years after case file is closed.					
<i>Item #7</i>	3 Surveys (Includes general correspondence and survey data which determine the abundance of wildlife by species and population trends.)	10	10	10	10	10
<i>Item #8</i>	2630 Habitat (Includes general correspondence and plans related to the actual projects and implementation of practices designed to correct or enhance habitat conditions, coordination of habitat projects with other FS activities such as timber, range, minerals and geology.)	P	10	10	5	5
	NOTE: <u>WO</u> : Offer to NARA in 10-year blocks when 20 years old.					
<i>Item #9</i>	1 Improvement Work (Includes project case files of actual projects being conducted. Case files contain structural implementation of improvement activities such as fish structures, watering facilities, and nest structures.)					(See Note)
	NOTE: <u>All Offices</u> : Destroy 5 years after case file is closed.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2630						
<i>Item # 10</i>	2 Needs (Deleted. File existing records under 2620-3 Surveys, and apply the retention period.)					
<i>Item # 11</i>	3 Special Areas (Includes general correspondence and plans related to areas designated for intensive management such as zoological or botanical areas. Records are established as case files.)			(See Note)		
	<u>NOTE: All Offices: Destroy records 5 years after case file is closed.</u>					
<i>Item # 12</i>	2640 Stocking and Harvesting (Includes general correspondence and records related to the stocking and harvesting of wildlife and fish species on National Forest lands.)	3	3	3	3	3
<i>Item # 12a</i>	1 Stocking Projects (Includes special projects related to exotic fish and wildlife species.)			(See Note)		
	<u>WO and SO: Destroy 10 years after case file is closed.</u> <u>RO, A, and ES: Destroy 25 years after case file is closed.</u> <u>All Other Offices: Destroy 5 years after case file is closed.</u>					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	O R T I O		
<i>NCI-95-82-5</i>						
<i>Item #13</i>	2650	Wildlife and Fish Control (Includes general correspondence related to predator and rodent control; animal damage control reports and reviews; procedures for control between the Bureau of Land Management, Fish and Wildlife Services, and state agencies.)	P	3	3	3
NOTE: WO: Offer to NARA in 10-year blocks when records are 20 years old.						
<i>Item #13</i>	1	Predators and Rodent Control Projects (Includes records on predator and rodent control activities.)		(See Note)		
NOTE: Destroy records 5 years after case file is closed.						
<i>Item #14</i>	2660	Administration (Including general correspondence, inspection guides, and training materials.)	10	5	5	3
<i>Item #15</i>	1	Reports (Includes the Annual Report on all animal and fish population on National Forest lands.)	P	10	10	10
NOTE: WO: Offer to NARA in 10-year blocks when records are 20 years old.						

RECORDS MANAGEMENT HANDBOOK

NCI-95-82-5

Stem #16 2670

Threatened, Endangered, and Sensitive Plants and Animals (Includes general correspondence too broad to be filed under a specific subject heading.)

~~Stem #17~~
GRS 14-3

1 Inquiries (Transmittals of replies to standard inquiries.)

Stem #18

2 Cooperation (Includes general correspondence, biological opinions on formal consultations with Fish and Wildlife Services; cooperative agreements with the International Convention Advisory Committee (ICAC), the Endangered Species Scientific Authority (ESSA), the USDA Endangered Species Work, state agencies, and so forth. Establish records as case files.)

NOTE: All Offices: Offer records to NARA in 10-year blocks, 20 years after case is closed.

Stem 19

3 Planning (Includes general correspondence, inventories and studies, recovery plans, action plans, reintroduction activities for the protection and recovery of classified species. Records are established as case files.)

WO	RETENTION PERIOD (BY ES AND ERC)				O T H E R
	RO & A	ES	SO		
5	5	5	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
P	P	P	P	P	P
P	P	P	P	P	P

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

2670-3

Note: All Offices: Offer records to NARA in 10-year blocks, 20 years after case is closed.

Item # 20 4 Classification and Habitat Designation (See Note)
(Includes federal, state and regional list of threatened and endangered species, federal register notices, rulemaking for listings; and habitat designation. Establish case file by individual species or group.)

Note: All Offices: Destroy 5 years after case file is closed.

Item # 21 5 Taking (Includes prohibitions, permits, Federal Register notices, and comments on permit request.) 5 5 5 5 5

Item # 22 6 Species (Includes general correspondence and case files related to any species in the management program listed on the Endangered Species Act (ESA) of 1973.) P P P P P

Note: All Offices: Screen this file for nonrecord material prior to offering to NARA. Offer case files in 10-year blocks, 20 years after the case file is closed.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

NCI-95-82-5

2670

7 Legislation and Regulations (Deleted. File any existing records under the appropriate file code under 1010 Laws, Regulations, Orders.)

Item #24

2680

Habitat Management in Classified Areas (Includes general correspondence and plans related to wildlife and fish habitat.)

5 5 5 5 5

NCI-95-87-1

Item #1

2700

Special Uses Management (Includes general correspondence and records of a routine nature related to special use management.) Establish subject files as needed.

3 3 3 3 3

Item #2

(GRS 14-3)

1 Inquiries (Includes routine transmittals and acknowledgments for the 2700 series.)

1/4 1/4 1/4 1/4 1/4

Item #3

2710

Special-Use Authorizations (Includes general correspondence and documents related to special use applications; the preparation and administration of special use permits; fee regulations, fee system and fee administration.) Establish subject folders as needed.

(See Note)

All Offices: Destroy records when 3 years old or no longer needed for administrative use.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
	2710					
# 4	1 Administrative Studies (Includes appraisals and studies to revise special use fees and studies assessment and evaluation.)			(See Note)		
	NOTE: <u>WO and RO</u> :					
	(a) <u>Studies: Permanent.</u> Transfer to the National Archives in 5-year blocks when 10 years old.					
	(b) <u>Supporting documentation:</u> Destroy when 5 years old.					
	<u>All Other Offices: (Copies):</u> Destroy when no longer needed.					
# 5	2720 Special Uses Administration (Includes general correspondence and records on current and newly recognized kinds of land uses. File correspondence on specific cases in case files.)			(See Note)		
	NOTE: <u>WO: Permanent.</u> Transfer to the National Archives in 5-year blocks when newest records are 5 years old. Destroy extraneous material when permanent records are transferred.					
	<u>All Other Offices:</u> Destroy records when 5 years old or no longer needed for administrative use.					

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH R
2720						
#6	1 Applications (File consist of applications and supporting documentation used in determining whether to issue a permit.)			(See Note)		
	NOTE: <u>All Offices</u> : If application is <u>approved</u> , establish case file under 2720-2 or 2720-3. If <u>disapproved</u> , file here and <u>destroy</u> when 10 years old or when administrative use ceases, whichever comes first. If <u>withdrawn</u> , <u>destroy</u> when reference value ceases.					
	NOTE: File appeals under 1570.					
#7	2 Special Use Permits (Case file includes active authorizations, superseded authorizations on the same facility, correspondence and reports except material under 2730, 2770 and 2820. See sec. 44.4 for retention period for records created under Alaska Native Claim Settlement Act of 1971.) Establish case file by kind of use, permittee and other identifying information.			(See Note)		
	Note: <u>All Offices but SO</u> : Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.					
	SO: Destroy records 5 years after case file is closed.					

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHE
2720	<p><i>Item #8</i> 3 Easements (Case file includes correspondence, applications, letters of approval, documents on the easements granted, and so forth.) Arrange folders by project name or number.</p> <p>All Offices but SO: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.</p> <p>SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.</p> <p>Retain the rest of the case file material in the office. Destroy after project is terminated and no longer needed for administrative use.</p>					(See Note)
2730	<p><i>Item #9</i> Road and Trail Rights-of-Way-Grants (Includes correspondence related to right-of-way grants, not related to a specific case.)</p>	3	3	3	3	3
	<p><i>Item #10</i> 1 Applications (File consist of applications and supporting documentation used in determining whether to issue a permit.)</p>					(See Note)

RECORDS MANAGEMENT HANDBOOK

2730-2

SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the case file material in the office. Destroy when project is terminated and longer needed for administrative use.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2730						
<i>Item #12</i>	3 Rights-of-Way Authorizations (Includes general correspondence not related to a case file.)	5	5	5	5	5
<i>Item #13</i>	3-1 Permits (Case file includes application, active authorizations, correspondence, reports, and so forth.) Establish case file by kind of use, permittee and other identifying information.				(See Note)	
	Note: <u>All Offices but SO:</u> Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.					
	<u>SO:</u> Destroy records 5 years after case file is closed.					
<i>Item #14</i>	3-2 FLPMA Easements (Federal Land Policy and Management Act easements authorize rights-of-way grants outside of designated wilderness who pay a road fee. Case file includes correspondence, application, easement granted, and so forth.) Arrange folders by project name or number.				(See Note)	

2730-3-3

SO: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Retain the rest of the case file material in the office. Destroy after project is terminated and no longer needed for administrative use.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OT H R

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH
2740	Memorandums of Understanding (Deleted. File existing records under 1530, 1540, or 1580 and apply the retention period.)					
2750	Easements (Deleted. File existing records under the appropriate secondary or tertiary file codes in the 2700 series.)					
<i>Item #16</i>	2760 Withdrawals (Includes general correspondence not related to a specific withdrawal.)	3	3	3	3	3
<i>Item #17</i>	1 Forest Service Withdrawals (Case file consisting of the report of the withdrawal including the mineral report, correspondence with Bureau of Land Management, copies of published order establishing or altering the withdrawal and other pertinent records.)			(See Note)		

Note: All Offices: Upon completion of withdrawal action, transfer the case file to 5490-3 Land Status Record Title to become a permanent title file. See file designation 5490-3 for retention instructions for title records.

2760

Item #18 2

Other Agency Withdrawals Of National Forest Service Lands (Case file consisting of the report on the withdrawal including mineral report, correspondence with Bureau of Land Management, copies of published order regarding the purpose of the withdrawal and other pertinent records.)

All Offices Except SO: Upon completion of withdrawal action, transfer title evidence in the case file to 5490-3 Land Status Record Title to become a permanent title file. See file designation 5490-3 for retention instructions for title records.

Destroy the non-title record material in the case file 10 years after the case file is closed.

SO: Retain a project file containing information, correspondence and agreements necessary for continuing management and coordination of the withdrawal use. Destroy 10 years after the withdrawal is vacated.

Item #19 2770

Federal Power Act Projects (Includes general correspondence not related to a specific project.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	
3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

2770
Item #20 1 Preliminary Permits/Investigation Special-Use Permits (File consist of applications and supporting documentation used in determining whether to issue a permit.)
All Offices: If permit is followed with an application for license or exemption, follow procedures for 2770-2. If not followed with an application for license or exemption, destroy 5 years after the preliminary permit or proposal becomes inactive.

NOTE: File appeals under 1570.

Item #21 2 Licensed and Exempt Projects (Case file includes active Federal Energy Regulatory Commission and Forest Service project applications, authorizations, correspondence, reports, and so forth.) Establish authorization or easement case file by project name, number, applicant and other identifying information.
All Offices but SO: Send any official records to the Supervisor's Office for integration with the official file. Destroy duplicate copies of case file material when reference value cease.

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

2770-2

RD: If RD maintains the official file, apply the Supervisor's Office retention period.

SO:

(1) Disposition instructions if special use permit is issued:
 Destroy case file 10 years after project is terminated. If denied, destroy 5 years after application is denied.

(2) Disposition instructions if easement is issued: Screen file for documents deemed necessary for a permanent title file and follow instructions under 5490-3.

Destroy case file after project is terminated and no longer needed for administrative use.

Item # 22

2780

Terms and Conditions (Includes general correspondence related to the purpose, meaning, and utility of approved clauses; and records documenting the development, review, and approval of general purpose clauses and special purpose clauses.)

(See Note)

WO, R&A: Originating Unit:
 Destroy records when 20 years old. If the clause is not adopted, destroy when reference value ceases.

All Other Offices: Destroy records when 5 years old.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

Form # 23 2790

Reports (Includes the Forest Land Use Report (FLUR) which is information on special-use authorizations as an in-house management tool for control, budgetary, and planning purposes.)

All Offices: Destroy print-outs when no longer needed.

RETENTION PERIOD (BY FS AND EBC)				
WO	RO & A	ES	SO	OTH
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

NCI-95-82-6 2800
 Item #1

Minerals and Geology (Includes general correspondence and related records pertaining to mineral and geology management overall policy, regulation development, directions and procedures.)

NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.

GRS 14/3
 Item #2

1 Inquiries (Includes standard transmittal or reply.)

Item #3

2810

Mining Claims (Includes general correspondence, policy and regulations, directions, and procedures pertaining to locatable minerals; lands open to mineral entry and types of mining claims covered under the 1872 mining laws.) WO segregate files by Regions.

NOTE: WO: Offer records to NARA in 5-year blocks when 20 years old.

All Offices but ES: File all materials pertaining to (P.L. 87-851) Mining Claims Occupancy Act under 2810-4.

ES: Not Applicable

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
P	25	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
P	25	NA	25	5

RECORDS MANAGEMENT HANDBOOK

2810

Item #4

1 Locations (Includes general correspondence and other records regarding validity and use or title and patent applications.) Establish case file alphabetically by claimant. WO segregate by Regions.

NOTE: All Offices but ES:
 Destroy records 20 years after the case file is closed.
ES: Not Applicable.

Item #5

2 Surface Rights (Includes general correspondence and other records regarding the Multiple-Use Mining Act [P.L.84-167]). Establish case files alphabetically by claimant and by BLM or FS area number. Regions segregate by State. WO segregate by Region and State.

NOTE: WO: Transfer to FRC when case file is closed. Destroy 20 years after the case file is closed.
RO: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when administrative use ceases.
All Other Offices: Not Applicable.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTH
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

NCI 95-82-6
2810

Item #6

3 Within Power Site Withdrawals (Includes general correspondence, mining claims, and other records related to Mining Claims Rights Restoration Act [P.L. 84-359].)

NOTE: All Offices but ES: Transfer to FRC when the case file is closed. Destroy 20 years after case file is closed.
ES: Not Applicable.

Item #7

4 Occupancy Act (Includes general correspondence and related records pertaining to the Mining Claim Occupancy Act [P.L.87-851].) Establish case files alphabetically by claimant. Regions segregate by State. WO segregate by Regions and State.

NOTE: WO: Transfer to FRC when case is closed. Destroy 20 years after case is closed.
RO: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when no longer needed for administrative use.
All Other Offices: Not Applicable.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)						
WO	RO & A	ES	SO	OTHER				
	2810 Item #8 GRS 14-3	5	Inquiries (Includes standard transmittal or reply.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	Item #9 2820		Mineral Leases, Permits, and Licenses (Includes general correspondence and records pertaining to policy and and regulation developments, direction and procedures concerning permits or leases issued by BLM.) WO segregate file by Regions. File records related to inter-agency agreements under 1580.	P	20	NA	20	20
			NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.					
	Item #10 GRS 14-3	1	Inquiries (Includes standard transmittal or reply.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	Item #11	2	Oil and Gas (Includes leases and permits.) Establish case file alphabetically by name of permittee, leases or numerically by BLM number. WO segregate files by Regions. File related appeal cases under 1570.			(See Note under 2820-6)		
	Item #12	3	Geothermal (Includes leases and permits.) Establish case file alphabetically by name of permittee, leases or numerically by BLM number. WO segregate			(See Note under 2820-6)		

RECORDS MANAGEMENT HANDBOOK

NCI-95-82-6

2820-3

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
	files by Regions. File related appeal cases under 1570.					
<i>Item #13</i>	4 Coal (Includes leases and licenses.) Establish case file alphabetically by name of permittee, leases or numerically by BLM number. WO segregate files by Regions. File related appeal cases under 1570.					(See Note under 2820-6)
<i>Item #14</i>	5 Phosphate (Includes leases and permits.) Establish case files alphabetically by name of permittee, leases or numerically by BLM number. WO segregate files by Regions. File related appeal cases under 1570.					(See Note under 2820-6)
<i>Item #15</i>	6 Other Leasable Minerals (Includes leases and permits for miscellaneous minerals.) Establish case files alphabetically by name of permittee, leases or numerically by BLM number. WO segregate files by Regions. File related appeal cases under 1570.					(See Note)

NOTE: All Offices but ES:
 Destroy in agency 3 years after case file is closed or when administrative use of the closed

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
2820-6	file is no longer needed, which- ever comes sooner.					
	<u>ES</u> : Not Applicable.					
<i>Item #16</i> 2830	Mineral Reservations and Rights Out- standing (Includes correspondence, policy, and regulations related to the administration of areas subject to reservations or rights outstanding.) WO segregate folders by Regions.	P	25	NA	25	10
	<u>Note</u> : <u>WO</u> : Offer records to NARA in 5-year blocks when 20 years old.					
<i>Item #17</i> (GAS 4-3) 1	Inquiries (Includes standard transmittal or reply.)	1/4	1/4	1/4	1/4	1/4
<i>Item #18</i> 2	Mineral Operation Permits (Includes permits and other records filed alpha- betically by mineral ownership, permittee or mineral operation being conducted on NFS lands.)					(See Note)
	<u>Note</u> : <u>WO</u> : Transfer to FRC when case file is closed. Destroy records 50 years after case file is closed.					
	<u>ES</u> : Not Applicable.					
	<u>All Other Offices</u> : Destroy records 25 years after the case file is closed.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
	2840					
	Reclamation (Deleted. File any existing records under 2800 and apply retention period.)					
<i>NO 95-87-7</i>	2850	P	20	20	20	20
<i>Item #1</i>	Mineral Materials (Includes general correspondence related to the sale, free use, and management of mineral materials and other records too broad to file under the secondary file designation.)					
	<u>Note:</u> <u>WO:</u> Permanent. Transfer to the National Archives in 5-year blocks when 20 years old.					
<i>Item #2</i>	1					(See Note)
	Permits (File includes correspondence, contract forms permits, permittee information, inventories, evaluations, development plans, operating plans, appraisals, forms, and other records documenting the activities of the specific projects or sites of mineral excavation.) Establish files by sale, project, site, or permittee.					
	<u>Note:</u> <u>All Offices:</u> Destroy when no longer needed for administrative use.					
	2860		U	U	U	U
	Forest Service Authorized Prospecting and Mineral Collecting					
<i>NCI-95-82-6</i>	2880	20	20	10	10	5
<i>Item #19</i>	Geologic Resources and Services (Includes general correspondence, policy statements, direction and procedures related to geologic resources and services.)					
<i>Item #20</i> <i>(BAS 14-3)</i>	1	1/4	1/4	1/4	1/4	1/4
	Inquiries (Includes standard transmittal or reply.)					

RECORDS MANAGEMENT HANDBOOK

2880

Item #21 2 Geologic Information (Includes records related to the development of geologic resources (ground water, mineral materials, underground spaces); assessment and description of geological special areas for visitor knowledge and appreciation of National Forests.)

Item #22 3 Geologic Inventory Data (Includes data for the preparation of area land and resource management plans including wilderness study plans.)

NOTE: All Offices: Retain geologic inventory data for the same time period as required

RETENTION PERIOD (BY FRS AND FRC)				
WO	RO & A	ES	SO	OTHER
20	20	20	10	5
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

2880-3

for the specific planning document. Refer to 1910, 1920, 1950 and 1990. In cases where the related plan is scheduled for PERMANENT retention, keep data for 20 years, then destroy.

Item # 23

4 Geologic Investigation Data (Includes data for studies of the feasibility, design, construction and maintenance of projects and facilities.) File alphabetically by project or facility.

NOTE: All Offices: Retain geologic investigation data for the same time period as required for the specific project under file designations 7170 Materials Engineering, 7410-1 Water Supply, 7530 Dams and so forth. In cases where the plan is scheduled for PERMANENT retention, keep data for 20 years, then destroy.

Item # 24

5 Geologic Reports (Includes reports relating to geologic investigations or inventories containing conclusions and recommendations on FS facilities.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
2880-5						
NOTE: <u>WO, RO, and A</u> : Destroy when 25 years old or no longer needed for administrative use. <u>All Other Offices</u> : Destroy when 10 years old or no longer needed for administrative use.						
NCI-95-84-23000 <i>Item #1</i>		3	3	3	3	3
	1	P	5	3	3	3
	NOTE: <u>WO</u> . <u>Permanent</u> . Transfer to FRC when 5 years old. Offer to NARA in 5-years blocks when 20 years old. Cooperative agreements previously filed here, file under 1580.					
<i>Item #3</i> GAS 14-3	2	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	NOTE: Records previously filed under 3000-2 through 3000-2-6, file under 3000 primary and apply retention period.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
3000						
<i>stem #4</i>	3	(See Note)				
Special Projects (Includes action plans and followups, special reports or summaries, and related working papers which address State and Private objectives or responsibilities.) Establish as case files. File all original speeches under 1650-5. Retain duplicate copies of speeches in the case file.						
<u>Note: All Offices:</u> Destroy records 3 years after case file is closed.						
<i>stem #5</i>	4	3	3	3	3	3
National Association of State Foresters (NASF) (Includes records relating to NASF and its activities. Excludes policy type records which should be filed under 3000-1.)						
<i>N1-95-86-4</i> <i>stem #1</i>	3100	3	3	3	3	3
Cooperative Fire Protection (CFP) (Includes general correspondence too broad to file under a specific secondary or tertiary subject.)						
<i>stem #2</i> <i>(CAS 14-3)</i>	1	1/4	1/4	1/4	1/4	1/4
Inquiries (Includes standard transmittals or replies to routine inquiries for all program areas.)						
<i>stem #3</i>	2	5	5	2	2	2
Planning (Includes correspondence related to all components of Cooperative Fire Protection Programs.)						
<i>stem #4</i>	3	3	3	3	3	3
Prevention (Includes general correspondence related to prevention except correspondence pertaining to the Smokey Bear Program.)						

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

- Item #5*
- 3110 Smokey Bear Program (Includes general correspondence covering subjects such as public service advertising, the Advertising Council, radio and television stations, newspapers, and magazines; teaching unit, Junior Forest Ranger program, and collateral materials; licensing and violations of use of Smokey Bear, Prism Corporation; parades, costumes, fairs, schools, National Zoo exhibit at Zoo and/or Smithsonian; Golden, Silver and Bronze Smokey Bear Awards, citations, and other awards; and other subject matter specifically related to the administration of the Smokey Bear program excluding cooperative agreements and licensees.) Establish folders by subject matter.

(See Note)

Note: WO: Permanent. Transfer records to the FRC when 3 years old. Offer to the National Archives when 20 years old.

All Other Offices: Destroy records when 3 years old.

- Item #6*
- 1 Cooperative Agreements (Includes supplements, revisions and related correspondence.)

(See Note)

Note: WO: Permanent. Transfer expired or terminated agreements to the FRC when 1 cu. ft. is accumulated. Offer to the National Archives when 20 years old.

RO&A: Destroy records 3 years after agreement terminates or expires.

All Other Offices: Not Applicable.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
3110						
<i>Item # 7</i> 2	Smokey Bear Licensees (Includes inquiries, signed license by Chief, copy of notarized bond surety, approvals and disapprovals of merchandise.)					(See Note)
	<u>WQ</u> : Destroy closed file when no longer needed.					
	<u>All Other Offices</u> : Not Applicable.					
<i>Item # 8</i> 3120	Fire Equipment and Supply Management (Includes general correspondence related to excess equipment, supplies, and purchasing of supplies by States.)	3	3	3	3	3
<i>Item # 9</i> 3130	Wildland Fire Protection Program (Includes general correspondence and records related to Federal technical and financial assistance provided to States in protecting State and private lands in all aspects of fire protection.)	5	3	3	3	3
<i>Item # 10</i> 3140	Extreme Fire Situation Program (Includes general correspondence, studies, and reports related to fire suppression assistance to States.)	3	3	3	3	3
<i>Item # 11</i> 1	Federal Emergency Management Agency (FEMA) (Includes general correspondence, studies, and reports related to FEMA fire assistance program.)	3	5	5	3	3

RECORDS MANAGEMENT HANDBOOK

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

Item #12 3150 Rural Community Fire Protection (RCFP)
(Includes general correspondence and records pertaining to assisting States in organizing, equipping, and training rural fire organizations in communities with less than 10,000 population.)

3	3	3	3	3
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3160 Fire Equipment, Supplies (Deleted. File any existing records under 3120 and apply the retention period.)

Item #13 3170 Cooperation (Includes general correspondence related to fire protection with Federal, State, and local governments.)

3	3	3	3	3
---	---	---	---	---

Item #14 1 Cooperative Agreements (Includes supplements, revisions, and related correspondence.) (See Note)

Note: All Offices: Destroy records 3 years after agreement expires or terminated.

Item #15 2 Interstate Forest Fire Protection Compacts (Includes regional coordinating effort with States to assist in fire protection activities. File contains supplements, revisions, and related correspondence.) (See Note)

Note: All Offices: Destroy records 3 years after agreement expires or terminates.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #16</i>	3180	3	3	3	3	3
	Records, Reports, Studies, and Publications (Includes general correspondence.)					
<i>Item #17</i>	1					(See Note)
	Reports (Includes input source documents for the FS-3100-8 Annual Wildfire Report and other reports documenting expenditures. The report contains data on acres protected, number of wildfires and acres burned by cause and size class on State and private forest lands; also the report of State legislation that affects State fire programs.)					

Note: All Offices: Destroy records when 2 years old or no longer needed for administrative use. Published report is reference material. The record copy of Annual Wildfire Report, National Forest Fire Report, Rural Fire Prevention and Control Program Financing are published and maintained by public affairs staffs under 1630-1 FS Publications.

Note: Washington Office: Fire and Aviation Management Staff: Collection of the Annual Wildlife Report and National Forest Fire Report, Rural Fire Prevention and Control Program Financing records created from 1911-1983.

Transfer collection to the National Archives when the schedule is approved.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

3180

Stn #18

- 2 Studies (Includes the Efficiency Analysis Report documenting alternative program actions for more efficient fire protection. An Efficiency Analysis is conducted on an as-need basis when opportunities for program improvements are identified. The file also includes special studies that may lead to setting policy and are conducted at the Regional level; or at the Washington Office level when the issue is national in scope.) Establish folders by reports and special studies.

(See Note)

Note: All Offices: Retain in office. Do not transfer to FRC. Destroy when reference use ceases.

- 3190 Program Administration (Deleted. File any existing records under 3100. 3190-1 file under 3150. 3190-2 file under 1590. Apply retention periods to all refiles.)

NO 1-95-83-1
Stn H 1

- 3200 Rural Forestry Assistance (Includes general correspondence related to broad policy on cooperative forestry assistance programs.)

15 10 10 3 3

~~Stn #2~~

- 1 Inquiries

1/4 1/4 1/4 1/4 1/4

(GNS 14-3)

- 2 Training (Includes correspondence related to training for State Foresters and private landowners.)

5 5 5 5 5

~~Stn #3~~
Stn #3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #4</i>	3210	15	10	10	3	3
Forest Management Assistance (Includes general correspondence related to non-federal land resource management assistance and technical assistance.)						
<i>Item #5</i>	1	15	10	10	3	3
Reports (Includes Annual Financial Status Report and Accomplishment Report.)						
<u>NOTE:</u> Control records previously filed here, file under 1410.						
3210-2 Cooperative Agreements is deleted. File Agreements under 1530, 1540, or 1580; 3210-3 Financing and 3210-4 Plans are deleted. File under appropriate 6500 designation.						
<i>Item #9</i>	3220	15	10	10	3	3
Cooperative Nursery Production (Includes general correspondence related to assistance in furnishing tree plant stocks.)						
<i>Item #10</i>	1	15	10	10	3	3
Nursery Production Assistance (Includes general correspondence, administrative studies, and reviews related to cooperative forestry tree nursery programs.)						

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-1

3220-1

NOTE: Cost-sharing conservation program records previously filed here, file under 3300 Forestry Incentives.

Item #11

2

Seed Handling and Testing (Includes general correspondence related to the cleaning, drying, extracting, and testing of tree seeds conducted by the National Tree Seed Laboratory. File administrative studies under 4110-1-2 Study Plans.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER
15	10	10	3	3
		(See Note)		

NOTE: Forestry Loans previously filed here, file under 3300 Forestry Incentives.

Item #12

2-1

Seed Bank (Includes case studies containing correspondence with foreign researchers, US phyto certificate, packing list, receipt of registered mail, foreign import permit, report of money received and bill for collection.)

WO: (National Tree Seed Laboratory) Paper Records: Destroy paper records when 5 years old.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
3220-2-2						
<p><u>Microfilm Master</u>: Destroy in agency when no longer needed for reference.</p> <p><u>Working Copy</u>: Retain in office. Destroy when 5 years old.</p> <p><u>All Other Offices</u>: Not Applicable.</p>						
<i>Item #14</i>	3	15	10	10	3	3
<p>International Exchange of Seed (Includes general correspondence, records of policies and procedures, exchanges [records of seed transfers] of seed and pollen internationally.)</p>						
<i>Item #15</i>	4	15	10	10	3	3
<p>International Seed Trade (Includes general correspondence and records of policies and procedures related to the control of forest reproductive material moving in international trade.)</p>						
<i>Item #16</i>	3230				(See Note)	
<p>Cooperative Tree Improvement (Includes general correspondence, studies, and reports related to cooperative forestry tree improvement programs covered under P.L. 95-313.) Establish as case files.</p>						
<p><u>NOTE</u>: <u>WO</u>: Destroy records 15 years after case file is closed.</p>						

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

3230

RO, A, and ES: Destroy records 10 years after case file is closed.

All Other Offices: Destroy records 3 years after case file is closed.

3230-1 Tree Seed and Planting Stock file designation is deleted. File existing records under 3220-1 Nursery Production; 3230-2 Tree Improvement file designation is deleted. File records under 3230; 3230-3 Tree Planting file designation is deleted. File existing records under 3220-1.

Item # 20

3240

Forest Products Utilization
(Includes general correspondence and records related to assistance for improvement of harvesting, processing, marketing and use of wood, wood products, and wood for energy.)

15 10 10 3 3

Item # 21

3250

Forest Soil and Water Management
(Includes general correspondence and other records related to protection and improvement of soil fertility and productivity on non-federal forest lands, and the quality, quantity and timing of water yield; technical assistance to other agencies.)

15 10 10 3 3

N1-95-87-8

3260

Urban Forestry Assistance
(Includes general correspondence related to providing technical assistance to states for the protection, development, and management of forest land in and near urban areas.)

5 5 5 5 5

Item # 1

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>Item #2</i>	3300	5	5	5	5	5
		Forestry Incentives (Includes general correspondence between the Washington Office and field units on procedures and policies about forestry incentives passed down from the Agricultural Stabilization and Conservation Program. File also contains records that do not fit under the other file designations in this series.)				
<i>Item #3</i> (GRS 14-3) <i>Item #4</i>	1	1/4	1/4	1/4	1/4	1/4
	3310	5	5	5	5	5
		Inquiries				
		Cost-Sharing Programs (Includes general correspondence on procedures, direction, and guidelines from the Agricultural Stabilization and Conservation Program that the Forest Service passes on to field units related to cost-sharing programs such as the Forestry Incentive Program, Agricultural Conservation, and so forth. The period of payment is 10 years. The file also contains evaluations and reports which are jointly conducted by ASCS and the FS.) Establish folders by program.				
<i>Item #5</i>	3320	5	5	5	5	5
		Taxation (Includes general correspondence on forest taxation laws and incentives.)				
<i>Item #6</i>	1					(See Note)
		Reports and Studies (Includes reports and studies written on a contractual and non-contractual basis to provide taxation and finance information to potential users for educating private landowners on tax laws and other incentives provided by Congress.				

RECORDS MANAGEMENT HANDBOOK

RETENTION
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WO	RO&A	ES	SO	OTHER
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3320-1

These reports are unique and done on an as-needed basis. The data from the reports and studies are used in a variety of forestry and tax publications. This file does not include material for tax booklets that are published annually through the Government Printing Office, covered under 1630-1.)

Note: Originating Office: Permanent.
Transfer to FRC when 1 cu. ft. has accumulated. Offer to NARA in 5-year blocks when 20 years old.

All Other Offices: Destroy copies of published and unpublished material when no longer needed for administrative use.

<i>Stm #7</i>	3330	Loans (Includes general correspondence related to the availability of loans under the Farmers Home Administration Loan Program for forestland owners, wood harvesters, and wood processors.)	5	5	5	5	5
<i>Stm #8</i>	3340	Insurance (Includes general correspondence related to technical assistance provided to the Federal Crop Insurance Board of Directors in the development of timber insurance plans.)	5	5	5	5	5
<i>Stm #9</i>	3350	Conservation Reserve (Includes general correspondence related to the Forest Service providing technical assistance for tree-planting under a special conservation program jointly administered by ASCS. The program is authorized from 1985-1990 and its purpose is to take highly eroded cropland out of production.)	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

WO	RETENTION PERIOD (BY FS AND FRC)			
	RO&A	ES	SO	OTHER

<i>NCI-95-82-11</i> <i>Item #1</i>	3400	Forest Pest Management (Includes general correspondence and other records related to authorities and responsibilities applicable to Forest Pest Management.)	P	25	5	5	5
		<u>NOTE: WO: Permanent.</u> Offer to NARA in 5-years blocks when 20 years old.					
	1	Inquiries	1/4	1/4	1/4	1/4	1/4
<i>Item #2</i> <i>(CRS 14-3)</i> <i>Item #3</i>	3410	Pest Detection (Includes correspondence, field surveillance reports, detection surveys, their planning and conduct.)	10	25	5	5	5
<i>Item #4</i>	3420	Pest Management Evaluations (Includes correspondence, biological evaluations, economic evaluations, and environmental assessments.)	10	25	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #5</i>	3430	10	25	5	5	5
	Control Project Standards (Includes correspondence criteria and supporting documentation necessary to support control projects.)					
<i>Item #6</i>	3440				(See Note)	
	Special Pest Management Project (Includes correspondence and case files related to non-funding activities of special projects. Activities include loss assessments, pilot projects, thinning and demonstration areas. Folders arranged alphabetically by name of project.) <u>NOTE: WO:</u> Destroy 10 years after case file is closed. <u>RO & A:</u> Destroy 25 years after case file is closed. <u>All Other Offices:</u> Destroy 5 years after case file is closed.					
<i>Item #7</i>	3450	10	25	5	5	5
	Administration (Includes correspondence, Annual Condition Report and other records related to the funding and financing of insect disease prevention and suppression activities. Folders are arranged by subject matter and/or geographic location.)					

RECORDS MANAGEMENT HANDBOOK

NCI-95-82-11

3450

Item # 8

1 Reports (Includes Forest Insect and Disease Management Accomplishment Report. Machine-readable statistical file yielding reports which provide a breakdown of financial expenditures for major insects and diseases on Federal lands and accomplishment data on projects funded.)

NOTE: WO (FCCC): (1) Computer Tapes Permanent: Retain tapes at Fort Collins Computer Center. Offer tapes to NARA when record material is 20 years old. (2) Paper copy: (computer printout only): Retain in offices. Destroy when no longer needed for administrative use. RO & A: Paper copy (computer printout only): Retain in office. Destroy when administrative use ceases. All Other Offices: Not applicable.

Item # 8a

1-1 Expenditure Summary Report (Textual report which provides a breakdown of financial expenditures for major insects and diseases on state and federal lands. Arrange in chronological order.)

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER

(See Note)

(See Note)

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3460

and bark beetles; diseases such as dwarf mistletoe.) Case files are established by subject matter.

NOTE: WO: Destroy 10 years after case file is closed.
RO & A: Permanent: Offer to NARA 25 years after case file is closed.
All Other Offices: Destroy 5 years after case file is closed.

File Designations 3470 and 3480 are deleted. File any existing record under 3460 and apply retention periods.

*NCI-95-83-9
 Item # 1* 3500

Cooperative Watershed (Includes general correspondence too broad to be filed under a specific heading; policy information generated by SCS; also general reports to the Soil Conservation Service.)

NOTE: 3500-2 Reports is Deleted. File existing records under 3500 and apply retention period.

GRS 14-3

1 Inquiries

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #2</i>	3510	5	5	5	5	5
	Watershed Protection and Flood Prevention (Includes general correspondence related to P.L. 566 which ensures that all forest and rangelands are evaluated and considered from a multiple-use standpoint on multiple-use watershed projects.)					
<i>Item #3</i>	1	10	10	5	5	5
	Reports (Includes reports of activities accomplished on projects by acres, compiled by project, summarized by Regions and the Washington Office.)					
<i>Item #4</i>	2				(See Note)	
	Small Watershed Projects (Case files which contain applications, correspondence planning process, forestry reports prepared on each project, watershed workplan contract documents, project accomplishment reports, EIS's.) Folder filed alphabetically by program or project.					
	<u>NOTE: All Offices:</u> Destroy records 10 years after case is closed.					
<i>Item #5</i>	3520	5	5	5	5	5
	River Basin Programs (Includes general correspondence related to comprehensive and special planning efforts that will					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
3520	result in the best use or combination of uses of water and related land resources.)					
<i>Item #6</i>	1 River Basin Studies (Case files containing proposals, plans of work, correspondence, reports, and financial data.)			(See Note)		
	<u>NOTE: All Offices:</u> Destroy records 15 years after case is closed.					
<i>Item #7</i>	3530 Flood Prevention Program (Includes correspondence pertaining to P.L. 534 which ensures restoration and preservation of desirable watershed conditions on forest lands.)	5	5	5	5	5
<i>Item #8</i>	1 Flood Prevention Projects (Case files contains project plans, correspondence, reviews, budgetary information, workplans, and accomplishment reports.)			(See Note)		
	<u>NOTE: All Offices:</u> Destroy records 25 years after case is closed.					
<i>Item #9</i>	3540 Emergency Watershed Protection (Includes general correspondence pertaining to emergency measures used to assist local	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OT H R
3540	areas on forest lands affected by fire, flood, or other disasters.)					
<i>Item #10</i>	1 Emergency Projects (Case files contain records such as applications, approvals, and completion reports.)			(See Note)		
	<u>NOTE: All Offices:</u> Destroy records 25 years after case is closed.					
	Reports is deleted. File existing records under 3540 and apply retention period.					
<i>Item #11</i>	3560 Interagency Programs (Includes general correspondence pertaining to States, counties, municipalities, and other local groups involved in watershed programs.)	5	5	5	5	5
<i>Item #12</i>	3570 Hydrologic Surveys and Analysis (Includes correspondence related to program direction, planning, conducting, and evaluating hydrologic surveys and analysis in response to a cooperative watershed management study or program. File technical reports in the project folder under 3570.)	10	10	5	5	5

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND ERC)				
			WO	RO & A	ES	SO	OTHER
<i>NCI-95-83-9</i>							
<i>Item #13</i>	3580	Water Quality Protection and Improvement (Deleted. File any existing records under 3250 and apply the retention period.)					
<i>Item #14</i>	3600	Rural Resource Conservation and Development (Includes general correspondence too broad to be filed under a specific subject heading.)	5	5	5	3	3
<i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #15</i>	3610	Rural Development (Includes general correspondence and other records pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns in eliminating problems in rural areas.)	P	5	3	3	3
		<u>NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.</u>					
<i>Item #16</i>	1	Reports (Includes the Annual Rural Development Report which is a consolidated report from field units summarizing special projects with USDA to help farmers. Also, the Annual Needs Assessment Report required by USDA.)	5	5	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
<i>Item #17</i>	3620	P	5	3	3	3
	Resource Conservation and Development (Includes general correspondence related to working with State and local governmental units and sponsors for the purposes of improving the social, economic and environmental conditions of an RC&D area; identifying forestry activities and opportunities which will help sponsors with new and expanded problems to meet the needs of their rural citizens.)					
	<u>NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.</u>					
	1					(See Note)
<i>Item #20</i>	Resource Conservation and Development (RC&D) Projects (Case files containing applications, plans, and changes in forestry.)					
	<u>NOTE: All Offices: Destroy records 10 years after case is closed.</u>					
<i>Item #21</i>	2	P	5	5	5	5
	Reports (Annual Report for RC&D Projects and National Accomplishment Summary Report.)					
	<u>NOTE: WO: Offer to NARA in 5-year blocks when 20 years old.</u>					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
3620-2	File economic development regions and multicounty planning records under 3600 and apply retention period.					
<i>NCI-95-85-4</i> <i>Item # 3</i>	2-1 Annual Forestry Plan of Work (Report containing funding needs for the RC&D.)	5	5	5	5	5
<i>NCI-95-84-23700</i> <i>Item # 6</i>	3700 Organization Management Assistance (Includes correspondence and other records related to technical assistance provided to State Foresters or equivalent officials in the areas of managerial assistance. Includes systems studies and analysis, employee development and training and managerial improvement.)	5	5	5	3	3
	<u>NOTE:</u> Records previously filed under 3700-1 through 3730 are consolidated under 3700.					
3800	Urban Forestry Assistance (3800, 3810 and 3820 are deleted.) File any existing records under 3260 and apply the retention period.)					
<i>NCI-95-81-8</i> <i>Item # 14</i>	3900 Statewide Forest Resources Planning (Includes general correspondence concerning state forest resource planning and	3	2	2	2	2

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO & A	ES	SO	OTHER	
3900	coordination with the Forest Service. Excludes correspondence with a specific plan or special project.)					
<i>Item #15</i>	1 State Forest Resource Plans (Includes state plan, revisions, amendments, tables, attainment reports, and correspondence concerning development and publication of the state plan.) Case file by State. NOTE: <u>All Offices:</u> Destroy when plan is superseded.		(See Note)			
<i>Item #16</i>	2 Special Projects (Includes correspondence, work plans, reports, and documents concerning projects between state officials and the Forest Service.) Case file by State. NOTE: <u>All Offices:</u> Destroy when administrative uses ceases.		(See Note)			
<i>NC-174-215</i>	<i>Item #1</i> 4000 Research		(See Below)			
	1 General Correspondence	P	3	3	3	
<i>Item #2</i>	2 Statistical Methods	NA	10	10	NA NA	
	NOTE: 4040 Cooperation is deleted. File records under 4080 Research Administration.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
4000-2						
	4050 Research Programs is deleted. File records under 4070 Research Program Formulation and Documentation.					
	File 4050-5 Program Reviews under 1470 Research Reviews.					
<i>Item #14</i>	4060 Research Facilities (Do not use when correspondence concerns a specific building or related structure as covered under 7300.)	3	3	3	3	3
<i>Item #15</i>	1 Construction (Does not include material filed under 6320 Contracting.)					(See note under 4060-3)
<i>Item #16</i>	2 Experimental Forests and Ranges					(See note under 4060-3)
<i>Item #17</i>	3 Research Natural Areas <u>Note:</u> Retain in current files as long as facility is in use, then transfer to Forest Service history file as applicable. Dispose of remainder.					(See note)
<i>Item #18</i>	4 Equipment (Retain while in active use.)	NA	3	3	3	3
	5 Ecological Reserve (Deleted. File any existing records under 4060-3 and apply retention period.)					
<i>NC174-215</i> <i>Item #6</i>	4070 Research Program Formulation and Documentation	P	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

4070

RETENTION
PERIOD
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Item #7 1 Policy (General guidelines for formulation of Research Programs and directly related to specific functional responsibilities; Example, overall policy.) P 10 10 10 10

Item #8 2 Program Formulation and Planning (Guidelines for overall program formulation and planning.) P 10 10 10 10

Item #9 2-1 Projects (Includes overall Research Work Units Pioneering Research Work Units, Multifunctional Research Work Units.) P 10 10 10 10

Item #10 2-2 Long Range Planning for Forestry Research P 10 10 10 10

Item #11 3 Application for Research Results (Overall guidelines.) P 10 10 10 10

Item #12 4 Program Reporting (Overall guidelines.) P 10 10 10 10

NI-95-87-14 4080 Research Administration (General correspondence.) 3 3 3 3 3

NCI-174-215
Item #3 1 Cooperative Agreements (Research agreements with universities, colleges, institutions, and organization arms of the Forest Service, including reports.) P 25 25 25 25

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
4080						
<i>NC 174-215</i>	2	P	25	25	25	25
<i>Item #4</i>						
<i>Item #5</i>	3	P	25	25	25	25
4100 Timber Management Research (See below)						
<i>Item #19</i>	1	P	3	3	3	3
<i>Item #20</i>	2	1/4	1/4	1/4	1/4	1/4
<i>(GRS 14-3)</i>	4110					
Programs (See below)						
<i>Item #21</i>	1	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	O T H E R		
4110.						
<i>Item #23</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item #24</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item #25</i>	1-3	Study Plans	NA	10	10	10
<i>Item #26</i>	2	Reports	P	10	10	10
<i>Item #22</i>	3	Dendrology	25	NA	NA	NA
4200		Wildlife, Range and Fish Habitat Research	(See below)			
<i>Item #27</i>	1	General Correspondence	P	3	3	3
<i>Item #28</i> (GAS 14-3)	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
4210		Programs	(See below)			
<i>Item #29</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as taxonomy, ecology, physiology, forage values, measurement, sampling, design, techniques, livestock range management,	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>NC-174-215</i>	4210-1					
	wildlife habitat management, range-use relations, and range-pest relations.)					
<i>Item #30</i>	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Application Programs, including descriptions.)	10	10	10	10	10
<i>Item #31</i>	1-2 Problem Analysis	NA	10	10	10	10
<i>Item #32</i>	1-3 Study Plans	NA	10	10	10	10
<i>Item #33</i>	2 Reports	P	10	10	10	10
	4300 Watershed Management and Rehabilitation Research		(See below)			
<i>Item #34</i>	1 General Correspondence	P	3	3	3	3
<i>Item #35</i> (GRS 14-3)	2 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4310 Programs		(See below)			
<i>Item #36</i>	1 Program Formulation (Set up individual folders, as needed, for specific programs such as classification methods, damage prevention, erosion, hydrology, measurements, rehabilitation, and water yield improvement.)	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	O T H E R		
4310						
<i>Item # 37</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multi-functional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item # 38</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item # 39</i>	1-3	Study Plans	NA	10	10	10
<i>Item # 40</i>	2	Reports	P	10	10	10
<i>NCL-95-81-10</i> <i>Item # 30</i>	3	Surface Environment and Mining (SEAM) (Includes material that describes the authorities, objectives, and responsibilities for Surface Environment and Mining.)	P	10	10	10
<i>Item # 30 31</i>	3-1	Surface Environment and Mining Program (Includes material relating to the research, development, and application program for environmentally safe techniques for the exploring, reshaping, restoration, revegetation, and rehabilitation of surface-mined lands to help meet the Nation's energy crisis.)	25	10	10	10

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		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTHER
4310						
	3-2					
	Surface Mining Control and Reclamation (Includes back-ground papers and so forth, leading to determination of appropriate Federal officials on questions or suitability for surface mining and on valid existing rights.)					
	NOTE: All Offices: Deleted. File any existing records under 4310-3 and apply the retention period.					
NC-174-215	4400					
	Forest Fire and Atmospheric Sciences Research (See below)					
Stem #41	1	P	3	3	3	3
Stem #42	2	1/4	1/4	1/4	1/4	1/4
GRS-14-3	4410					
	Programs (See below)					
Stem #43	1	10	10	10	10	10
	Program Formulation (Set up individual folders, as needed, for specific programs, such as forest fire science, atmospheric science, and fire control technology.)					
Stem #44	1-1	10	10	10	10	10
	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, MultiProject Programs, Research and Development					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
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4410	Programs, and Research, Development, and Application Programs, including descriptions.)					
<i>Item # 45</i>	1-2 Problem Analysis	NA	10	10	10	10
<i>Item # 46</i>	1-3 Study Plans	NA	10	10	10	10
<i>Item # 47</i>	2 Reports	P	10	10	10	10
4500	Forest Insect and Disease Research		(See below)			
<i>Item # 48</i>	1 General Correspondence	P	3	3	3	3
<i>Item # 49</i> (GAS 14-3)	2 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
4510	Programs		(See below)			
<i>Item # 50</i>	1 Program Formulation (Set up individual folders, as needed, for specific programs such as control methods, insect identification, insect survey techniques, and forest insects.)	10	10	10	10	10
<i>Item # 51</i>	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10	10

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		RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTHER		
	NC-174-215 4510					
	Item #52 1-2 Problem Analysis	NA	10	10	10	
	Item #53 1-3 Study Plans	NA	10	10	10	
	Item #54 2 Reports	P	10	10	10	
	4700 Forest Products and Harvesting Research	(See below)				
	Item #62 1 General Correspondence	P	3	3	3	
	Item #63 (GAS 14-3) 2 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	
	4710 Utilization Programs	(See below)				
	Item #64 1 Program Formulation (Set up individual folders, as needed, for specific programs such as anatomy, chemistry, composition boards, construction and containers.)	10	10	10	10	
	Item #65 1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10	
	Item #66 1-2 Problem Analysis	NA	10	10	10	
	Item #67 1-3 Study Plans	NA	10	10	10	

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			RETENTION PERIOD (BY FS AND FRC)				
			WO	RO & A	ES	SO	OTH
4710							
<i>Item #68</i>	2	Reports	P	10	10	10	10
4720		Engineering Programs					(See below)
<i>Item #69</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs, including system engineering techniques.)	10	10	10	10	10
<i>Item #70</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multi-functional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10	10
<i>Item #71</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item #72</i>	1-3	Study Plans	NA	10	10	10	10
<i>Item #73</i>	2	Reports	P	10	10	10	10
<i>NCI-95-82-9</i>	4800	Forest Resources Economics Research	P	3	3	3	3
<i>Item #1</i>							
<i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #2</i>	4810	Forest Inventory and Analysis (Includes general correspondence related to inventory and analysis procedures.)	10	10	10	3	3

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTH ER
NC-174-215	4810						
Item # 77	1	Program Formulation (Set up individual folders, as needed, for specific programs.)	25	25	25	10	10
Item # 78	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs and Research, Development, and Application Programs, including descriptions.)	NA	25	25	10	10
Item # 79	1-2	Problem Analysis	NA	25	25	10	10
Item # 80	1-3	Study Plans	NA	25	25	10	10
Item # 81	2	Reports	P	25	25	10	10
Item # 76 [or NC1-95-82-9] Item # 3	3	Forest Survey Programs (Includes inventories, techniques, and timber cut removal)	25	25	25	10	10
NC1-95-82-9 Item # 4	4820	Renewable Resources Economics (Includes general correspondence related to procedures and direction.)	10	10	10	10	10
NC174-215 Item # 82	1	Program Formulation (Set up individual folders, as needed, for specific programs.)	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
NO	RO & A	ES	SO	O T H E R		
<i>NC 174-215</i>	4820					
<i>Item 83</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	10
<i>Item 84</i>	1-2	Problem Analysis	NA	10	10	10
<i>Item 85</i>	1-3	Study Plans	NA	10	10	10
<i>Item 86</i>	2	Reports	P	10	10	10
	4900	Forest Recreation and Urban Forestry Research		(See below)		
<i>Item 87</i>	1	General Correspondence	P	3	3	3
<i>GRS 14/3</i>	2	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
	4910	Programs		(See below)		
<i>Item 89</i>	1	Program Formulation (Set up individual folders, as needed, for specific programs such as economics, facilities, resources, and users.)	10	10	10	10
<i>Item 90</i>	1-1	Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs,	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
			WO	RO & A	ES	SO	OTHER
4910-1-1							
Research and Development Programs, and Research, Development, and Application Programs, including descriptions.							
<i>Item # 91</i>	1-2	Problem Analysis	NA	10	10	10	10
<i>Item # 92</i>	1-3	Study Plans	NA	10	10	10	10
<i>Item # 93</i>	2	Reports	P	10	10	10	10
<i>NN-166-136</i>	5100	Fire Management	25	25	25	5	5
<i>Item # 273</i> <i>GRS 14-3</i>	1	Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item # 274</i>	2	Studies, Administrative	5	5	5	5	5
<i>Item # 275</i>	3	Training	5	5	5	3	3
<i>NCI-95-82-19</i>	5110	Wildfire Prevention (Includes general correspondence related to plans.)	10	10	10	5	5
<i>Item # 1</i> <i>NN 166-136, 5110, 5110</i>	1	Plans (Folder by plan.)	50	50	50	5	5
<i>NN-166-136</i> <i>Item # 278</i>	2	Cooperative Forest Fire Prevention Program (Deleted. File any existing records under 3110 and apply retention period.)					
<i>Item # 278</i>	5120	Presuppression Management	50	50	50	5	5
<i>Item # 279</i>	1	Fire-Danger Rating	5	5	5	5	5
<i>Item # 280</i>	2	Fire-Weather Forecasting	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
	WO	RO & A	ES	SO	REF TO		
5120							
Item # 281 3	50	50	50	50	50		
Plans (Current, annual--folder by plan.)							
NN-169-39 3-1	10	10	10	10	10		
Dispatching							
Item # 18 NN-166-136 5130	50	50	50	5	5		
Fire Suppression							
Item # 283 Item # 284 1	5	5	5	5	5		
Fire Organization							
NCI-95-82-19 2	10	10	10	10	10		
Reports (Includes reports, plans and programs pertaining to fire suppression and organization. File fire reports under 5180.)							
Item # 2 NN166-136 #1380 SO and del other NN166-136	25	25	25	5	5		
Prescribed Fire							
Item # 285 1	5	5	5	5	5		
Appraisal Methods							
Item # 286 2	5	5	5	5	5	5	
Statistical Appraisals							
Item # 287 5150	25	25	25	5	5		
Fuel Management							
Item # 288 1	5	5	5	5	5		
Hazard Reduction (Folder by area.)							
Item # 289 2	5	5	5	5	5		
Plans, Burning (Folder by unit.)							
NCI-95-82-19 3	10	10	10	10	10		
Reports (Includes annual fuel treatment report which summarizes accomplishments of fuel treatment on National forest lands.)							
Item # 3							

RECORDS MANAGEMENT HANDBOOK

NN/66-136

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
Item # 291	5160					
		25	25	25	5	5
Fire Management Equipment and Supply Program (Includes inspection, maintenance, storage, financing of fire equipment.)						
Item # 292	5170					
		25	25	25	5	5
Fire Management Cooperation						
Item # 293	1					
		5	5	5	5	5
Agreements (Folder alphabetically by agency association, or individual.)						
Item # 294	5180					
		10	10	10	10	10
Fire Reports						
Item # 295	5190					
		50	50	50	5	5
Management						
Item # 296	1					
		50	50	50	5	5
Administrative Fire Analysis						
Item # 297	2					
		50	50	50	5	5
FFF Standards						
Item # 298	3					
		50	50	50	5	5
National Fire Planning						
NCI-95-83-3	5300					
Item # 1		5	5	5	5	5
Law Enforcement (Includes general correspondence and materials too broad to be filed under a specific subject heading.)						

NOTE: Records pertaining to identification cards and trespass cards previously filed under 5300-1 and 5300-2, file under 5320-2.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
<i>Item # 4</i>	5310			(See Note)	Note)	
<i>Item # 5</i>	5320	10	10	10	10	10
<i>Item # 6</i>	1			(See Note)	Note)	
<i>Item # 7</i>	2			(See Note)	Note)	

RECORDS MANAGEMENT HANDBOOK

NCI-95-83-3
5320-2

NOTE: All Offices: Destroy 10 years after the case file is closed.

Item # 8 3 Investigation Procedures (Includes records pertaining to procedures involving suspect's rights, recording equipment, statement procedures, evidence and other related records.)

(See Note)

NOTE: All Offices: Destroy 10 years after investigative case file is closed.

Item # 9 5330 Law Violations (Includes general correspondence and records related to law violations.)

NN166-136 1 Fire

~~Item # 324~~ 2 Occupancy

~~Item # 325~~ 3 Property

~~Item # 326~~ 4 Range

~~Item # 327~~ 5 Timber

~~Item # 328~~ 6 Wildlife

NOTE: File above folders by type and/or alphabetically by name of offender.

RETENTION PERIOD (BY FS AND FRC)				
WO	RO & A	ES	SO	OTHER
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10
10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

NC 1-95-83-3
Item #10

5340

Reports (Includes the Law Enforcement Management Reporting System (LEMARS), Cooperative Law Enforcement Activity Reports, and Annual Report. Data for these reports are stored on computer tape.)

NOTE: All Offices: Computer Input Reports. Destroy in agency when no longer needed for administrative use.

WO: Law Enforcement Management Reporting System (LEMARS): PERMANENT. Have FCCC cut off annually. Transfer master files and related documentation (record layout, codes, and other specific information necessary to use the file) to NARA when 10 years old.

Item # 11

1

Case Reports (Includes case files containing data which enables reviewing officials and attorneys to access the prosecutive merits of a case to present in court.)

NOTE: All Offices: Destroy records 10 years after the case file is closed.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTH
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HER
<i>Item #12</i>	5350	10	10	10	10	10
	Action and Procedures (Includes records and reports pertaining to violation prevention and enforcement, including related activities with Federal, State and local law enforcement agencies.)					
<i>Item #13</i>	5360					
	Cooperative Law Enforcement (Includes cooperative agreements with State and local authorities.)					
	<u>NOTE: All Offices:</u> Destroy records 10 years after agreement is terminated.					
<i>Item #14</i>	5370	20	20	20	20	20
	Training Standards (Includes policy and procedures, correspondence and memorandums related to levels of training standards for employees with law enforcement duties.)					
<i>Item #15</i>	5380	20	20	20	20	20
	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.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	O R E T
5380						
	<u>NOTE:</u> 5390 Damage Appraisal and Claims is deleted. File any existing records under 5300 primary and apply the retention period.					
5400	Landownership			(See below)		
<i>NCI-95-78-2</i> <i>Item # 4</i>	1 General Correspondence (Correspondence concerning landownership too broad to be filed under one of the more specific subjects.)	3	3	3	3	3
<i>Item # 5</i> <i>GRS 14-3</i>	2 Inquiries (Routine acknowledgements and transmittals.)	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item # 6</i>	3 Plans (Land adjustment plans and related correspondence for National Forests, National Grasslands, and Land Utilization Project areas, and right-of-way procurement plans for current and anticipated needs for rights-of-way over non-Federal lands and interests in lands. Arrange by type of plan.)			(See Note)		
	<u>Note:</u> <u>SO:</u> Transfer records to FRC 2 years after plan has been completely revised or has been superseded by a new plan, or retain records in office.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	O T H E R		
	5400	Destroy 5 years after plan has been completely revised or superseded by a new plan. <u>All Other Offices:</u> (Duplicate records) Retain records in office. Destroy 3 years after plan has been completely revised or superseded by a new plan.				
<i>Item # 7</i>	5410	3	3	3	3	3
	5410	Appraisals (Correspondence including principles, approaches to value, procedures, controls, and other information relating to valuation of real property.)				
<i>NCI-95-82-4</i>	5420	Purchases and Donations (See note)				
<i>Item # 8</i>		<u>Note:</u> All 5420-2 and 5420-3 records are to be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5420-2 and 5420-3 applies to documents which will not become part of the title file.				
<i>see above between items 2 + 3.</i>						
<i>NCI-95-78-2</i>	1	3	3	3	3	3
<i>Item # 9</i>		General Correspondence (Correspondence concerning land purchases and donations, not related to specific case.)				
<i>Item 9</i>						

RECORDS MANAGEMENT HANDBOOK

NCI-95-82-14

5420

Item # 3 2

Donations (Including administrative sites. Includes correspondence, purchase agreements, contracts, land surveys, grants, patents, deeds, deed of trust or mortgage, title insurance policy, abstract of title, certificate of title, Torrens certificate of title, or other such related documents. Arrange files alphabetically by name or grantor.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.

Item # 4 2-1

Unconsummated Case Files (Includes correspondence, title evidence and related documents except final deed and final conveyance documents.)

Note: All Offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC is not authorized.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See Note)		
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	5420					
<i>Item #5</i>	3			(See Note)		
				<p>Purchases (Including Administrative sites. Includes correspondence, survey, deeds, condemnation documents where applicable, appeals, other title evidence, and related documents. Arrange files alphabetically by name of seller.)</p> <p><u>Note: All Offices:</u> Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.</p>		
<i>Item #6</i>	3-1			(See Note)		
				<p>Unconsummated Case Files (Includes correspondence, title evidence and related documents except for final deed and final conveyance documents.)</p> <p><u>Note: All Offices:</u> Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</p>		
<i>Item #7</i>	5430			(See Note)		
				<p>Exchanges</p> <p><u>Note:</u> Screen all 5430-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5430-2 applies to documents which will not become part of the Title file.</p>		

RECORDS MANAGEMENT HANDBOOK

NCI-95-78-2
 5430
Item # 13
NCI-95-82-14
Item # 7

- 1 General Correspondence
 (Correspondence concerning land exchange, not related to a specific case.)
- 2 Exchanges (Including correspondence, letters of negotiation, explanatory notes, exchange agreements, proposals, plans, or contracts, appraisals, appeals, objections and related decisions, land descriptions, field examinations, surveys, certificated of possessions, statements of intent, environmental assessments, statements of value and appraisal, statements of disposal, certificates of title or title insurance policy, certifications and proof of publications, and other related documents. Arrange files alphabetically by name of exchange proponent and identify by RLM serial or tract number.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal use ceases.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTH
<p>NCI-95-82-14 5430</p>						
<p><i>Item #8</i></p>	<p>2-1 Unconsummated Case Files (Includes correspondence documents incidental to Land adjustments except final deed and final conveyance documents.) <u>Note: All Offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</u></p>			(See Note)		
<p>5440</p>	<p>5440 Partial Land Interests (Except right-of-way) <u>Note: Screen all 5440-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5440-2 applies to documents which will not become part of the title file.</u></p>			(See Note)		
<p>NCI-95-78-2 <i>Item #9</i></p>	<p>1 General Correspondence (Correspondence concerning partial land interests, not related to a specific case.)</p>	3	3	3	3	3
<p>NCI-95-82-14 <i>Item #9</i></p>	<p>2 Partial Land Interests (Includes correspondence evaluations, appraisals, scenic or conservation easements, mineral deeds, documentation of NEPA compliance, environmental assessments or statements, mortgages, deeds of trust and vendors liens,</p>			(See Note)		

RECORDS MANAGEMENT HANDBOOK

5440-2

leases, and related documents. Arrange files alphabetically by name of grantor.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.

Item #10 2-1

Unconsummated Case Files (Includes correspondence, documents incidental to acquisition of partial land interest except final deed, and final conveyance documents.)

Note: All Offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.

~~Item #11~~

5450

Title Claims, Sales, and Grants

Note: Screen all 5450-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5450-2 applies to documents which will not become part of the title file.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
			(See Note)	
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

NCI-95-78-2
5450
Item #11

NCI-95-82-14
Item #11

- 1 General Correspondence
(Correspondence concerning title claims, sales, and grants of lands under the jurisdiction.)
- 2 Title Claims, Sales and Grants
(Includes correspondence, land use permits, warranty deeds, aerial photographs, plats, maps, environmental assessments, permit applications, general land office survey plats and notes, litigation reports, deeds appraisals, grants, certified letters, affidavits, patent applications, patents, land classification studies and maps, bills of sale, tax assessment records, court decisions or settlements, sale notices, notices of award, appeals, and related documents. Arrange files according to the specific subject and, thereunder, alphabetically by name of claimant, purchaser, or grantee.)

Note: All Offices: Retain records in office. Destroy after title file is created and administrative or legal need ceases. Transfer to FRC not authorized.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY CLASS AND FRC)				
		WO	RO & A	ES	SO	OTHER
5450	2-1					
<i>Stm #12</i>	Unconsummated Case Files (Includes correspondence, documents incidental to sales and grants except for final deed and final conveyance documents.) <u>Note: All Offices:</u> Retain closed case file until local need ceases, then destroy. Transfer to FRC not authorized.			(See Note)		
Stm #13	5460					
	Rights-of Way Acquisition <u>Note:</u> Screen all 5460-2 records for documents deemed necessary for a permanent title file as specified under 5490-3. Retention for 5460-2 applies to documents which will not become part of the title file.			(See Note)		
<i>NCI-95-78-2</i>						
<i>Stm #13</i>	1	3	3	3	3	3
<i>NCI-95-82-14</i>						
<i>Stm #13</i>	2					
	Rights-of-Way Acquisition (Permanent easements acquired over private or other lands not administered by Forest Service. Includes correspondence, appraisals and options, if made, certification of cost of right-of-way and improvements, record			(See Note)		

RECORDS MANAGEMENT HANDBOOK

5460-3

alphabetically by name of
cooperator.)

Note: RO: Transfer records to
FRC 3 years after agreement is
terminated. Destroy 25 years
after terminated.

SO: (Duplicate records) Retain
records in office. Destroy
when reference values cease or
when agreement is terminated.
Do not send to FRC.

All Other Offices: Not
applicable.

Item #22 4

Temporary Rights-of-way (Term
easements and permits acquired
for temporary roads over private
or other lands not administered
by FS. Includes title approval,
certification of cost, record
of payment, and related docu-
ments. Arrange case files by
project name or number and
grantor.

Note: RO and SO: Retain
records in office. Destroy 3
years after easement or permit
expires.

All Other Offices: Not
applicable.

RETENTION
PERIOD
(BY ES AND FRC)

WO	RO & A	ES	SO	O T H E R
----	--------------	----	----	-----------------------

(See Note)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
5470	Reservations and Outstanding Rights (Including timber, residency, occupancy, easements, improvements, water, grazing, and other rights or reservations on acquired land.)			(See below)		
<i>NC 195-78-2</i> <i>Item # 24</i>	1 General Correspondence (Correspondence concerning reservations and outstanding rights, not related to a specific case.)	3	3	3	3	3
<i>Item # 25</i>	2 Requests, Applications, and Permits (To exercise reserved or outstanding rights. Arrange case files alphabetically by name of owner of right.)			(See note)		
<p><u>Note:</u> <u>RO:</u> Transfer records to FRC 3 years after expiration or termination of right. Destroy 25 years after expiration or termination of right. <u>SO:</u> (Duplicate records) Retain records in office. Destroy when reference value ceases. Do not send to FRC. <u>All Other Offices:</u> Not applicable.</p>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
5480	Condemnation					(See below)
<i>Item # 26</i>	1 General Correspondence (Correspondence concerning condemnation actions, not related to a specific case.)	3	3	3	3	3
<i>Item # 27</i>	2 Project Case Files (Includes correspondence, reports, and related documents. Arrange case file alphabetically by name of owner.)	3	3	3	3	3
<i>Item # 28</i>	5490 Status					(See below)
	1 General Correspondence (Correspondence concerning status of lands.)	3	3	3	3	3
<i>Item # 29</i>	2 Reports (Includes annual statistical reports covering National Forest areas, land exchanges, and land donations; rights-of-way reports; land acquisition program and accomplishment reports. Arrange alphabetically by type of report.)	P				(See Note)

Note: WO: PERMANENT. Offer to NARA when 10 years old.
RO: Destroy when 25 years old.
All Other Offices: Retain records in office. Destroy when

Transfer to FARC when 3 years old

RECORDS MANAGEMENT HANDBOOK

5490-3

approval; (j) letters of notification to other Government agencies; (k) clearinghouse (A-95) letters; (l) deeds and other documents relative to outstanding rights; also, (m) any other documents deemed essential for protection of the United States title to land or interest in land including, but not limited to, maps, plats, drawings, photographs, letters, memorandums, and other legal documents. Arrange alphabetically by grantor.)

A. Washington Office: Send all consummated case files to the appropriate Regional Office for screening and preparation of the permanent title file. Do not send to Washington FARC.

B. Regional Office: Screen all consummated cases for title file documents.

(1) Title file: PERMANENT: a title file shall be microfilmed in accordance with the provisions of 36 CFR 1230; a

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

5490-3

microfilm copy shall be made for the Regional Office and the Supervisor's office; the original Title file forwarded to FARC when the local need for the original file ceases and the microfilmed copies have been reviewed and found satisfactory; offer original title file to NARA in 5 year blocks 75 years after the most recent case in each block is consummated.

- (2) RO: Microfilm Copy:
Retain in office. Do not send to FRC. Destroy when no longer needed for administrative or legal use.
- (3) Consummated Case file:
Destroy the case file documents that do not become part of the title file, as indicated in disposition instructions for 2730-2, 5420-2, 5420-3,

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

RECORDS MANAGEMENT HANDBOOK

5490-3

5430-2, 5440-2, 5450-2, and 5460-2, and other file designations containing case files with title evidence.

- C. Supervisor's Office: (1) Duplicate records. Retain records in office. Do not send to FRC. Destroy after microfilmed title file is received from the Regional Office.
(2) SO: Microfilm copy. Destroy when no longer needed for administrative or legal use.
- D. All other offices: Not Applicable.

*NCI-95-82-134
Item # 1*

Boundary Atlas Records (Deleted. File existing records with boundary modification files under 5510-1.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER

NCI-95-84-4 5500
Item #1

Land Classification (Includes general correspondence too broad to be filed under a specific heading.)

NOTE: Originating Unit:

Photographing Boundary Map Changes

see
NCI-95-82-13
Item 1

When boundary changes of large color maps take place, 8 x 10 color positives or 8 x 10 black and white negatives may be made. Offer the original map material to NARA 5 years after the filming is complete. All photographic sets and portions of photographic sets may be distributed to other field units and destroyed when no longer needed.

Microfilming Boundary Modifications and Land Transfer Records

If desired, a microform may be made of boundary modifications and boundary transfer records in accordance with 36 CFR 1230. When the microform is reviewed and found satisfactory follow the disposition instructions for the paper records under 5510-1 and 5540-1. Destroy the microform when no longer needed for administrative use.

GRS 14-3

1 Inquiries

RETENTION PERIOD (BY FS AND ERC)				
WO	RO & A	ES	SO	OTH
5	5	5	5	5
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

RECORDS MANAGEMENT HANDBOOK

NCI-95-84-4

Item #2 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.)

Item #3 1 Boundary Modifications (Consummated and unconsummated case files containing the Establishment Reports which give background rationale for establishing units which include the public's interest, resources involved, and the intent of management; Establishment Documents such as maps, plats, and diagrams Secretarial Orders, Land Orders, Executive Orders, Presidential Proclamations, Acts of Congress which establish a National Forest or Grasslands; Environmental Impact Statement; Wilderness Studies and related documents.)

NOTE: WO: Send all consummated case files to the appropriate Regional Office. Do not send to, Washington FRC.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5
		(See Note)		

RECORDS MANAGEMENT HANDBOOK

5510-1

RO: Original paper records:
PERMANENT: Transfer closed
 case files to the FRC in 5 year
 blocks. Offer to NARA when 75
 years old.

All Other Offices: Duplicate
records: Destroy case file
 material when no longer needed
 for administrative use.

5520 Wildland Studies (Deleted.
 File any existing records under
 5500 and apply the retention
 period.)

5530 Ownership Adjustment (Deleted.
 File any existing records under
 5400-3 and apply the retention
 period.)

Item #5

5540 Lands Transfers and Interchange
 (Include general correspondence
 related to the acquisition of
 land transfers which cannot be
 filed under a specific case.)

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

NCI-95-84-4

5540

Stint# 1
6

Land Transfers Analyses (Consummated and unconsummated 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.)

(See Note)

WO: Send all consummated case files to the appropriate Regional Office. Do not send to Washington FRC.

RO: 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.

Original paper records: PERMANENT:
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 NARA 75 years after most recent file is closed.

All Other Offices: Duplicate records:
Destroy case file material when no longer needed for administrative use.

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
5550	National Recreation Areas (Deleted. File any existing records under 2370 and apply the retention period.)					
5560	Administration (Deleted. File any existing records under 5500 and apply retention period.)					
<i>No. 21-25-82-19</i> <i>Item #14</i>	5700 Aviation Management (Includes general correspondence and records related to general aircraft, policy, and responsibilities.)	10	5	3	3	3
<i>GRS 14-3</i>	1 Inquiries	1/4	1/4	1/4	1/4	1/4
<i>No. 21-95-82-19</i> <i>Item #6</i>	5710 Aviation Administration (Includes records pertaining to planning specialized aviation activities and operations, aviation personnel qualifications, equipment and so forth.)	10	5	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
	WO	RO&A	ES	SO	OTHER	
<i>Item # 7</i> 5720	10	5	3	3	3	
Aviation Safety (Includes records pertaining to accident and incident investigation.)						
Note: 5730-5760 file designations are deleted. File any existing records under 5700 and apply the retention periods.						
<i>NN 166-136</i> 6100 6100	5	5	5	3	3	
Personnel (Includes general correspondence related to personnel management, contributions, and campaign activities.)						
<i>GRS 14-3</i> 1	1/4	1/4	1/4	1/4	1/4	
Inquiries						
<i>NN 166-136</i> 6110 6110	P	5	5	3	3	
Reports						
<i>1380</i> 6110	Office of Personnel Management (Deleted. File any existing records under 6100.)					

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)				
			WO	RO&A	ES	SO	OTHER
<i>CRS 1-3A</i>	6120	Programs, Standards, Actions Documents	3	3	3	3	3
	1	Actions (Deleted. File records under appropriate subject heading under 6130.)					
<i>CRS 1-3A</i>	2	Documents (Includes general correspondence, memorandums and related records pertaining to delegations, delegated authorities, personnel bulletins, program operations and procedures and other documents not covered under 6120.)	3	3	3	3	3
<i>CRS 1-16(2)</i>	2-1	Official folders					(See Note)
		<u>Note:</u> For disposition, see FSH 6209.11, sec. 33.2.					
<i>NN/66-136</i> 66-136-276	3	Programs	5	5	5	3	3
66-136-3130	4	Reports	P	5	5	3	3
<i>CRS 1-3a</i>	6130	Employment and Status Changes (Includes general correspondence, response to applications, and subject matter too	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

6130

broad to be filed under a specific heading.)

NN166-136
~~*Item # 353*~~
6/30

1 Recruitment (Includes correspondence related to recruitment needs, SF 39. Request for Certification, OF-5 and related records.)

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
5	5	5	3	3
				(See Note)
				(See Note)

NCI-95-82-18
Item # 3

2 Employment Actions (Includes applications for specific vacancies, letters of offer, potential candidates who apply, vacancy announcements, non-selected applicants, declined offers, promotions, reassignments, assignments to other agencies, reemployment rights and details of employees of 30 days or more.) Establish as case files. Individual actions are filed in the official personnel folder.

NOTE: All Offices: Destroy records 5 years after case file closes or after OPM review, whichever comes first.

Item # 4
GRS 1-15

2-1 Applications (Includes general correspondence and records related to responses to applications which will not be kept;

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
	6130-2-1					
	unsolicited out-of-agency applications for employment.) File applications for specific vacancies under 6130-2.					
	<u>NOTE: All Offices:</u> Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.					
<i>Item #5</i>	2-2 Probationary Period (Includes AD-773 and records documenting the probationary period for supervisors and managers before the assignment becomes final.)			(See Note)		
	<u>NOTE: All Offices:</u> Destroy when 1 year old or upon completion of probation period, whichever comes first.					
<i>Item #10 GRS 1-3A</i>	7 Reduction in Force (RIF) (Includes general correspondence and records related to reduction-in-force action, directions and procedures.)	3	3	3	3	3
<i>Item #11</i>	7-1 RIF Case files (Includes documentation of individual actions, general and specific			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
6130						
<i>Item #14</i>	9-1 Senior Executive Service Employment (Includes appointments, promotions, awards, biographical sketches and other related records.) Establish as case files.			(See Note)		
	NOTE: WO: Destroy 5 years after file is closed or after OPM review, whichever comes first. All Other Offices: Not applicable.					
<i>Item #15</i> <i>GAS 1-34</i>	9-2 Senior Executive Service Candidate Development Program (Includes general correspondence, announcement criteria, application, and other records pertaining to SES Candidate Development Program.)	3	3	3	3	3
<i>NN166-136</i> <i>Item # 385</i>	6140 Employee Development, Performance, Awards (Includes general correspondence, letters of appreciation, and commendation.)	5	5	5	3	3
<i>GAS-1-3060</i>	Employee Development (Includes policy, responsibilities and delegations, training records and reports, (including the agency training office copy of			(See Note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6140-1

SF-182 Request, Authorization, Agreement and Certification of training), Annual Training Report, supervisory training, and executive development. Case file by subject as needed.)

Note: All Offices: Destroy when 5 years old or 5 years after completion of specific training programs.

CRS 1-23 (2)(4)

Performance Evaluation
(Includes general or case files of forms, memoranda, and correspondence.)

(See Note)

Note: All Offices: Destroy 3 years after date of appraisal.

3-1

CRS 1-23

a(4)(5)

Performance Rating of Record for non-SES appointees (Includes performance rating of record and the performance plans on which they are based.)

(See Note)

Note: All Offices: Destroy 3 years after date of appraisal.

Supporting documents: Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.

3-2

CRS 1-23

a(3)(4)

Performance Rating of Record for SES appointees (Includes performance rating of record and the performance plans on which they are based.)

(See Note)

Note: All Offices: Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.

Supporting documents: Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6140

GAS 1-23-a(5) 4 Appeals (Includes memoranda, correspondence and other records relating to employee appeals of performance rating.) (See Note)
Note: All Offices - Destroy 3 years after final settlement of case.

GAS 1-12a(1) 5 Incentive Awards (Includes cash and honor awards.) (See Note)
Note: All Offices - Destroy 2 years after approval or disapproval.

NC1-95-52-3 6 Employee Assistance Program 3 3 3 3 3
(Includes general correspondence related to the Employee Assistance Program, CONCERN.)
GAS-1-27(b)
Item #9

NA16-126 6150 Classification, Pay, Uniforms 5 5 5 3 3
(Includes authority for payment of reporting for duty expenses.)
~~*Item #390*~~

~~*Item #391*~~ 1 Position Classification and Job Evaluation (Includes general correspondence.) 5 5 5 3 3

NC1-95-52-7 1-1 Policy and Principles (Includes general correspondence and records relating to general guidelines for formulation of classification programs.) 3 3 3 3 3
Item #2
(GAS 1-3a)

Item #3 1-2 Standards (Includes OPM standards determining title, series and grade based on duties) (See note)
(GAS 1-7a(1))

RECORDS MANAGEMENT HANDBOOK

6150-1-2

responsibility and qualification requirements.)

Note: All Offices: Destroy when superseded or obsolete.

(Item # 4)
N-1-95-82-71-3
GRS 1-7a (a)

Standards Development (Includes general correspondence and records related to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.)

Note: All Offices: Destroy 5 years after position is abolished or description is superseded.

GRS 1-7b(1) 1-4

Position Descriptions

Note: Position description, exclusive of those containing fire - fighter duties: (a) Dispose of one copy 5 years after position is abolished or description is superseded; (b) Dispose of other copies when position is abolished or description is superseded. Position descriptions containing firefighter duties: Retain in office pending further decision.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
			(See note)	
			(See note)	

RECORDS MANAGEMENT HANDBOOK

6150

NCI-95-82-7 1-5
Item # 5

Evaluation Process (Includes correspondence, subject files related to the evaluation of positions being classified. Washington Offices segregated files by Regions.)
Note: All Offices: Destroy when position is abolished or description is superseded.

RETENTION PERIOD
(BY ES AND FRC)

WO	RO & A	ES	SO	OTHER
			(See Note)	
			(See note)	
5	5	5	3	3
3	3	3	3	3
3	3	3	3	3

NCI-95-82-7 Item #6
GRS 1-7d 1-6

Appeals (Includes case files relating to classification appeals.)

Note: All Offices: Destroy 3 years after case is closed.

NN/66-136
~~Item # 394~~

2 Pay Rates and Systems (Includes general correspondence related to pay too broad to be filed under a specific secondary or tertiary heading.)

(Item # 7)
NCI-95-82-7 2-1
GRS 1-3a

General Schedule Pay System (Includes general correspondence related to GS employees' pay, OPM salary tables issued annually.)

(Item # 8)
NCI-95-82-7 2-2
GRS 1-3a

Federal Wage System (Includes general correspondence related to wage employees, wage schedules.)

RECORDS MANAGEMENT HANDBOOK

6150
NCI-95-82-7
Stem #9 2-3

NN 160-136 3
Stem # 394

NCI-95-82-7
Stem # 12 3-1
GRS 1-3a

NCI-95-82-7
Stem # 13 3-2
GRS 1-3a

Other System (Includes general correspondence related to PL-313 employee, Administratively determine fire pay plan, SES employee pay schedules.)

Pay Administration (Includes general correspondence related to employee pay problems, pay checks, pay days; policy and procedural memoranda concerning pay administration and correspondence too broad to be filed under a specific tertiary subject heading.)

Premium Pay (Includes general correspondence, memoranda related to overtime, comp time, compensable travel, maximum pay limitation, hazard pay and differentials.)

Fair Labor Standards Act (FLSA) (Includes correspondence, memoranda and other records related to pay under FLSA.)

Note: This designation was previously titled compensable travel. File these records under 6150-3-1.

WO	RETENTION PERIOD (BY ES AND FRC)			
	RO & A	ES	SO	OTHER
3	3	3	3	3
5	5	5	3	3
3	3	3	3	3
3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6150						
<i>NCI-95-82-7</i> <i>Item # 15</i> <i>GRS 1-3a</i>	3-4	3	3	3	3	3
Allowances (Includes general correspondence memoranda and other records related to Remote Site Allowance, cost of living allowance, uniforms and types of employee allowance.)						
<i>NCI-95-82-7</i> <i>Item # 16</i>	3-5			(See Note)		
Waivers and Claims (Includes general correspondence and case files related to waivers of over payment and back pay claims.)						
<u>Note: All Offices: Destroy after GAO audit or 3 years after case is closed, whichever is earlier.</u>						
<i>GRS 2-3a(1)</i>	3-6			(See note)		
Payroll Records and Services (Includes general correspondence instructions and records related to T&A preparation, earning statements, payroll register, payroll deductions, allotments.)						
<u>Note: All Offices: Destroy after GAO audit or when 3 years old, whichever is earlier.</u>						
<i>NCI-95-82-7</i> <i>Item # 17</i>	3-7	5	5	5	5	5
Garnishments (Includes general correspondence, memoranda and other records pertaining to AD 747.)						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
	6160	5	5	3	3	
	1	5	5	3	3	
	1-1	3	3	3	3	
	1-2	3	3	3	3	
	2				(See note)	

NN-166-136

~~Item # 399~~

Attendance and Leave (Includes general correspondence too broad to be filed under a specific subject heading.)

~~Item # 400~~

Hours of Duty (Includes general correspondence, policy and procedures related to hours of duty such as daily and weekly scheduling of work, special tours of duty.)

NCI-95-82-7

Item # 18

CRS 1-3a

Holidays (Includes general correspondence, memoranda related to policy and procedures concerning holidays and holiday designation.)

NCI-95-82-7

Item # 19

CRS 1-3a

Alternative Work Schedules (Includes general correspondence, policy and implementing instructions concerning alternative work schedules.)

CRS 2-3a(1)

Leave
Note: The comprehensive payroll, which includes the leave record, prepared by NFC is sent to the National Personnel Records Center (NPRC) and retained for 56 years. Time reports on all employees except casual firefighters: Destroy after audit

RECORDS MANAGEMENT HANDBOOK

6160-2

by GAO or after 3 years, whichever is earlier.

GRS 2-3(b)

Personnel (Yellow copy of T&A reports, copies of scannable forms, certified electronically transmitted T&A reports, and supplemental time and attendance records, such as sign-in/sign-out sheets, overtime approvals, leave authorizations, and work reports, used for time accounting under flextime systems.) Destroy after GAO audit or when 3 years old, whichever is sooner. NFC sends original payroll copy of T&A to Fort Worth Records Center where they are held 6 years to meet the limitation for claims under the Fair Labor Standards Act.

NCI-16-78-1
USDA Schedule

Timekeeper pink copy: Destroy 2 years after the end of the pay period.

NCI-95-82-72-1
Item # 20
GRS 1-3a

Leave Administration (Includes general correspondence concerning leave.)

Fire Time reports (OF-288 Emergency Fire Fighter Time Report) for casual firefighters: Transfer to NPRC for 56 years retention. These reports should pertain only to emergency or "pick up" firefighters. Regular firefighters are covered by payrolls prepared by NFC.

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
	6160					
	<i>NCI-95-82-2-2</i> <i>Item #21</i>	Leave Restoration Case Files (Includes documentation and general correspondence in identifying criteria to determine forfeited annual leave.)				
		(See Note)				
	<i>NCI-95-82-3</i> <i>Item #1</i> <i>GAS 1-3</i>					
	6170					
		3	3	3	3	3
	<i>Item #2</i>					
	1					
		Labor Relations (Includes employee-management cooperation. Case files contain the formal certificate of representation, current negotiated agreement, third party action and correspondence related to the specific local.)				
		(See Note)				
	<i>GAS 1-29a(1)</i>					
		<u>Note: Originating Office:</u> Close case file after Local union ceases to exist. Destroy 5 years after close of case.				
	<i>GAS 1-29a(2)</i>	<u>All Other Offices:</u> (Duplicate records) Destroy when superseded or obsolete.				

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6170						
<i>Item # 3</i> GAS 1-3a	2					
<i>Item # 4</i> GAS 18-22	3	2	2	2	2	2
<i>Item # 5</i> GAS 18-23a)	3-1					
				(See note)		
<i>Item # 6</i> GAS 18-24	3-2					
				(See note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6170-3-2

Note: All Offices: Destroy when superseded or obsolete.

Item #7
3-3
GRS 1-28

Conduct (Includes correspondence, dence, memoranda and other records related to code of ethics and standards of ethics.)

(See Note)

Note: All Offices: Destroy when no longer needed for administrative use.

Item #8
3-4
GRS 1-25

Conflict of Interest (Includes AD 392 Statement of Employment and Financial Interest.)

(See Note)

Note: All Offices: Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.

*GRS 1-31(a)*⁵

Grievance, Appeals Files
(Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interview and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.)

(See Note)

Note: All Offices: Destroy 3 years after case is closed.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6170-5

CAS 1-31(b)

- 5-1 Adverse Action Files. (See Note)
(Case files and related records created in reviewing an adverse action disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply; hearing notices, reports and decisions, reversal of action; and appeal records, EXCLUDING letters of reprimand.)

Note: All Offices - Destroy 4 years after case is closed.

ANN 6-136

~~ANN 4-408~~

CAS 1-32

- 6180 Insurance and Annuities (Includes correspondence.) 5 5 5 3 3
- 1 Compensation for Injury (See Note)
(Includes forms, reports, correspondence and related medical and investigatory records relating to the on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.)

Note: All Offices: Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

RECORDS MANAGEMENT HANDBOOK

6180			RETENTION PERIOD (BY FS AND FRC)					
			WO	RO&A	ES	SO	OTHER	
			(See Note)					
<i>GRS 1-32</i>	1-1	Fatalities (Includes correspondence and records relating to the prevention and investigation of job-related accident which contribute to the death of employees, civilian conservation corps enrollees, cooperation, specialists under contract services and users of the National Forest.)						
		<u>Note: All Offices:</u> Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.						
<i>GRS 2-22</i>	2	Insurance	3	3	3	3	3	
	2-1	Air Travelers	5	5	5	3	3	
<i>NIN 166-136</i> <i>Item #412</i> <i>Item #415</i>	3	Retirement (Includes old age, survivors and disability insurance. Case file as needed.)	5	5	5	3	3	
	5	Unemployment Benefits (Deleted. File and existing records under 6180 primary).						
<i>GRS 2-22</i>	7	Life Insurance	3	3	3	3	3	
<i>GRS 2-22</i>	9	Health Benefits	3	3	3	3	3	
	6190	Special Activities (Deleted. File any existing records under 6100.)						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
<i>NN 166-136</i>	6200 Office Management	5	5	5	3	3
<i>DE #448</i>	1 Inquiries	1/4	1/4	1/4	1/4	1/4
<i>CRS 14-3</i>	6210 Procedures (Deleted. File existing records under 6200 and apply the retention period.)					
	6220 Records Creation (Deleted. File existing records under 6230 and apply the retention period.)					
<i>NN 166-136</i>	6230 Records Creation, Maintenance, and Disposition (Includes general correspondence, <i>and by respondents + and filing procedure; disposal records not in...)</i>	5	5	5	3	3
<i>DE #448</i>	1 Disposition (Includes basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt and SF 135A, Continuation; SF 258, Request To Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.)				(See Note)	
<i>CRS 16-3a</i>						

Note: All Offices: Destroy when related records are destroyed, or transferred to the National Archive or when no longer needed for administrative or reference purposes.

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
6230						
	1-1 Shelf Lists (Deleted. File existing records under 6230-1.)					
	2 Vital Records					
	<i>GRS 18-29</i>					
	<u>Note: All Offices:</u> Since indispensable records are copies, they may be destroyed when superseded or obsolete.					
	4 Classified Records Security (Includes general correspondence and report files pertaining to the administration of security classification, control, and accounting for classified documents, including receipts, destruction certificates, and inventory.)	2	2	2	2	2
	<i>GRS 18-2</i>					

		RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER		
	6230					
	<i>CRS 18-8</i> 4-1					(See Note)
	Classified Document Container Security Files (Includes forms or lists used to record safe and padlock combinations, names of individuals knowing combinations and comparable data used to control access into classified document containers.) <u>Note: All Offices: Destroy when superseded by a new form or list, or upon turn-in of container.</u>					
	<i>NN 166-136</i> <i>Sten # 428</i> 6240	5	5	5	3	3
	Facilitating Services (Including telephone, telegraph, messenger service, reception service, duplicating work, internal communications.)					
	<i>NN 166-136</i> <i>Sten # 33</i> 1	P	5	5	3	3
	Report					
	<i>NN 166-136</i> <i>Sten # 429</i> 6250	5	5	5	3	3
	Mail Management (Includes fees-paid material and distribution adjustments for circular memoranda and similar in-Service materials.)					
	<i>NN 166-136</i> <i>Sten # 430</i> 6260	5	5	5	3	3
	Office Equipment (Including evaluation of types, guidelines for furniture and machines.)					
	6270					(See below)
	Availability of Records (Consists of records made available to the public to the maximum extent possible under the					

6270-1-2

by the Forest Service units, consisting of the appellant's letter, a copy of the reply thereto (denial) and related supporting documents.)

NOTE: All Offices - Destroy 6 years after final determination by the Forest Service or 3 years after final adjudication by courts, whichever is later.

GAS 14-18a 1-3

FOIA Control Files (Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name of requestor such as FS-6200-4 Freedom Of Information Documentation.)

GAS 14-25a(8)

Privacy Act Request, Administrative Files and Reports (Files created in response to requests from individuals to gain access to their records or to any information in the records that pertain to them, as provided for by the Act. Files contain correspondence and supporting documents granting access to all the requested records and responding to requests for

	RETENTION PERIOD (BY FS AND ERC)				O T H E R
	WO	RO & A	ES	SO	
	6	6	6	6	6
	2	2	2	2	2

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)				
		WO	RO & A	ES	SO	OTH ER
6270-2	records that do not exist; records that implement the PA, including notices, memoranda, routine correspondence/records. Also, recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.)					
GRS 14-25 ^a (25)	2-1 Denials of Access (Denial of access to all or part of the records requested. If request is appealed, correspondence becomes a part of the PA appeal file.)	5	5	5	5	5
GRS 14-26 ^a	2-2 Privacy Act Amendment Case Files (Files relating to an individual's request to amend a record; and to any civil action brought by the individual against the Forest Service as provided under the Act.) NOTE: <u>All Offices</u> - Dispose of in accordance with the approved disposition instructions for the related subject individual's records; 4 years after final determination has been made by				(See note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6270-2-2					
	the Forest Service, or 3 years after final adjudication by courts, whichever is later.					
<i>CRS 14-28a</i>	2-3 Privacy Act Control Files (Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name of requestor such as OF 203, Privacy Act Information Request.)	5	5	5	5	5
<i>NCI-9584-1 Item #1</i>	6300 Procurement (Includes general correspondence and other records related to management, policy, interpretation of procurement practices established for organizational levels of FS. File also includes pertinent laws, regulations and translations previously filed under 6310 and 6320.)	5	5	5	5	5
<i>CRS 14-3</i>	1 Inquiries	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
<i>Item #2</i>	2 Reports (Quarterly Reports submitted to USDA, GSA and Congress which include AD-760, Report of Individual Procurement, SF 281, FPDS-Summary of Contract Actions of \$10,000 or	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
	WO	RO & A	ES	SO	OTHER	
6300-2						
		Less and Subcontract Data on Selected Prime Contracts, and so forth.)				
<i>Item #3</i>	4	5	5	5	5	
		Procurement Preference Programs (Includes general correspondence, reports and procedures for establishment of goals for Small Business Administration, SBA 8(a) Contracts, Women-Owned Businesses and Minority Businesses.)				
<i>Item #4</i>	5	10	10	10	10	
		GAO/OGC Opinion (Includes general correspondence and decisions pertaining to procurement policy.)				
<i>GRS 3-3</i>	6310	2	2	2	2	
		Purchasing (Including administrative material regarding purchasing, requisitioning, and related items such as policies, procedures, negotiations, special and directed sources of supply, foreign purchases, taxes, inspection and acceptance, transportation, use of forms, pertinent laws and regulations, translations.)				
<i>GRS 3-4a(2)</i>	3				(See Note)	
		Purchase Orders (Including Equipment Agreements, Requisitions, Special Approvals				

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6310-3

1838 Purchase Orders, AD-744, and AD-633.) Transactions of \$25,000 or less and construction contracts under \$2,000.

Note: All Offices - Destroy 3 years, after final payment.

AP/LL-13 1/2
~~5-6-424~~ 6 Supply Schedules, Catalogs, Pricelists (See Note)

Note: NONRECORD. Destroy when obsolete or superseded.

CAS 3-3 6320 Contracting (Includes general correspondence regarding contracting and related procedures.) 2 2 2 2 2

CAS-3-4(a) 1 Bids, Proposals and Contracts (Includes disputes and appeals in related case folders.) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. (See Note)

Note: All Offices: Destroy 6 years and 3 months after final payment.

CAS 36 b(1) ¹⁻¹ Solicited and Unsolicited Unsuccessful Bids and Proposals (Includes records related to unsuccessful bids and proposals.) (See Note)
and
3-6 b(2)(a+b)

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6320-1-1

Note: All Offices:

- (1) Relating to small purchases as defined in the Federal Acquisition Regulation; 48 CFR, Part 13. Destroy 1 year after date of award or final payment, whichever is later.
- (2) Relating to transactions above the small purchase limitations in 48 CFR, Part 13.
 - (a) When filed separately from the contract file. Destroy when related contract is completed.
 - (b) When filed with contract case file. Destroy with related contract case file.

*GAS 3-6(d)*¹⁻² Bidders Lists (List or cards of acceptable bidders.)

(See Note)

Note: All Offices - Destroy when superseded or obsolete. Destroy Consolidated List of Debarred Ineligible Contractors when no longer needed.

NCI-9584-1-3
Item #8 Areas of Surplus Labor (Publication issued quarterly indicating area trends of labor surplus.)

1/4 1/4 1/4 1/4 1/4

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO&A	ES	SO	OTHER
6320-1-3						
NOTE: 6320-1-4 Labor Provision and 6320-2 Cooperation designations are deleted. File existing records under 6320 and apply retention period.						
<i>Stm# 9</i> <i>CRS 3-3</i>	6330 Specifications, Standards, and Qualified Products (Includes general correspondence.)	2	2	2	2	2
NOTE: 6330-1, 6330-2 and 6330-3 are deleted. File existing records under 6330 and apply retention period.						
<i>CRS 9-1a</i>	6340 Shipments (Including receipt and checking.)	3	3	3	3	3
<i>CRS 9-1a</i>	6350 Transportation (Of Things.)	3	3	3	3	3
<i>CRS 9-1a</i>	1 Government Bills of Lading - Domestic (Memorandum copy)	(See Note)				
NOTE: Destroy 3 years after period of the account.						
<i>CRS 9-1d</i>	2 Government Bills of Lading - International (Records of shipments of household goods moved by freight forwarders.)	(See Note)				
NOTE: <u>All Offices</u> - Destroy 6 years after the period of the account.						
	6360 Printing (Including free printing, field printing, reprints, printing equipment.)	5	5	5	3	3
<i>NN 166-136</i> <i>Stm# 454</i>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND FRC)					
		WO	RO&A	ES	SO	OTHER	
<i>N.N. 166-136</i> <i>Item # 456</i>	6400	Property (Includes general correspondence too broad to file under a specific heading.)	5	5	5	3	3
<i>CRS 14-3</i>	1	Inquiries	1/4	1/4	1/4	1/4	1/4
	2	Reports (Deleted. File record material under 6400 primary.)					
<i>N.N. 166-136</i> <i>Item # 457</i>	6410	Personal Property (Includes general correspondence.)	5	5	5	3	3
<i>Item # 457</i>	2	Disposition	5	5	5	3	3
<i>Item # 460</i>	2-1	Sale (Includes correspondence and documents relating to the actual sale of properties.)	5	5	5	3	3
<i>N.C. 95-83-4</i> <i>Item # 2</i> <i>CRS 4-5</i>	3	Excess and Surplus (Includes correspondence and forms relating to the declaration of personal property as excess and surplus and the acquisition of excess personal property.)	3	3	3	3	3
<i>Item # 3</i>	4	Records and Inventory (Includes inventories of accountable personal property such as AD-112, Report of Unserviceable, Lost or Damaged Property, AD-113, Fiscal Inventory Report For The Period Ending and PMIS/Property Report #350.)	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6410						
<i>Item # 4</i>	4-1 Registers (Includes registers of GBLs and other accountable forms.)			(See Note)		
	NOTE: All Offices: Destroy after GAO audit and records no longer have administrative use. Do not send to FRC.					
<i>Item # 5</i>	4-2 Registers for Items of Tangible and Other Value (Includes registers for subway tickets, I.D. Badges, keys, building passes, and so forth.)	3	3	3	3	3
	NOTE: Apply the retention after register is closed. Register is closed when each item is accounted for. Do not send to FRC.					
<i>NN166-136</i> <i>Item # 464</i>	6 Transfer and/or Receipt (Including donations and AD-107, Report of Transfer/Disposition/Construction of Property.)	5	5	5	3	3
<i>NCI-95-83-4</i> <i>Item # 6</i>	7 Reports (Recurring and non-recurring reports such as Utilization and Disposal of Excess and Surplus Property; AD-109, Report of Request for Excess Serviceable Property; and	10	3	3	3	3
<i>also</i> <i>GRS4-5</i> <i>for offices other than WO</i>						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HE R
6410-7						
		AD-120, Report of Excess Personal Property; AD-126, Report of Acceptance of Gift of Personal Property; Exchange/Sale of Personal Property.)				
<i>NN166-136</i>	6420	5	5	5	3	3
<i>Item # 465</i>						
<i>Item # 468</i>	6440	5	5	5	3	3
Real Property (Includes general correspondence and other records such as AD-87, Request for Use for Thomas Jefferson Auditorium.)						
<i>NC1-95-83-4</i>						
<i>Item # 9</i>	1	10	10	10	10	10
Excess (Includes reports, disposition instructions and correspondence related to excess real property. See NOTE under 6440-1-1 for disposition of records considered necessary and convenient for the use of real property transferred to another Federal agency or sold, donated, or traded to a non-Federal entity.)						
<i>Item # 10</i>	1-1					(See Note)
Surplus (Includes reports, disposition instructions and correspondence related to surplus property, as well as records related to the sale, donation or trade of surplus property.)						

RECORDS MANAGEMENT HANDBOOK

6440-1-1

GAS 3-2 b

NOTE: WO, RO & A, ES, and SO:
 Destroy records 10 years after unconditional sale of release by Gov't or conditions, restrictions, mortgages or other liens.

All Other Offices: Retain records in office. Destroy when administrative use ceases. See below for disposition of records considered necessary and convenient for the use of real property transferred to another agency, sold, donated or traded to a non-federal entity.

GAS 3-2 c

NOTE: Records (such as abstract or certificate of title) necessary or convenient for the use of real property sold, donated or traded to non-federal ownership or transferred to Federal ownership shall be conveyed to the new custodian upon completion of sale, trade, donation or transfer proceedings.

*NCI-95-83-4
 Item # 11*

2

Quarters (Includes general correspondence, and direction for quarters management.)

RETENTION PERIOD (BY F.S. AND FRC)				
WO	RO & A	ES	SO	OTH
5	5	5	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
6440						
<i>Item #15</i>	4	10	5	5	5	5
	<p>Reports (Recurring and non-recurring reports such as Annual Report of Real Property Leased to the U.S., report of space used by building, rental housing survey.)</p> <p>Accounting, bookkeeping, and other records may be maintained in accordance with regulations or procedures prescribed by GAO or Treasury.</p>					
<i>NN 166-136</i> <i>Item # 474</i>	6500	5	5	5	3	3
<i>GRS 6-6a(1)</i> ¹	<p>Surety Bonds (Includes securities on bonds.) NOTE: Official copies of the bond and attached powers of attorney.</p> <p>Bonds purchased prior to January 1, 1956. Dispose 15 years after bond becomes inactive.</p> <p>Bonds purchased after December 31, 1955. Dispose 15 years after end of bond premium period.</p> <p>Other records, including correspondence, extra copies of bonds, and related papers.</p>					
<i>GRS 6-6a(2)</i>						

		RETENTION PERIOD (BY FS AND FRC)				
		WO	RO & A	ES	SO	OTHER
	6500-1					
	Dispose 5 years after case closure or end of premium period whichever is later.					
<i>NCI-45-83-7 Item # 1</i>	2 Irregularities (Includes investigations.)	10	10	10	10	10
<i>Item # 2</i>	3 Membership Certificates (REA)			(See Note)		
	Note: <u>SO</u> : Retain in office. Destroy when superseded or obsolete.					
	<u>All Other Offices</u> : Not applicable.					
<i>NA 166-136 Item # 450</i>	6510 Appropriations and Funds (Symbol numbers, availability, and use.)	5	5	5	3	3
<i>NCI-45-83-7 Item # 3 or GAS 7-1</i>	6520 Financial Management	2	2	2	2	2
<i>Item # 4 (GAS 7-3)</i>	1 Financial Plans (Includes budget estimates, work plans, summaries of financial information, reports summarizing budget information and other records outlining plans for disbursing appropriations.)			(See Note)		
	Note: <u>All Offices</u> : Destroy 6 years and 3 months after the close of the fiscal year involved.					
<i>Item # 5 (GAS 7-3)</i>	2 Manpower Allocations (Only records relating to how ceiling allocations are used. File other material such as transfer-of-station under 6120 and other			(See Note)		

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6520-2

fiscal related functions under 6130.
See Ch. 300f FPM).

Note: All Offices: Destroy 6 years and 3 months after the close of the fiscal year involved.

6530 Collections (Includes general correspondence related to collections.)

5 5 5 5 5

Billings and/or Receipts (Includes deposits, adjustments, and uncollectibles; that is FS-6500-89, SF 1080, SF 1081.)

(See Note)

Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account. (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

Collection Officers

(See Note)

Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account. (2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

3 Reports (Deleted. File existing records under 6570 and apply the retention period.)

6540 Payments

5 5 5 3 3

NN 166-136
~~Stm #495~~

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6540

- 4 Checks (Lost, canceled, undeliverable.) (See Note)

CAS 6-1a(2)
CAS 6-1b
Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- CAS 6-1a(2)*
5 GAO (Includes preaudit inquiries, exceptions, disallowances, settlements.) (See Note)

CAS 6-1b
Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- 6 Imprest Fund Cashier Designations (See Note)

CAS 6-1a(2)
CAS 6-1b
Note: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)

WO	RO&A	ES	SO	OTHER
----	------	----	----	-------

6540

- 7 Vouchers and Related Documents (See Note)
(Includes SF 1081, SF 1097, timeslips, expense accounts adjustments, contracts; and related records of Certifying and Disbursing Officers.)

CAS 6-1a(2) NOTE: All Offices: (1) GAO-Site Audit Records: Destroy 6 years and 3 months after the period covered by the account.
(2) Related Agency Records: Destroy copies of memorandum and related documents when 1 year old.

- CAS 9-3a* 8 Passenger Transportation File 3 3 3 3 3
(Includes copies of travel vouchers (AD-616), travel advance forms (AD 615), transportation requests (SF 1169), travel authorization (AD-202), authorization for in-service expenditures, FS 6500-46, Foreign travel itinerary, AD 750, and all supporting papers.)

Exception:

Transportation Records (freight and passenger) Forward copies of voucher-schedules, together with supporting basic documents, covering payments to carrier for transportation services, each month, after the statement of transactions has been accomplished. Forward to:

General Services Administration
FZA Chester A. Arthur Building
Washington, DC 20406

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY FS AND FRC)			
			WO	RO&A	ES	SO
6550	Accounting					
1	Obligations		5	5	5	3
2	General Ledger (Includes current accounts, liabilities, assets, and working capital fund.)		5	5	5	3
<p><i>Note: All Offices: Destroy 6 years and 3 months after the close of the fiscal year involved.</i></p>						
3	Revenue					
	Special (Includes backup records to the General Ledger Account pertaining to road development costs for timber.)		P	P	P	3
4-1	Timber Cost Analysis (Includes operator cost analysis working papers.)		3	3	3	3
4-2	Timber Operator Survey (Includes working papers and cost analysis reports.) <i>Note: This information is current so long as timber operator remains in sample. Will be destroyed 3 years after mill is sold or transferred or data are no longer included in appraisal schedule.</i>		3	3	3	3
<p><i>Note: All Offices: Destroy records 3 years after timber operator is no longer included in appraisal schedule.</i></p>						

(See Note)

(See Note)

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6550

Stim# 11

4-3 Air Tanker Cost Analysis (Includes working papers and cost analysis of flying planes and keeping them up to date.)

(See Note)

Note: All Offices: Destroy 3 years after contract is terminated.

6 Reports

U U U U U

6560

CAS 3-3

Bonding Administration
(General Correspondence)

2 2 2 2 2

6570

ERS 6-10a

Claims Against the United States
(Claims against the United States for moneys which have been administratively (1) disallowed in full or, (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by 6270-3.)

(See Note)

Note: All Offices: Destroy records when 6 years, 3 months old.

*(CAS 6-10b(1))*¹ Claims for the United States
(Claims paid in full or by means of compromise agreement pursuant to 4 CFR Part 103 EXCLUDING claims covered by 6570-3.)

(See Note)

Note: All Offices: Destroy when 6 years and 3 months old.

1-1

(CAS 6-10b(2))
a.

Collection Action Terminated
(Claims for which the Government's right to collect was not extended.)

(See Note)

Note: All Offices: Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.

RECORDS MANAGEMENT HANDBOOK

RETENTION
PERIOD
(BY FS AND FRC)
WO RO&A ES SO OTHER

6570

<i>GRS 10-b(2)</i> 1-2 <i>b</i>	Collection Action Not Terminated (Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.)	(See Note)					
<u>Note: All Offices:</u> Destroy 3 months after the end of the extended period.							
<i>GRS 10-b(3)</i> 2	Claims Not Owed (Claims which the agency administratively determines are not owed to the United States after collection action was initiated.)	(See Note)					
<u>Note: All Offices:</u> Destroy when 6 years, 3 months old.							
<i>GRS 10-C</i> 3	Claims Subject to Litigation (Claims that are affected by a court order or that are subject to litigation proceedings.)	(See Note)					
<u>Note: All Offices:</u> Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.							
<i>NCI-45-53 7</i> <i>Item #14</i> 6580	WCF Financial Management (Includes general correspondence, budget reports, and rate computation worksheets.)		5	5	5	5	5
<i>NCI-45-87-6</i> <i>Item #1</i> 6600	Systems Management (Includes general correspondence, budget reports, and rate computation worksheets.)		3	3	3	3	3
<i>NCI-45-78-31</i> <i>Item #1</i> 31	Coordination and Plans (Includes general correspondence relating to systems coordination, long- and short-range plans and budget estimates.)		10	5	5	5	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6600						
<i>Item #2</i>	1-1	3	3	3	3	3
	Systems Coordinating Council (Includes general correspondence relating to activities of the council and minutes of meetings.)					
<i>Item #3</i>	1-2			(See Note)		
	ADP Plans (Correspondence relating to USDA and FS overall ADP plans and submissions for OMB A-11 reports, approvals, and justifications. Includes long-range plans for computer applications and data base systems, and planning records relative to coordinating council activities and workload forecasting.)					
	<u>Note: Paper Records - WO:</u> PERMANENT Transfer records to FRC 5 years after plan has been completely revised or superseded by a new plan. Offer records to NARA 10 years after revised or superseded. R, ES, & A: Retain records in office. Destroy 3 months after plan has been completely revised or superseded by a new plan.					
	<u>All Other Offices:</u> Not applicable.					
	<u>Tapes (A-11 Reports) - WO:</u> Transfer tapes to FRC when 3					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HE R
6600-1-2						
years old for proper storage under controlled environmental conditions. Destroy when 10 years old.						
<u>All Other Offices:</u> Not applicable.						
<i>Item #4</i>	2 Security and Privacy Program Management (Includes correspondence relating to the establishment, authorization, and delegation of security program offices, and to general administration of ADP, data and telecommunications security.)	5	5	5	NA	NA
<i>Item #5</i>	2-1 Systems Facilities (Includes correspondence relating to ADP and telecommunications security facilities, including physical factors; that is, access control, power, fire, and the actual facilities; that is, computer hardware, software, telecommunication lines, and other equipment.)	5	5	5	NA	NA
<i>Item #6</i>	2-2 Application Systems (Includes correspondence relating to security and privacy in computer design and review.)	5	5	5	NA	NA

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NCI-95-78-3
6600

Item # 7 2-3

Data Base Systems (Includes correspondence relating to security and privacy in data base systems.)

Item # 8 3

Standards Program Management (Correspondence relating to FS standards program. Includes plans, reviews, approvals.)

Note: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.

Item # 9 3-1

National and Departmental Standards (Correspondence with other agencies and the Department about the Federal Processing Standards (FIPS), American National Standards Institute (ANSI), International Standards Organization (ISO), Departmental Information Processing Standards (DIPS), or other standards programs.)

Note:

FIPS and DIPS standards should be kept in FIPS binders and the appropriate FSH binders, respectively.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
5	5	5	NA	NA
5	3	3	3	3
5	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

6600-3-1

Standards, (FIPS, DIPS, and applicable Federal or American National Standards): Retain in office. Destroy when superseded or obsolete.

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #10</i>	6610	3	3	3	3	3
	Computer Technology Management (Correspondence relating to overall policies for computer technology management.)					
<i>Item #11</i>	1	5	5	5	3	3
	Planning (General correspondence relating to computer activity plans, long and short-range facilities plans, and workload forecasting.)					
<i>Item #12</i>	1-1	10	5	5	3	3
	Computer Management Plans (Correspondence and records relating to technical plans for computing activities.)					
<i>Item #13</i>	1-2	5	3	3	3	3
	Workload Forecasting (Reviews and analysis of future demands for computing resources, departmental studies, and related correspondence.)					
<i>Item #14</i>	2	5	3	3	3	3
	Management and Administration (General correspondence relating to computer science administration and management.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610						
<i>Item #15</i>	2-1	10	10	10	5	5
Reports (Includes reports required GSA, OMB and USDA. Set up separate folders by report name and number.)						
<i>Item #16</i>	2-2	5	5	5	NA	NA
Studies (General studies relating to ADP management and administration, and related correspondence. Set up case folders for individual studies as needed.)						
<i>Item #17</i>	2-3				(See Note)	
Study Reports (Final study reports only.) Note: <u>WO PERMANENT</u> - Transfer to FRC when 3 years old. Offer records to the National Archives and Records Service (NARA) when 10 years old. Records on computer tape should be offered to NARA for proper storage at the time paper records are transferred to FRC. <u>R, ES, & A</u> : Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.						
NOTE: Final study reports that were not forwarded to WO in some form (Summary) should be sent for inclusion in WO's offer to NARA.)						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610-2-3						
<i>NCI-95-78-3</i>	<u>Other Offices:</u> Not applicable.					
<i>Item #18</i>	3 Computer Technology Standards (Correspondence relating to equipment, data communication, programming languages, ADP security and privacy and review and approval of Service-wide computer technology standards.) Note: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directive system.	5	3	3	3	3
<i>Item #19</i>	4 Training and Information Services (Includes training plans, programs, and correspondence relating to general ADP and computer technology training. Does not include reference aids.)	3	3	3	3	3
<i>Item #20</i>	5 Technical Authorization (Includes general correspondence relating to the administration of ADP and data communications equipment, software, and services acquisition. Includes all material not maintained in the procurement file under 6310 or 6320.)	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610						
<i>Item #21</i>	5-1 Selection and Acquisition (Correspondence, requests, and approvals for hardware, software, data communications, ADP services and supplies.)	5	5	5	5	5
<i>Item #22</i>	5-2 Sharing Programs (Includes records on availability and use of equipment, services, and other products other than by lease or purchase. Also includes Federal Government sharing programs and GSA Sharing Coordination--Form 2068.)	3	3	3	3	3
<i>Item #23</i>	⁶ Technical Services (Includes correspondence relating to services obtained from outside sources or provided within the FS, including material on coordination, cooperative agreements, meetings, user relations and problems, and workload.)	3	3	3	3	3
	<u>Note:</u> The disposition period should be applied after agreement expires or terminates.					
<i>Item #24</i>	6-1 USDA Services (General correspondence, agreements, computer printouts and microfiche related to the cost and workload reporting for Departmental Computer	3	3	3	3	3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6610-6-1						
Centers and other related records. Includes and may require case folders for FCCC, WCC, NOCC, and KCCC.						
NOTE: WO(FCCC): Destroy computer tapes when 3 years old.						
<i>Item # 25</i>	6-2 Commercial Services (General correspondence, agreements, and related records.)	3	3	3	3	3
<i>Item # 26</i>	6-3 Institutional Services (General correspondence, agreements, and related records.)	3	3	3	3	3
<i>Item # 27</i>	6-4 Support Services for WO (Correspondence regarding production furnished to functional users.)	3	3	3	3	3
<i>Item # 28</i>	7 Facilities Technology (Includes correspondence, studies and other materials relating to computer technology other than telecommunications systems; that is, computer hardware, operating systems, general purpose software, utility programs, programming languages, FORTRAN, COBOL. See 6240 for telecommunications systems.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

6610-7

NOTE: Correspondence and Related Records WO, R, ES, & A
Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.

All Other Offices: Not applicable. Studies WO, R, ES, & A: Transfer records to FRC 2 years after study is closed or completed, or retain records in office. Destroy 5 years after study is closed or completed.

All Other Offices: Not applicable.

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
<i>Item #29</i>	6620	3	3	3	3	3
	Computer Software Management (Includes correspondence relating to broad policy issues involved in the management of computer programming and systems activities.)					
<i>Item #20</i>	1	5	5	5	3	3
	Planning (General correspondence relating to computer application plans and workload forecasting.)					
<i>Item #31</i>	2				(See Note)	
	Reviews and Evaluation (Records relating to reviews and evaluation of proposed and existing computer applications.) <u>Note:</u>					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
6620-2						
If the review and evaluation results in approval of project, place records in a case folder and file under 6620-2-2.						
<u>Disapproved Systems:</u> Transfer records to FRC 2 years after final action or retain records in office. Destroy 5 years after final action.						
<i>Item # 32</i>	2-1	3	3	3	NA	NA
Correspondence (General correspondence relating to the management of the review and evaluation process.)						
<i>Item # 33</i>	2-2	5	5	5	5	5
Project Case Folders (Case folders by project number and name. Includes only projects which have gone to feasibility study point or beyond.)						
<u>Note:</u> The disposition period should be applied after discontinuance of the system.						
<i>Item # 34</i>	3	3	3	3	3	3
Systems Support and Training (Correspondence and documentation relating to specific projects for which applications support activities are assigned to Computer Science and Telecommunications Staff. Includes						

RECORDS MANAGEMENT HANDBOOK

6620-3

correspondence relating to training needs and sources.)

Item #35 4 Computer Applications Standards (Correspondence relating to application development standards, national application development strategies and practices, including Regions, Experiment Stations, and the Area Office development programs.)

Note: These standards are retained permanently in the 1100-1 directive file and incorporated in the Forest Service directive system.

Item #36 6630 Data Management (Includes correspondence relating to broad policy issues involved in the management of data management activities.)

Item #37 1 Planning (General correspondence relating to data management plans and workload forecasting.)

Item #38 2 Technology (Correspondence relating to software and hardware support for data base design and operations. Includes

WO	RETENTION PERIOD (BY ES AND FRC)			
	RO & A	ES	SO	OTHER
5	3	3	3	3
3	3	3	3	3
5	5	5	3	3
5	5	5	NA	NA

RECORDS MANAGEMENT HANDBOOK

6630-2

reviews and evaluations of existing and proposed data base management software.)

Item #39 3

Data Management Standards (Correspondence relating to data base development, management and operation standards, and review and approval of Service-wide data standards.)

Note: These standards are retained permanently in the 1100-1 directive file and incorporated in the Forest Service directive system.

Item #40 4

Data Base Design (Correspondence and documentation relating to the specification, design, review and evaluation of data base systems.)

Note: If the review and evaluation results in approval of project, place the records in a case folder and file under 6630-4-1.

Disapproved Systems: Transfer records to FRC 2 years after final action or retain records in office. Destroy 5 years after final action.

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
	5	3	3	3
			(See Note)	

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6630						
<i>Item # 41</i>	41-1	5	5	5	5	5
	Project Case Folders (Case folder by project number and name. Includes only projects which have gone to feasibility study point or beyond.)					
	<u>Note:</u> The disposition period should be applied after discontinuance of the system.					
<i>Item # 42</i>	5	5	5	5	3	3
	Data Base Coordination (Correspondence on multi-unit inputs and establishment of data bases.)					
<i>Item # 43</i>	6	3	3	3	3	3
	Data Base Operations & Support (Correspondence and operating guides for using national and Chief and Staff data base systems.)					
	<u>Note:</u> Retain operating guides in office. Destroy 3 years after superseded or obsolete.					
<i>Item # 44</i>	7	3	3	3	3	3
	Training (Correspondence, training plans, programs, and evaluations.)					
<i>NN 166-136</i> <i>Item # 42</i> <i>6170</i>	6700	5	5	5	3	3
	Safety and Health Program (Includes General Correspondence.)					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
6170-1	6710 Administration	5	5	5	3	3
6170-1	6720 Occupation	5	5	5	3	3
6170-2	6730 Accident R Investigat	5	5	5	3	3
6170-2-1	1 Accident Ir folders.	5	5	5	3	3
	tor's notes, accident brief, analysis, appendix material, description of the investigation, and related correspondence.) (Correspondence and operating guides for using national and Chief and Staff data base systems.)					
6170	6740 Hazardous Materials	5	5	5	3	3
	Note: File any records pertaining to Personal Protective Equipment and Clothing under 6710.)					
	6750 Hazard-Classification Rating System (Deleted. File existing records under 6710.)					
6170	6760 Blasting and Explosives	5	5	5	3	3

RECORDS MANAGEMENT HANDBOOK

			RETENTION PERIOD (BY ES AND FRC)				
			WO	RO & A	ES	SO	OTHER
7110							
<i>Item #10</i>	3	Multiple Activities Analysis (Includes correspondence and documents related to analysis of special engineering management activities.)	5	5	5	2	2
<i>Item #11</i>	4	Certification Program (General Correspondence)	3	3	3	2	2
<i>Item #12</i>	4-1	Preconstruction (Test data and related correspondence.)	3	3	3	3	3
<i>Item #13</i>	4-2	Construction (Test data and related correspondence.)	3	3	3	3	3
<i>Item #14</i>	5	Computer Applications (General Correspondence)	3	3	3	2	2
<i>Item #15</i>	5-1	Coordination	3	3	3	2	2
<i>Item #16</i>	5-2	Training <u>NOTE:</u> Destroy when 5 years old or 5 years after completion of a specific training program.				(See Note)	
<i>Item #17</i>	5-3	Documentation (Includes general correspondence and specific detail of a completed application.)	5	5	5	5	5

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7110						
<i>Item#18</i>	5-4	3	3	3	2	2
	User Assistance (Includes general correspondence, request and other data on use of computer application.)					
<i>Item#19</i>	5-5	5	5	5	5	5
	Contracts and Cooperative Arrangements (Case Folders. These are non-record copies used as a working file. The official record copies are filed under appropriate designations.)					
<i>Item#20</i>	5-6	3	3	3	3	3
	Programs (Case files)					
<i>Item#21</i>	7120	3	3	3	3	3
	Equipment Development and Test (Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, and facilities.)					
<i>Item#22</i>	1	20	10	10	10	10
	Program (Records about the activities including budget matters.)					
<i>Item#23</i>	2	10	10	10	(See Note)	
	Projects (All records relating to a specific project assigned for development and testing. Case folders by projects.)					
	<u>Note:</u> See Note 1 at end of series.					

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7120						
<i>Item #24</i>	3	Facilities (Records pertaining to the buildings, laboratory and other equipment used by the Equipment Development and Test Centers (EDCs).)	10	10	10	(See Note)
		<u>Note:</u> See Note 2 at end of series.				
<i>Item #25</i>	4	Reports (Includes progress reports and final reports on projects developed and tested by EDCs.)	10	5	5	(See Note)
		<u>Note:</u> See Note 1 at end of series.				
<i>Item #26</i>	7130	Fleet Equipment (General Correspondence)	3	3	3	2 2
<i>Item #27</i>	1	Acquisition, Identification and Classification	5	5	5	3 3
<i>Item #28</i>	2	Fleet Assignment and Utilization (Correspondence on assignment and use of motorized equipment.)	5	5	5	3 3
<i>Item #29</i>	3	Use and Storage (Includes tear sheets.)	5	5	5	3 3

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7130						
<i>Item #34</i>	7	3	3	3	2	2
HRP Fleet Equipment (General correspondence on the use of equipment by HRP activities.)						
<i>Item #35</i>	8	3	3	3	2	2
Interagency Motor Vehicle Pools and Systems (General correspondence and records on assignment.)						
<i>Item #36</i>	9	5	5	5	3	3
Annual Motor Vehicle and Equipment Reports (Includes correspondence and summary reports on equipment utilization costs.)						
<i>Item #37</i>	7140	3	3	3	2	2
Geometronics (General Correspondence)						
<i>Item #38</i>	1	3	3	3	2	2
Base Series Maps (General Correspondence)						
<i>Item #39</i>	1-1					
Primary Base Series (Project case folders)						
					(See Note)	
NOTE:						
a. One copy of all published maps shall be sent to the NARA for PERMANENT retention submission to be made the end of each fiscal year by the unit producing the map(s).						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
7140						
<i>Item # 48</i>	5	Remote Sensing (General Correspondence)	3	3	2	2
<i>NCI-95-81-4 Item # 1 (RO)</i>	5-1	Remote Sensing Coordination (Includes correspondence relating to efforts of coordination, both internal and external, to optimize benefits from and meet simultaneously, needs which are specific to remote sensing.)	(See Note)			
<i>NCI-95-80-1 Item 49 (WO)</i>						
		<u>Note: WO, RO:</u> Permanent. Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 5-years blocks.				
		<u>All Other Offices:</u> Destroy when 1 year old.				
<i>NCI-95-80-1 Item # 50</i>	5-2	Training (Including all training material related to remote sensing.)	(See Note)			
		<u>NOTE:</u> Destroy when 5 years old or 5 years after completion of specific training program.				
<i>Item # 51</i>	5-3	User Assistance	6	6	6	6
<i>Item # 52</i>	5-4	Programs (Including FS-FAP, USDA and other.)	6	6	6	6

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND ERC)			
WO	RO & A	ES	SO	OTHER	
	7140				
	<i>Item #53</i> 5-5 Projects (Case Folders) NOTE: Destroy upon completion of project.				(See Note)
	<i>Item #54</i> 5-6 Remote Sensing Projects (Aerial Photography Negatives/Indexes.) NOTE: <u>ASCS</u> - PERMANENT. Offer to NARA when 40 years old, in 5-years blocks. Aerial photographic records (negatives and indexes) are maintained by AFSC in Salt Lake City, Utah.				(See Note)
	<i>See ASCS</i> <i>NCI-145-82-4</i>				
	<i>Item #55</i> 5-7 Policy and Testimony (Copies of Congressional testimony and correspondence.)	6	1	1	1
	<i>Item #56</i> 6 Geographic Names NOTE: a. <u>Paper Copy</u> : Destroy when no longer needed for administrative use. b. <u>If microfilmed</u> , destroy paper copy when ascertained that the microform has been made in accordance with GSA regulations and are adequate substitutes for the paper records.				(See Note)

RECORDS MANAGEMENT HANDBOOK

7140-6

c. Microfilm Copy:
 Destroy when no longer needed for administrative use.

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER		
	<i>Item #57</i> 7 Reports	5	5	5	5	5
	<i>Item #58</i> 8 Cooperation	5	5	5	5	5
	<i>Item #59</i> 8-1 OMB Circular A-16 (Federal Geodetic Control Committee)	5	5	5	5	5
	<i>Item #60</i> 8-2 OMB Circular A-16 (U. S. Geological Surveys)	5	5	5	5	5
	<i>Item #61</i> 9 Development (General Correspondence)	3	3	3	2	2
	<i>Item #62</i> 9-1 Projects (Case folders by projects.)			(See Note)		
	<u>NOTE:</u> Destroy when project is completed.					
	<i>Item #63</i> 7150 Surveying (General correspondence) (Includes location, marking, and posting of lines.)	3	3	3	2	2
	<i>Item #1</i> NCI-95-84-9 1 Surveys (Project folders by Forest, file by type of survey; that is, Forest Service, BLM, private, and other.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>NCI-95-80-1</i> <i>Item # 67</i>	7160	3	3	3	2	2
Signs and Posters (General correspondence). (All signs and posters--cardboard, metal, wood, plastic--whether on roads, trails, airports, portals, recreational area, use, or for informational, educational, or regulatory purposes.) File records pertaining to procurement of these items under the 6300 series.						
<i>Item # 69</i>	1	10	10	10	5	5
Planning						
<i>Item # 69a</i>	2	10	10	10	5	5
Installation and Maintenance						
<i>Item # 70</i>	3	10	10	10	5	5
Reports						
<i>Item # 71</i>	7170	3	3	3	2	2
Materials Engineering (General Correspondence)						
<i>Item # 72</i>	1	10	10	10	10	10
Planning						
<i>Item # 73</i>	1-1	10	10	10	10	10
Projects (Case folders by projects.)						
<i>Item # 74</i>	2	10	10	10	10	10
Design						
<i>Item # 75</i>	2-1	10	10	10	10	10
Projects (Case folders by projects.)						
<i>Item # 76</i>	3	10	10	10	10	10
Construction .						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HE R
7170						
<i>Item #77</i>	3-1 Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #78</i>	4 Maintenance and Operations	10	10	10	10	10
<i>Item #79</i>	4-1 Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #80</i>	5 Training <u>NOTE:</u> Destroy when 5 years old or 5 years after completion of a specific training program.			(See Note)		
<i>Item #81</i>	5-1 Projects (Case folders by projects.)	5	5	5	5	5
<i>Item #82</i>	6 Studies	10	10	10	10	10
<i>Item #83</i>	6-1 Projects (Case folders by projects.)	10	10	10	10	10
<i>Item #84</i>	7 Trial Use	10	10	10	10	10
<i>Item #85</i>	7-1 Projects (Case folders by Projects.)	10	10	10	10	10
<i>Item #85A</i>	7180 Internal Energy Conservation (General correspondence relating to practices within the Forest Service geared toward meeting the National need for attaining greater energy sufficiency.)	P	P	P	P	P

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	O T H E R
7180						
	<u>NOTE:</u> Offer to NARA when 25 years old.					
<i>Item # 86</i>	7200 Communications and Electronics (General Correspondence)	3	3	3	2	2
<i>Item # 87</i>	7210 Communications Management	5	5	5	3	3
<i>Item # 88</i>	7220 Communications Planning	10	10	10	10	10
<i>Item # 89</i>	1 Reports (Includes technical characteristics which contain critical performance parameters for radios procured by Forest Service.)	15	15	15	10	10
<i>Item # 90</i>	7230 Radio Communications	3	3	3	3	3
<i>Item # 91</i>	7240 Wire Communications	3	3	3	3	3
<i>Item # 92</i>	7250 Electronics	3	3	3	3	3
<i>Item # 93</i>	7260 Radio Frequency Management	3	3	3	3	3
<i>Item # 94</i>	7300 Buildings and Other Structures (General Correspondence)	3	3	3	2	2
<i>Item # 95</i>	7310 Buildings and Related Facilities (General Correspondence related to site development, design standards, construction, and reports.)	3	3	3	2	2

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7310						
<i>Item #96</i>	1 Reports	10	10	10	10	10
<i>Item #97</i>	2 Projects (Case folders by projects.)			(See Note)		
	<u>NOTE:</u> See Note 4 at the end of the series.					
	<u>Originating Office:</u> All as built plans and specifications are nonrecord material. Do not send paper records or microfiche to the FRC.)					
<i>Item #98</i>	7320 Tramways, Ski Lifts, and Tows (General Correspondence)	3	3	3	2	2
<i>Item #99</i>	1 Projects (Case folders by projects.)			(See Note)		
	<u>NOTE:</u> See Note 4 at end of series.					
<i>Item #100</i>	7400 Public Health and Pollution Control Facilities (Includes correspondence in general area of activities of public health and pollution control, not involving policy or a specific report of facility.)			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OT HER
7420-1						
<u>NOTE:</u> See Note 4 at end of series.						
<i>Item #109</i>	7430	3	3	3	2	2
Waste Water (General correspondence.) (Includes storage and treatment.)						
<i>Item #110</i>	1				(See Note)	
Projects (Case folders by projects.)						
<u>NOTE:</u> See Note 4 at end of series.						
<i>Item #111</i>	7440	10	10	10	10	10
Effluents						
<i>Item #112</i>	7450	10	10	10	10	10
Air Quality Stationary Sources						
<i>Item #113</i>	7460	3	3	3	2	2
Solid Waste (General Correspondence)						
<i>Item #114</i>	1				(See Note)	
Collection (Case folders by projects.)						
<u>NOTE:</u> See Note 4 at end of series.						
<i>Item #115</i>	2				(See Note)	
Disposal (Case folders by projects.)						
<u>NOTE:</u> See Note 4 at end of series.						

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
NO	RO & A	ES	SO	OTHER		
7460						
<i>Item # 116</i>	3	Storage (Case folders by projects.) (See Note)				
		NOTE: See Note 4 at end of series.				
<i>Item # 117</i>	7470	10	10	10	10	
<i>Item # 118</i>	7480	10	10	10	10	
<i>NCI-95-81-7</i> <i>Item # 2</i>	7490	3	3	3	3	
<i>Item # 3</i>	1	Project Case Files (Includes correspondence and related reports concerning management reviews, approval of project criteria and design drawings, construction specifications, recommendations of needed corrective actions, inspection and supervision of construction, and (See Note)				

NCI-95-80-7

7490

ensurance of compliance with State or county requirements for safe food service facilities. Case folder by project.)

NOTE: See Note 4 at end of series.

Item # 120

7500

Water Storage and Transmission (General correspondence. File reports and projects under 7560.)

Note: 7500-2 and 3 are deleted. File under 7500 and apply retention period.

GAS 1-30-b(1) 1

Item # 121

Training

Note: Destroy when 5 years old or 5 years after completion of a specific training program.

(See Note)

NCI-95-81-1 7510

Item # 1

Administration (Includes correspondence relating to project classification system and project administrative review, approval and supervision. Site specific information is to be filed under 7560.)

Note: 7510-1 deleted. File reports under 7560.

Item # 2

7520

Planning and Design (Includes general correspondence and design documents regarding the

RETENTION PERIOD (BY ES AND ERC)				
WO	RO & A	ES	SO	OTHER
3	3	3	2	2
3	3	3	2	2
3	3	3	2	2

RECORDS MANAGEMENT HANDBOOK

7560

maintenance, and inspection of water storage and transmission structures. Includes correspondence regarding project files in general. File site specific information in the appropriate secondary 7560 files.)

Item # 8 1

Dam Projects (Includes all substantive materials such as initial designs, plans, specifications, displays of drainage area, hydrologic data, surveys, certificates of compliance, reports, inventories, or other data relating to building and/or maintenance of a specific facility. Case folders by structure.) 7560-1 Report deleted. File reports under appropriate secondary.
Note: See Note 6 at end of series.

Item # 9 2

Channel Projects (Includes all substantive material such as initial designs, plans, specifications, surveys certificates of compliance, inventories, reports, or other data relating to building and/or maintenance

RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	OTHER
		(See note)		
		(See note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
WO	RO & A	ES	SO	O T H E R		
	7570					
	<i>Item #141</i> 3					(See Note)
						Inspections <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #142</i> 7600	3	3	3	2	2
						Electrical Engineering (General Correspondence)
	<i>Item #143</i> 7610	3	3	3	2	2
						Electrical Power Generation (General Correspondence)
	<i>Item #144</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #145</i> 7620	3	3	3	2	2
						Electrical Transmission (General Correspondence)
	<i>Item #146</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #147</i> 7630	3	3	3	2	2
						Electrical Distribution (General Correspondence)
	<i>Item #148</i> 1					(See Note)
						Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.
	<i>Item #149</i> 7640	3	3	3	2	2
						Electrical Service (General Correspondence)

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7640						
<i>Item #150</i>	1 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series			(See Note)		
<i>Item #151</i>	7650 Premises Wiring System (General Correspondence)	3	3	3	2	2
<i>Item #152</i>	1 Projects (Case Folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #153</i>	7660 Electrical Utilization Equipment (General Correspondence)	3	3	3	2	2
<i>Item #154</i>	1 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #155</i>	7700 Transportation System (General correspondence on overall system.)	3	3	3	2	2
<i>Item #156</i>	1 Reports	10	10	10	5	5
<i>Item #157</i> GAS 1-306(u)	2 Training <u>NOTE:</u> Destroy when 5 years old or 5 years after completion of a specific training program.			(See Note)		

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
<i>Item #158</i>	7710	3	3	3	2	2
		Transportation Planning (Correspondence pertaining to roads, trails, highways, airfields, other special facilities, and traffic-control systems too broad to file under a specific secondary or tertiary subject.)				
<i>Item #159</i>	1	10	10	10	5	5
		Transportation Information System (TIS)				
<i>Item #160</i>	2	5	5	5	3	3
		Studies and Analysis (Case folders) Case studies pertaining to area or project planning prior to or not related to the development of a project.				
<i>Item #161</i>	3	10	10	10	5	5
		Plans (Forest development transportation plans.)				
<i>Item #162</i>	3-1	5	5	5	3	3
		Inventory				
<i>Item #163</i>	4	5	5	5	5	5
		Project-Development Planning (Case folders by projects.) Case studies which are specifically planned for project development.				
<i>Item #164</i>	5	10	10	10	10	10
		Cooperation (Records pertaining to working relations and coordination between Forest Service and other public land management agencies, Federal Transportation				

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7710-5						
	Highway Administration, State Transportation or highway agencies, and private ownerships).					
<i>Item #165</i>	5-1 Cooperative Agreements <u>NOTE:</u> Destroy 10 years after termination of agreement.			(See Note)		
<i>Item #166</i>	5-2 Memorandums of Understanding (MOU) <u>NOTE:</u> Destroy 10 years after termination of MOU.			(See Note)		
<i>Item #167</i>	5-3 Other Agreements (Including road-rental agreements.) <u>NOTE:</u> Destroy 5 years after termination of agreement.			(See Note)		
<i>Item #168</i>	5-4 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series			(See Note)		
<i>Item #169</i>	7720 Development (General correspondence)	3	3	3	2	2
<i>Item #170</i>	1 Roads (General correspondence, including records, pertaining to FS road-safety program.)	3	3	3	2	2
<i>Item #171</i>	1-1 Designs, Standards, and Specifications	10	10	10	10	10

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7720						
<i>Item #172</i>	1-2 Construction (General correspondence relating to road construction.)	3	3	3	2	2
<i>Item #173</i>	1-3 Structures	10	10	10	10	10
<i>Item #174</i>	1-4 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #175</i>	2 Forest Highways (General correspondence)	3	3	3	2	2
<i>Item #176</i>	2-1 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #177</i>	3 Trails (General correspondence)	3	3	3	2	2
<i>Item #178</i>	3-1 Designs	10	10	10	10	10
<i>Item #179</i>	3-2 Structures	10	10	10	10	10
<i>Item #180</i>	3-3 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #181</i>	4 Water Facilities (General correspondence)	3	3	3	2	2

RECORDS MANAGEMENT HANDBOOK

		RETENTION PERIOD (BY ES AND FRC)				
		WO	RO & A	ES	SO	OTHER
7720						
<i>Item #182</i>	4-1 Designs	10	10	10	10	10
<i>Item #183</i>	4-2 Construction (General correspondence relating to construction of water facilities.)	3	3	3	2	2
<i>Item #184</i>	4-3 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #185</i>	5 Airfields (General correspondence)	3	3	3	2	2
<i>Item #186</i>	5-1 Designs	10	10	10	10	10
<i>Item #187</i>	5-2 Construction	10	10	10	10	10
<i>Item #188</i>	5-3 Projects (Case folders by projects.) <u>NOTE:</u> See Note 4 at end of series.			(See Note)		
<i>Item #189</i>	7730 Transportation System Operation (General correspondence)	3	3	3	2	2
<i>Item #190</i>	1 Traffic Management Operations	5	5	5	5	5
<i>Item #191</i>	1-1 Traffic Studies (Case folders)	10	10	10	5	5
<i>Item #192</i>	2 Road User's Cost Sharing	10	10	10	5	5

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		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTH
7730						
<i>Item # 193</i>	3	10	10	10	5	5
<i>Item # 194</i>	4	10	10	10	10	10
<i>Item # 195</i>	4-1	10	10	10	20	20
<i>Item # 196</i>	5	10	10	10	10	10
<i>Item # 197</i>	5-1	10	10	10	20	20
<i>Item # 198</i>	6	10	10	10	10	10
<i>Item # 199</i>	6-1	10	10	10	25	25
<i>Item # 200</i>	7	10	10	10	10	10
<i>Item # 201</i>	7-1	10	10	10	20	20
<i>Item # 202</i>	8	10	10	10	10	10
<i>Item # 203</i>	8-1	10	10	10	20	20
<i>Item # 204</i>	9	10	10	10	10	10

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		RETENTION PERIOD (BY FS AND ERC)				
		WO	RO & A	ES	SO	OTHER
7730						
<i>Item # 205</i>	9-1 Projects (Case folders by projects.)	10	10	10	20	20
7740	Federal Lands Highway Programs	U	U	U	U	U

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NCI-95-80-1 Note 1

Equipment Development Centers: Maintain project records and reports until no longer needed for administrative use. Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilm copies have been reviewed and found satisfactory. Destroy microfilm copy when no longer needed for administrative use.

NCI-95-80-1 Note 2

Equipment Development Centers: Facilities records shall be maintained for a period of not less than 7 years after the life of the facility. Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. Microfilm copy: Destroy 7 years after the life of the facility.

NCI-95-84-9
Item #3 NOTE 3

a. Regional Offices or Supervisor's Offices: Surveying records shall be maintained until no longer needed for administrative or legal use. Regions should work with each State to determine the legal status of microform survey records. Where microform records are acceptable as legal evidence and/or original data are on file with a State or local Government unit, the record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the original destroyed after the microfilmed copies have been reviewed and found satisfactory. Destroy microfilm copy when no longer needed for administrative or legal use.

b. All Other Offices: Destroy when 5 years old.

NCI-95-80-1
Note 4

a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in

RECORDS MANAGEMENT HANDBOOK

accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Destroy microfilm copy 7 years after the life of the facility.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.

NCI-95-80-1 Note 5

a. Regional Office and Forest Supervisor's Office:

Paper copy and microfilm copy made in accordance with the FPMRs: DISPOSAL NOT AUTHORIZED.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.

NCI-95-81-1 Note 6

a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Microfilm copy: PERMANENT. Offer the silver original microfilm and diazo copy to NARA after the microfilmed copies have been reviewed and found satisfactory. Regional Office will retain a diazo copy of the microfilm.

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42 - SUBJECT INDEX TO FILE DESIGNATIONS. The index is alphabetized by subject and keyed to the numerical file designations. Use the index to classify and file records.

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Paper Copy: PERMANENT. If records are not microfilmed, offer to NARA 1 year after life of facility.

b. All Other Offices: Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. Destroy microfilm copy when no longer needed for administrative use.