Schedule Number: N1-095-88-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/26/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records.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

Item 2, Microfiche

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Items 1A1, 1A2, 1B1, and 1B2
Superseded by DAA-GRS-2015-0006-0003

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO. NI-95-88-3

DATE RECEIVED 9/12/88

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

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Fiscal and Public Safety

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Norina G. Mosby	235-2539	1/16/91	

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 ___2___ 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
9/12/88	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 GRS OR SUPERSEDED JOB CITATION	10.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 National Finance Center (NFC) is currently retaining computerized information on year-end statement of obligations reports; and monthly and quarterly reports for period of 3 years or 6 years and 3 months under the General Records Schedule (GRS 6-1a, GRS 5-5b, GRS 7-3, GRS 7-4a).		
	This schedule addresses the need for the Forest Service to establish permanent retention for specifically for the statement of obligation reports and reports needed to verify the statement of obligations, to meet the agency's long-term tracking needs and to respond to internal/external inquiries. No exception is requested for the monthly and quarterly reports.		
	Statements of Obligations (Item #1 6650-6) displays the total funds affected for the fiscal year. They are set up in the form of year-end national summaries by appropriation, unit, budget objective, and are cumulative. Currently, these reports are identified as Budget 4V Reports and provide historical tracks to justify need for current expenditure requests. For example, OBM, Congress and internal Staffs preparing budget presentations use this information that goes back as far as 1905.		
	Under the same item, the National Appropriation Fund Control reports, Report on Budget Execution (SF-133 and 4Js Reports) and similar reports related to the final year-end status of FS Programs, are needed to verify the accuracy of the Statement of Obligations.		See attached — review rec'd 12-21-90

The National Finance Center (NFC) is currently retaining computerized information on year-end statement of obligations reports; and monthly and quarterly reports for period of 3 years, or 6 years and 3 months under the General Records Schedule (GRS 6-1a, GRS 5-5b, GRS 7-3, GRS 7-4a).

This schedule establishes a longer temporary retention period than specified in the General Records Schedule because of tracking purposes and to respond to OBM and Congress; and internal Staffs preparing budget presentations.

Statements of Obligations (item #1 6650-6) displays the total funds affected for the fiscal year. They are set up as year-end national summaries by appropriation, unit, budget objective, and are cumulative. Currently, these reports are identified as Budget 4V Reports and provide historical tracks to justify need for current expenditure requests.

Under the same item, the National Appropriation Fund Control reports, Report on Budget Execution (SF-133 and 4Js Reports) and similar reports related to the final year-end status of FS Programs, are needed to verify the accuracy of the Statement of Obligations.

No exception is requested for the monthly and quarterly reports which are covered by the GRS. However, we do request a contingency disposal for the microfiche of these reports produced by NFC (Item #2). This will allow the agency to dispose of the fiche as its reference value diminishes.

1   6550-6 Reports (Includes Statement of Obligations Year-End Reports,
     National Appropriation (Fund) Control Year-End Report, Report of Budget
     Execution Year-End Report, and other reports related to final year-end
     financial status of Forest Service programs.)

     A. Washington Office: (1) Printouts: Destroy printouts when 10 years
     old or when no longer needed, whichever comes first. (2) Microfiche:
     Destroy when reference use ceases.

     B. All Other Offices: (1) Printouts: Destroy printouts when 5
     years old or when no longer needed, whichever comes first.
     (2) Microfiche: Destroy when reference use ceases.

2   Microfiche (This michrofiche refers to monthly and quarterly reports on
     Statement of Obligations, National Appropriation (Fund) Control, Budget
     Execution, and other interim reports related to financial status of
     Forest Service programs.)

     All Offices: Destroy when reference use ceases.