

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-095-78-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Items 2a and 2b are superseded by NC1-095-82-14, item 1.

Items 8a and 10a and b are superseded by NC1-095-82-14, item 3.

Items 11a and 11b are superseded by NC1-095-82-14, item 5.

Items 14a and 14b are superseded by NC1-095-82-14, item 7.

Items 16a and 16b are superseded by NC1-095-82-14, item 9.

Items 18a and 18b are superseded by NC1-095-82-14, item 11.

Items 20a and 20b are superseded by NC1-095-82-14, item 13.

Items 23a1, 23b1, and 23b2 are superseded by NC1-095-82-14, item 15.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCO

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Agriculture

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION *Lands*
~~Administrative Services Staff~~

4. NAME OF PERSON WITH WHOM TO CONFER
W. F. Hice

5. TEL. EXT.
447-6101

LEAVE BLANK	
JOB NO.	NCI 95 78 3
DATE RECEIVED	11 NOV 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>12-22-77</i>	<i>James E. O'Neill</i> Archivist of the United States

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>8-24-77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. F. Hice</i>	E. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Chief of Forest Service, acting under broad Department policies and in accordance with delegated authority, is responsible for prescribing overall Forest Service policies and procedures for land adjustments. The Deputy Chief in charge of National Forest System and personnel of the Lands Staff comprise the staff organization for this activity in the Washington Office. Regional Foresters, Forest Supervisors, and District Rangers are responsible for meeting the objectives and carrying out an active program of land adjustment at field units.</p> <p>The landownership adjustment program includes those activities or functions in connection with National Forests, Land Utilization (LU) Projects, and other land management units administered by the Forest Service, relative to acquiring lands or interests in lands and rights-of-way; disposals except those under the mining laws; exchanging lands; reconveying lands erroneously acquired; handling claims to title to Government lands in these units; and identifying and marking the boundaries of National Forests and other Government lands, except the technical phase of this job.</p> <p>This schedule covers land adjustment records in Washington and field units. It supersedes items and retention periods for 2730 and 5400 thru 5490 in Job Number NN-166-136.</p>		<i>59 items</i>

115-107 mailed to All FACC, NNF, NNB & Agency
12-23-77 mjs

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>2730 Right-of-Way Grants (Rights-of-way for roads and trails, including the granting of interests in Forest Service roads to private parties and public agencies across lands or interests in lands administered by the Forest Service.)</p> <p>2730-1 General Correspondence (Correspondence concerning right-of-way grants, not related to a specific case.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
2	<p>2730-2 Department of Transportation and U. S. Department of Agriculture Easements (Case files on easements granted to private parties and public agencies for roads across lands or interest in lands administered by the Forest Service. Folders arranged by project name or number and grantee and grouped according to form of grant; i.e., Department of Agriculture easements and Department of Transportation easements for Federal-aid highways. Includes easements, applications, letters of approval and related documents.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p>		
3	<p>2730-3 Special Use Permits (Case files on permits authorizing construction of roads or granting rights of use in existing roads on lands or easements administered by the Forest Service. Includes correspondence, permits, applications, and related documents. Files arranged alphabetically by name of permittee.)</p> <p>a. Issuing Office (Regional Office or Forest Supervisor Office): PERMANENT - Transfer records to FARC 3 years after permit expires. Offer records to NARS 10 years after permit expires. Annual accumulation - 5 cu. ft. <i>Transfer to new custodian upon completion of exchange of land. sc 12-8-77</i></p> <p>b. Duplicate records (Regional Office or Forest Supervisor Office): Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3 (Cont'd)	<p>c. All other offices: Not applicable.</p> <p>5400 Landownership</p>		
4	<p>5400-1 General Correspondence (Correspondence concerning landownership too broad to be filed under one of the more specific subjects.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
5	<p>5400-2 Inquiries (Routine acknowledgements, transmittals, etc.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 6 months old.</p>		
6	<p>5400-3 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. Files arranged by type of plan.)</p> <p>a. Forest Supervisor Offices: Transfer records to FARC 2 years after plan has been completely revised or has been superseded by a new plan, or retain records in office. Destroy 5 years after plan has been completely revised or has been superseded by a new plan.</p> <p>b. All other offices (Washington and Field Units): (Duplicate records.) Retain records in office. Destroy 3 years after plan has been completely revised or has been superseded by a new plan.</p>		
7	<p>5410 Appraisals (Correspondence including principles, approaches to value, procedures, controls, and other information relating to valuation of real property.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> <p>5420 Purchases and Donations</p>		
8	<p>Original deeds, final judgments and Attorney General's opinions for lands acquired by the United States.</p> <p>a. Washington Office: <u>PERMANENT</u> - Offer records to the National Archives and Records Service upon</p>	<p>Records Retention Plan, Part II, Item 27b</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8 (Cont'd)	<p>completion of transaction. Files arranged alphabetically by name of seller, grantor, or land owner in condemnation actions. Annual accumulation - 2 cu. ft.</p> <p>b. All other offices (Field Units): Not applicable.</p>		
9	<p>5420-1 General Correspondence (Correspondence concerning land purchases and donations, not related to a specific case.</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
10	<p>5420-2 Donations (Including administrative sites. Case files on land donated to the United States. Includes correspondence, title evidence, and related documents. Files arranged alphabetically by name of grantor.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p>		
11	<p>5420-3 Purchases (Including administrative sites. Case files on land purchased by the United States. Includes correspondence, title evidence, condemnation documents where applicable, appeals, and related documents. Files arranged alphabetically by name of seller.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12	<p>5420-4 Dropped Cases (Files pertaining to proposed purchases and donations in which action was discontinued.)</p> <p>a. Regional Offices and Forest Supervisor Offices: Retain records in office. Destroy 3 years after file is closed.</p> <p>b. All other offices: Not applicable.</p> <p>5430 Exchanges</p>		
13	<p>5430-1 General Correspondence (Correspondence concerning land exchanges, not related to a specific case.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
14	<p>5430-2 Case Files (Case files on exchanges of Federal lands for lands in private ownership. Includes title evidence for offered land, correspondence, patents, appeals, and related documents. Files arranged alphabetically by name of exchange proponent and identified by the Bureau of Land Management (BLM) serial number or by tract number.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p> <p>5440 Partial Land Interests, Except Rights-of-Way (Rights, privileges, or interests acquired by the United States to use or control, and in some instances to occupy, private lands or property, or lands administered by other governmental agencies for a designated public purpose.)</p>		
15	<p>5440-1 General Correspondence (Correspondence concerning partial land interests, not related to a specific case.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16	<p>5440-2 Case Files (Case files on partial land interests (except rights-of-way) acquired by the Forest Service. Includes leases, conservation easements, and related documents. Files arranged alphabetically by name of grantor.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p> <p>5450 Title Claims, Sales, and Grants</p>		
17	<p>5450-1 General Correspondence (Correspondence concerning title claims, sales, and grants of lands under the jurisdiction of the Forest Service, not related to a specific case.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
18	<p>5450-2 Case Files (Case files on title claims to National Forest land (other than mineral locations which are covered under the 2800 series) and sales and grants of lands under the jurisdiction of the Forest Service. Includes applications, case reports, correspondence, court decisions or settlements, appraisals, sale notices, notices of award, appeals, and related documents. Files arranged according to specific subject and thereunder alphabetically by name of claimant, purchaser or grantee.)</p> <p><u>Case Files</u> (Except documents described in Item 23b.)</p> <p>a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed.</p> <p>b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p> <p>c. All other offices: Not applicable.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	5460 Rights-of-Way Acquired (Rights-of-Way for improvements, such as roads, trails, telephone lines, powerlines, pipelines, ditches, and fences over private or other lands not administered by the Forest Service.)		
19	5460-1 General Correspondence (Correspondence concerning the acquisition of rights-of-way, not related to a specific case.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
20	5460-2 Case Files (Case files on permanent easements acquired over private or other lands not administered by the Forest Service. Includes appraisals and options (if made), certification of cost of right-of-way and improvements, record of payment, and related documents. Case folders arranged by project name or number and grantor.) <u>Case Files</u> (Except documents described in Item 23b.) a. Regional Offices: Transfer records to FARC 3 years after file is closed. Destroy 25 years after file is closed. b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC. c. All other offices: Not applicable.		
21	5460-3 Construction and Use Agreements and Supplements (Case files pertaining to road right-of-way construction and use agreements with other landowners or land administering agencies for joint development and use of roads and road systems which serve the needs of the respective parties. Includes supplements to the agreement, correspondence, and related documents. Folders arranged alphabetically by name of cooperator.) a. Regional Offices: Transfer records to FARC 3 years after agreement is terminated. Destroy 25 years after agreement is terminated. b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases or when agreement is terminated. Do not send records to FARC.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21 (Cont'd)	c. All other offices: Not applicable.		
22	<p>5460-4 Temporary Rights-of-Way (Case files on term easements and permits acquired for temporary roads over private or other lands not administered by the Forest Service. Includes title approval, certification of cost, records of payment, and related documents. Folders arranged by project name or number and grantor.)</p> <p>a. Regional Offices and Forest Supervisor Offices: Retain records in office. Destroy 3 years after easement or permit expires.</p> <p>b. All other offices: Not applicable.</p>		
23	<p><u>Conveyance Files</u> retained by Regional Offices and Forest Supervisor Offices relative to case files described in Item Numbers 2a, 10a, 11a, 14a, 16a, 18a, and 20a. Conveyance files are arranged alphabetically by name of grantor in conveyances to the Government and by grantee in conveyances from the Government.</p> <p>a. Copies of deed, court order, or patent. (A copy of the Attorney General's or General Counsel's opinion, as the case may be, will be attached to the deed. Regional Office file will show the date that the case file was sent to FARC.)</p> <p>(1) Regional Offices and Forest Supervisor Offices: Retain records in office for reference purposes. Do not send records to FARC.</p> <p>(2) All other offices: Not applicable.</p> <p>b. Additional legal data such as abstracts, title insurance policies, or affidavits which the attorneys used in writing their opinion.</p> <p><i>Arranged alphabetically by name of grantor or grantee</i></p> <p>(1) Regional Offices: <u>PERMANENT</u> - Transfer records to FARC as soon as specific local need ceases. Offer records to the National Archives and Records Service upon destruction of case files for Items 2a, 10a, 11a, 14a, 16a, 18a, and 20a.) Annual accumulation - 5 cu. ft.</p> <p>(2) Forest Supervisor Offices: (Duplicate records.) Retain records in office for reference purposes. Destroy when reference value ceases. Do not send records to FARC.</p>		

when 25 years old.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23b (Cont'd)	(3) All other offices: Not applicable. 5470 Reservations and Outstanding Rights (Including timber, residency, occupancy, easements, improvements, water, grazing, and other rights or reservations on acquired land. Reservations are all rights of use reserved by the vendor or by previous owners. Outstanding rights are those which, through previous conveyances, are owned by persons other than the vendor.)		
24	5470-1 General Correspondence (Correspondence concerning reservations and outstanding rights, not related to a specific case.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
25	5470-2 Requests, applications, and permits to exercise reserved or outstanding rights. Files arranged alphabetically by owner of right. a. Regional Offices: Transfer records to FARC 3 years after expiration or termination of right. Destroy 25 years after expiration or termination of right. b. Forest Supervisor Offices: (Duplicate records.) Retain records in office. Destroy when reference value ceases. Do not send records to FARC. c. All other offices: Not applicable. 5480 Condemnation (The act of Government exercising the the right of eminent domain in taking property for public use and benefit subject to the owner's right to just compensation.)		
26	5480-1 General Correspondence (Correspondence concerning condemnation actions; not related to a specific case.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
27	5480-2 Project Case Files (Records pertaining to condemnation actions. Includes correspondence, reports, and related documents. Files arranged alphabetically by name of owner.) All offices (Washington and Field Units): Retain records in office. Destroy 3 years after file is closed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	5490 Status (Status records of lands, including interests in lands, administered by the Forest Service.)		
28	5490-1 General Correspondence (Correspondence concerning status of lands.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
29	5490-2 Reports (Reports necessary for the administration and control of landownership adjustment activities. Includes annual statistical reports covering national forest areas, land exchanges, and land donations; rights-of-way reports; land acquisition program and accomplishment reports; etc. The reports contain information relative to the manner in which the lands came into Federal ownership; encumbrances or restrictions which affect the administration of the land; the interest owned by the Government in private lands; and interests in Government lands held by others. Files arranged by type of report.) a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC when 3 years old. Offer records to the National Archives and Records Service when 10 years old. Annual accumulation - 2 cu. ft. b. Regional Offices: Transfer records to FARC when 3 years old. Destroy when 25 years old. c. All other offices: Retain records in office. Destroy when reference value ceases. Do not send records to FARC.	<i>Alphabetically</i>	