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Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0002
Schedule Status Appraiser Working Version

Agency or Establishment Forest Service
Record Group / Scheduling Group Records of the Forest Service
Records Schedule applies to Agency-wide
Schedule Subject Forest Service Directive System Program Management
Internal agency concurrences will be provided No

Background Information The Forest Service Directive System codifies the agency's policy, practice, and procedure. As such, it is the primary administrative basis for the internal management and control of all agency programs and the primary source of administrative direction to Forest Service employees.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0002

Sequence Number

1	Directive Program Management Disposition Authority Number: DAA-0095-2018-0002-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 797 411">Directive Program Management</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0095-2018-0002-0001</p> <p data-bbox="345 489 1516 827">Records related to policies and responsibilities for the management of the directives program; establishment of directives, directive system structure and standards; guidance on writing, preparation and clearance procedures; the design, maintenance, and improvement of the directive system; questions and responses on policies, standards, and responsibilities; directive issuance reports and lists of service-wide issuances; directive distribution lists, maintenance, and access; reconciliation of distribution records; directive system writing techniques materials; requests for directives; and other background materials related to management of the directives program.</p> <p data-bbox="345 848 915 879">Final Disposition Temporary</p> <p data-bbox="345 900 878 932">Item Status Pending</p> <p data-bbox="345 953 818 984">Is this item media neutral? Yes</p> <p data-bbox="345 1005 802 1037">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1152 1024 1299">GRS or Superseded Authority Citation N1-095-10-002 / 4 N1-095-10-004 / 5 N1-095-10-004 / 6 N1-095-10-004 / 7</p> <p data-bbox="345 1341 659 1373">Disposition Instruction</p> <p data-bbox="345 1394 1062 1425">Cutoff Instruction End of the fiscal year</p> <p data-bbox="345 1446 1167 1478">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="345 1520 656 1551">Additional Information</p> <p data-bbox="345 1572 948 1604">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/22/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0