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# PENDING – NOT APPROVED FOR USE

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0007  
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                          Cooperative Fire Protection  
Internal agency concurrences will be provided      No

Background Information                  Cooperative fire protection activities provide technical and financial assistance to the States, Territories, and Commonwealths, including distributing money through grants; providing technical expertise and facilitating Federal cooperative relationships; and assisting the Federal Emergency Management Agency in assisting States in the management of wildfire disasters.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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## Outline of Records Schedule Items for DAA-0095-2018-0007

Sequence Number
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1	Cooperative Fire Protection Program Administration Disposition Authority Number: DAA-0095-2018-0007-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Cooperative Fire Protection Program Administration</b></p> <p>Disposition Authority Number      <b>DAA-0095-2018-0007-0001</b></p> <p>General records relating to Cooperative Fire Protection (CFP) too broad to file under a specific subject. Includes correspondence, memos and mailing lists related to all components of Cooperative Fire Protection and Prevention Programs. Exclusion: Records (including correspondence) pertaining to Smokey Bear program (Forest Service File Code 3110).</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Pending</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td><b>FSH 6209.11, Chapter 40, Filecode 3100</b></td><td><b>Forest Service Records Management Handbook</b></td></tr></tbody></table> <p>GRS or Superseded Authority Citation      <b>N1-095-10-004 / 271</b> <b>N1-095-10-004 / 272</b> <b>N1-095-10-004 / 273</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>End of fiscal year.</b></p> <p>Retention Period                        <b>Destroy 5 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	<b>FSH 6209.11, Chapter 40, Filecode 3100</b>	<b>Forest Service Records Management Handbook</b>
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## 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
04/13/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM

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## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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