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KF 7/11/18



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**Date:** July 10, 2018  
**Appraiser:** Carla Simms, ACR  
**Agency:** US Forest Service  
**Subject:** DAA-0095-2018-0008

## INTRODUCTION

### Schedule Overview

Extreme Fire Situation Program

### Additional Background Information

The Extreme Fire Situation Program provides appropriate, effective assistance and advice to the Federal Emergency Management Agency (FEMA) on efforts to assist States during extreme fire situations that are beyond State and local capabilities.

During the appraisal process, schedule N1-095-05-002, Fire Records, was noted for having seemingly similar records as those described in this schedule. The Forest Service records officer was asked if the records schedule here had any impact on the records covered in N1-095-05-002. It was determined that the records described in each schedule are separate and do not impact one another. The records described in N1-095-05-002 are created by fire incident management teams to document individual fires. The records described in this schedule are program wide records documenting annual reports, number of fires, acres burned, acres saved, etc.

### Overall Recommendation

I recommend approval of the attached schedule.

## APPRAISAL

### Item 0001: Cooperative Fire Protection Program Administration

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

- \* Previously approved as temporary. (N1-095-10-004 / 276; N1-095-10-004 / 277)
- \* Has little or no research value. The records are administrative in nature and do not warrant permanent retention once the business needs of the agency have been met.
- \* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability

**Media Neutrality:** Approved

A handwritten signature in black ink, appearing to read "Carla Simms". The script is cursive and somewhat stylized.

Carla Simms  
Appraiser