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# PENDING – NOT APPROVED FOR USE

## Request for Records Disposition Authority

Records Schedule Number           DAA-0095-2018-0012  
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 Nursery Production  
Internal agency concurrences will  
be provided                         No

Background Information            The United States Forest Service will provide reasonably priced native plants to assist states, territories and International Institute of Tropical Forestry with ongoing plantings.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are NOT included as part of this request: N1-95-10-4, items 291, 293

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0012

Sequence Number
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1	Cooperative Nursery Production Administration Disposition Authority Number: DAA-0095-2018-0012-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Cooperative Nursery Production Administration</b></p> <p>Disposition Authority Number      <b>DAA-0095-2018-0012-0001</b></p> <p>Includes the following records associated with the Cooperative Nursery Production program: • Correspondence and general programmatic documentation related to assistance in furnishing tree plant stocks. • International Seed Trade: Policies, procedures, and general documentation (including correspondence) related to the control of forest reproductive material moving in international trade. • Nursery Production Assistance: General records and administrative studies and reviews related to cooperative forestry tree nursery programs. • Seed Handling and Testing: Records pertaining to the cleaning, drying, extracting, and testing of tree seeds conducted by the National Tree Seed Laboratory. • Seed Handling and Testing – Seed Testing: Test request sheet, laboratory worksheet, radiograph, germination sheet for each treatment, tetrazolium test sheet, and correspondence on test interpretations.</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 3220</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 / 288</b> <b>N1-095-10-004 / 289</b> <b>N1-095-10-004 / 290</b> <b>N1-095-10-004 / 292</b> <b>N1-095-10-004 / 294</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      <b>End of fiscal year.</b></p> <p>Retention Period                        <b>Destroy 15 year(s) after cutoff</b></p> <p>Additional Information</p>	Manual Citation	Manual Title	<b>FSH 6209.11, Chapter 40, Filecode 3220</b>	<b>Forest Service Records Management Handbook</b>
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0095-2018-0012**

GAO Approval

Not Required

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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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