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Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0013
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 Rural Development
Internal agency concurrences will be provided No

Background Information To the extent possible, respond to and support State and local requests and concerns for solutions to problems in rural areas. Seek opportunities to develop forest based enterprises and forest resources that contribute to rural growth. All programs shall contribute and lend support to other public and private agency efforts to provide public services, income, jobs, and amenities in rural areas through planning, resource management, economic development, and manpower programs.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0013

Sequence Number

1	Rural Development Program Administration and Reports Disposition Authority Number: DAA-0095-2018-0013-0001
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Records Schedule Items

Sequence Number					
1	<p>Rural Development Program Administration and Reports</p> <p>Disposition Authority Number DAA-0095-2018-0013-0001</p> <p>Records, including correspondence, pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns in eliminating problems in rural areas. Includes: (a) the Annual Rural Development Report, which is a consolidated report from field units summarizing special projects with USDA to help farmers; and (b) the Annual Needs Assessment Report required by USDA.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, Filecode 3610</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-095-10-004 / 311 N1-095-10-006 / 64</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 3610	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 3610	Forest Service Records Management Handbook				

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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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