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**Date:** August 2, 2018  
**Appraiser:** Carla Simms, ACR  
**Agency:** US Forest Service  
**Subject:** DAA-0095-2018-0032

## INTRODUCTION

### Schedule Overview

Correspondence Management

### Additional Background Information

The Forest Service responds to routine inquiries requesting general information about the agency and creates reports to track the status of each inquiry.

This records schedule consolidates and updates previously approved records schedule items related to tracking and reporting of general information inquiries and correspondence.

### Overall Recommendation

I recommend approval of the attached schedule.

## APPRAISAL

### Item 0001: Correspondence Management

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

#### Appraisal Justification:

- \* Previously approved as temporary. (N1-095-10-010 / 62; N1-095-10-010 / 63; N1-095-10-010 / 64)
- \* 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

Carla Simms  
Appraiser