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# PENDING – NOT APPROVED FOR USE

## Request for Records Disposition Authority

Records Schedule Number           DAA-0095-2018-0032  
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                   Correspondence Management  
Internal agency concurrences will  
be provided                        No

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.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-9, item 25

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0095-2018-0032**

## Outline of Records Schedule Items for DAA-0095-2018-0032

Sequence Number
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1	Correspondence Management Disposition Authority Number: DAA-0095-2018-0032-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Correspondence Management</b></p> <p>Disposition Authority Number      <b>DAA-0095-2018-0032-0001</b></p> <p>Correspondence of a routine nature, such as inquiries from members of Congress or constituents concerning general information about the Forest Service. Includes the following: • USDA Controlled Correspondence: Correspondence assigned to the Forest Service by the Office of the Secretary of Agriculture • Natural Resources and the Environment (NRE) Controlled Correspondence: Responses to correspondence prepared at the request of the Office of the Under Secretary for NRE, and Forest Service Controlled Correspondence: • Correspondence from a member of Congress addressed to the Chief of the Forest Service, to individual Forest Service staffs, or to the Congressional Liaison Officer. • Reports listing status of controlled correspondence. • General records regarding the creation, tracking, issuing, storage, and retrieval of correspondence.</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 6220</b></td><td><b>Forest Service Records Management Handbook</b></td></tr></tbody></table> <p>GRS or Superseded Authority Citation      <b>N1-095-10-010 / 62 N1-095-10-010 / 63 N1-095-10-010 / 64</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 6220</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
04/17/2018	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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