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RECORDS ADMINISTRATION
8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001
www.archives.gov

Date: July 17, 2018
Appraiser: Carla Simms, ACR
Agency: US Forest Service
Subject: DAA-0095-2018-0034

INTRODUCTION

Schedule Overview
Records Management

Additional Background Information

The permanent records tracking and control provides for the identification, location, and retrieval of permanent records within the agency for records management purposes only. This schedule covers only inventories, logs, file plans and transfer reports used solely to track and control the inventory of permanent records within the agency.

These records are being scheduled to follow the exclusion note included in GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016), which states that tracking and control records related to permanent records must be scheduled.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001: Permanent Records Tracking and Control

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * 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