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KK 8/2/18



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**Date:** August 2, 2018  
**Appraiser:** Carla Simms, ACR  
**Agency:** US Forest Service  
**Subject:** DAA-0095-2018-0037

## INTRODUCTION

### Schedule Overview

Procurement Program Management

### Additional Background Information

The objectives of the Forest Service procurement program are to provide Forest Service units with suitable equipment, supplies, and services of the required quality in a timely manner at fair and reasonable prices; provide leadership and assist in efficient management of procurement programs and activities; actively support socioeconomic programs that have been incorporated into the procurement process; develop and maintain a qualified procurement staff through the training of Contract Officers; and develop and maintain a qualified support staff for local procurement programs, including trained contracting officer's representatives (COR's), inspectors, technical personnel to prepare specifications, and procurement support staff.

This records schedule consolidates and updates previously approved records schedule items related to general correspondence, policy, reports and procedures of the Procurement Program.

### Overall Recommendation

I recommend approval of the attached schedule.

## APPRAISAL

### Item 0001: Procurement Program Management Records

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

#### Appraisal Justification:

- \* Previously approved as temporary. (N1-095-10-009 / 26; N1-095-10-009 / 27; N1-095-10-010 / 65; N1-095-10-010 / 66)
- \* 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

A handwritten signature in black ink, appearing to read 'Carla Simms', written in a cursive style.

Carla Simms  
Appraiser