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# PENDING – NOT APPROVED FOR USE

## Request for Records Disposition Authority

Records Schedule Number           DAA-0095-2018-0099

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                   Equipment Development Records

Internal agency concurrences will  
be provided                        No

Background Information           Records will include equipment development technology creating equipment, systems, materials, processes, techniques and procedures function more efficiently, effectively and safely. Office of record will be agency-wide

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

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## Outline of Records Schedule Items for DAA-0095-2018-0099

Sequence Number	
1	Equipment Development Records
1.1	Equipment Development Program Records Disposition Authority Number: DAA-0095-2018-0099-0001
1.2	General Equipment Development Records Disposition Authority Number: DAA-0095-2018-0099-0002
1.3	Facilities Equipment Development Records Disposition Authority Number: DAA-0095-2018-0099-0003
1.4	Equipment Development Project Records Disposition Authority Number: DAA-0095-2018-0099-0004
1.5	Equipment Development Reports Disposition Authority Number: DAA-0095-2018-0099-0005

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## Records Schedule Items

Sequence Number	
1	<p><b>Equipment Development Records</b> Includes progress reports and final reports on projects developed and tested by Equipment Development Centers (EDCs). Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, buildings, laboratory and facilities. Records about program activities including budget matters and specific project assigned for development and testing.</p>
1.1	<p><b>Equipment Development Program Records</b> Disposition Authority Number      <b>DAA-0095-2018-0099-0001</b> <b>Records about program activities including budget matters.</b> Final Disposition                      <b>Temporary</b> Item Status                                <b>Pending</b> Is this item media neutral?            <b>Yes</b> 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> <p><b>Disposition Instruction</b> Cutoff Instruction                        <b>End of fiscal year in which administrative use ceases</b> Retention Period                         <b>Destroy 20 year(s) after cutoff</b></p> <p><b>Additional Information</b> GAO Approval                              <b>Not Required</b></p>
1.2	<p><b>General Equipment Development Records</b> Disposition Authority Number      <b>DAA-0095-2018-0099-0002</b> <b>Includes general correspondence relating to equipment development, test, and standardizations, programs, projects, and facilities not covered elsewhere in this schedule.</b> Final Disposition                        <b>Temporary</b> Item Status                                <b>Pending</b> Is this item media neutral?            <b>Yes</b> Do any of the records covered by this item currently exist in</p>

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1.3	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-095-10-010 /156
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of fiscal year in which administrative use ceases.
	Retention Period	Destroy 20 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Facilities Equipment Development Records</b>	
	Disposition Authority Number	DAA-0095-2018-0099-0003
	<b>Records pertaining to the buildings, laboratory and other equipment used by the EDCs.</b>	
Final Disposition	Temporary	
Item Status	Pending	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
GRS or Superseded Authority Citation	N1-095-10-010 /155	
1.4	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of fiscal year in which administrative use ceases.
	Retention Period	Destroy 20 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Equipment Development Project Records</b>	
	Disposition Authority Number	DAA-0095-2018-0099-0004
	<b>All records relating to a specific project assigned for development and testing case folders by projects.</b>	
	Final Disposition	Temporary
	Item Status	Pending
Is this item media neutral?	Yes	

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1.5	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-095-10-010 /158
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of fiscal year in which administrative use ceases
	Retention Period	Destroy 20 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Equipment Development Reports</b>	
	Disposition Authority Number	DAA-0095-2018-0099-0005
	Includes progress reports and final reports on projects developed and tested by EDCs.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-095-10-010 /159
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of fiscal year in which administrative use ceases
	Retention Period	Destroy 20 year(s) after cutoff
<b>Additional Information</b>		
GAO Approval	Not Required	

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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
05/08/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/09/2018	Submit For Certification	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
05/11/2018	Certify	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
05/15/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/15/2018	Submit For Certification	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
05/17/2018	Certify	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information

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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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