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Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0102
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 Signs and Posters
Internal agency concurrences will be provided No

Background Information •Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-10, item 185

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0095-2018-0102

Sequence Number

1

Sign and Poster Program Administration Records
Disposition Authority Number: DAA-0095-2018-0102-0001

Records Schedule Items

Sequence Number					
1	<p>Sign and Poster Program Administration Records</p> <p>Disposition Authority Number DAA-0095-2018-0102-0001</p> <p>Records include correspondence and other documentation pertaining to all Forest Service signs and posters (cardboard, metal, wood, plastic) whether on roads, trails, airports, portals, recreational area, use, or for informational, educational, or regulatory purposes. Also includes records pertaining to: •Sign and Poster Guidelines: Including one copy of each version of the Sign and Poster Guidelines for the Forest Service (EM 7100-15), which contains additional requirements for signs and traffic control devices used on National Forest System lands. •Sign Installation, Inspection, and Maintenance: All records relating to sign installation, inspection, and maintenance activities. •Sign Planning: The development and maintenance of the Sign and Poster Guidelines for the Forest Service (EM 7100-15); as well as any sign plan developed at any scale. Sign plans done in conjunction with road or site construction or reconstruction should be retained with the specific construction or reconstruction documents. Exclusion: File records pertaining to procurement under the appropriate 6300 file code item.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 7160</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-7, item 9 N1-95-10-10, item 182 N1-95-10-10, item 183 N1-95-10-10, item 184</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which records are no longer needed for administrative or legal purposes</p> <p>Retention Period Destroy 10 year(s) after cutoff</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7160	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 7160	Forest Service Records Management Handbook				

Additional Information

GAO Approval

Not Required

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

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0