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Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0108
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 Travel Management
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: N1-95-10-9, item 78

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0108

Sequence Number

1

Travel Management Program Administration and Reports
Disposition Authority Number: DAA-0095-2018-0108-0001

Records Schedule Items

Sequence Number		
1	<p>Travel Management Program Administration and Reports</p> <p>Disposition Authority Number DAA-0095-2018-0108-0001</p> <p>Records, including reports and supporting documentation analyzing risk factors pertaining to a proposed designation of a road for motorized mixed use signed by a qualified engineer and presented to the responsible official. The report may identify alternatives, as well as risks associated with those alternatives, for mitigation of factors contributing to the probability and severity of crashes. Also includes records not covered elsewhere in the records schedule for 7700 series.</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>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 7700	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-95-10-10, item 205 N1-95-10-10, item 206</p> <p>Disposition Instruction</p> <p>Cutoff Instruction end of fiscal year</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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