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PENDING - NOT APPROVED FOR USE

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0073
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 Office of Inspector General Audits
Internal agency concurrences will
be provided No

Background Information

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

PENDING - NOT APPROVED FOR USE

Outline of Records Schedule Items for DAA-0095-2018-0073

Sequence Number

1	Internal and OIG Audits Disposition Authority Number: DAA-0095-2018-0073-0001
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Records Schedule Items

Sequence Number					
1	<p>Internal and OIG Audits</p> <p>Disposition Authority Number DAA-0095-2018-0073-0001</p> <p>Includes audit reports maintained by case file, corrective action correspondence related to the audit and general correspondence.</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, Filecode 1430</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-95-10-2 / 19 N1-95-10-4 / 21</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which case is closed.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1430	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 1430	Forest Service Records Management Handbook				

PENDING - NOT APPROVED FOR USE

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
04/18/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM

PENDING - NOT APPROVED FOR USE

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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NATIONAL
ARCHIVES

KF 10/25/18

NATIONAL ARCHIVES and
RECORDS ADMINISTRATION

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

Date: October 2, 2018
Appraiser: Jessica E. Blessman, ACRA
Agency: United States Forest Service
Subject: DAA-0095-2018-0073

INTRODUCTION

Schedule Overview

Office of Inspector General Audits

Additional Background Information

This schedule has been submitted by the United States Forest Service (USFS) as part of an effort to make their schedules media neutral. Descriptions have been modified to adequately describe any changes in business processes since the last FS-wide schedule update in 2010.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001 – Internal and OIG Audits

This item combines audit case files and correspondence series in this program. It includes both general correspondence relating to the program and correspondence relating to an audit.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Previously approved as temporary (N1-095-10-2 / 19, N1-095-10-4 / 21)
- Has little or no research value

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

JESSICA E. BLEESMAN

Appraiser

PENDING - NOT APPROVED FOR USE

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0074
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 Cooperative Forestry Assistance Reviews
Internal agency concurrences will be provided No

Background Information

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

PENDING - NOT APPROVED FOR USE

Outline of Records Schedule Items for DAA-0095-2018-0074

Sequence Number

1

Cooperative Forestry Program and Management Review Case Files
Disposition Authority Number: DAA-0095-2018-0074-0001

PENDING - NOT APPROVED FOR USE

PENDING - NOT APPROVED FOR USE

Records Schedule Items

Sequence Number					
1	<p>Cooperative Forestry Program and Management Review Case Files</p> <p>Disposition Authority Number DAA-0095-2018-0074-0001</p> <p>Cooperative Program and Management Review Case files include the review report, corrective action plan and follow-up correspondence until action is completed and case is closed. Series also includes general correspondence generated in the office of record but not related to a specific review.</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, Filecode 1460</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-95-10-2 / 21 N1-95-10-2 / 22 N1-95-10-2 / 23</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which case is closed.</p> <p>Retention Period Destroy 8 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1460	Forest Service Records Management Handbook
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Agency Certification

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Signatory Information

Date	Action	By	Title	Organization
04/18/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM

PENDING - NOT APPROVED FOR USE

Executive Summary

Summary

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KF 10/18/18



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

Date: October 2, 2018
Appraiser: Jessica E. Blessman, ACRA
Agency: United States Forest Service
Subject: DAA-0095-2018-0074

INTRODUCTION

Schedule Overview

Cooperative Forestry Assistance Reviews

Additional Background Information

This schedule has been submitted by the United States Forest Service (USFS) as part of an effort to make their schedules media neutral. Descriptions have been modified to adequately describe any changes in business processes since the last FS-wide schedule update in 2010.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001 – Cooperative Forestry Program and Management Review Case Files

Cooperative Forestry provides funding to states, local governments, and non-profit organizations to help people care for the land and their communities. There are two different types of reviews. The Forestry Program Review looks at the effect made by cooperatively funded activities and cooperative financial and technical assistance on communities. The Forestry Management Review looks at the effect of management, organizational changes, and administration on cooperative forestry programs at the state level.

This item combines program records (case files) with administrative, including general correspondence and correspondence related to a review. The retention of administrative correspondence records was extended to match the previously approved retention of case files.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Previously approved as temporary (N1-095-10-2 / 21, N1-095-10-2 / 22, N1-095-10-2 / 23)
- Has little or no research value

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 "Jessica E. Bleesman". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

JESSICA E. BLEESMAN

Appraiser

PENDING - NOT APPROVED FOR USE

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0075
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 Environmental Compliance Program
Internal agency concurrences will
be provided No

Background Information

Item Count

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GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0095-2018-0075**

Outline of Records Schedule Items for DAA-0095-2018-0075

Sequence Number

1	Environmental Compliance Program Case Files Disposition Authority Number: DAA-0095-2018-0075-0001
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PENDING - NOT APPROVED FOR USE

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Records Schedule Items

Sequence Number					
1	<p>Environmental Compliance Program Case Files</p> <p>Disposition Authority Number DAA-0095-2018-0075-0001</p> <p>Correspondence and records pertaining to the administration of the Environmental Compliance program, which provides compliance, restoration, abandoned mine lands hazard mitigation, and compliance audit services to USFS units so that they can administer programs and activities in a manner that protects forest ecosystems, the agency workforce, and visitors to the National Forest Lands; internal and external environmental compliance audits and reviews; documentation of employee training programs; checklists or other appropriate documentation of completed environmental compliance reviews; and significant findings and corrective actions taken.</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, Filecode 1480</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-95-10-3 / 18 N1-95-10-3 / 19</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which audit is complete.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1480	Forest Service Records Management Handbook
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8601 ADELPHI ROAD
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www.archives.gov

Date: October 2, 2018
Appraiser: Jessica E. Blessman, ACRA
Agency: United States Forest Service
Subject: DAA-0095-2018-0075

INTRODUCTION

Schedule Overview

Environmental Compliance Programs

Additional Background Information

This schedule has been submitted by the United States Forest Service (USFS) as part of an effort to make their schedules media neutral. Descriptions have been modified to adequately describe any changes in business processes since the last FS-wide schedule update in 2010.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001 – Environmental Compliance Program Case Files

Case Files include records created during an environmental compliance review or audit. If corrective actions are necessary to address issues and findings of the review, they are also included in this series.

This item combines program records (case files) with administrative (general correspondence).

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Previously approved as temporary (N1-095-10-3 / 18 , N1-095-10-3 / 19)
- Has little or no research value

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

JESSICA E. BLEESMAN

Appraiser