

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC1-95-81-1</i>	
DATE RECEIVED <i>May 28, 1981</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-20-82</i> Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
US Department of Agriculture

2. MAJOR SUBDIVISION  
Forest Service

3. MINOR SUBDIVISION  
Engineering

4. NAME OF PERSON WITH WHOM TO CONFER  
Sandy McGuinn

5. TEL. EXT.  
447-6101

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/19/81	<i>[Signature]</i> Hoyt L. Abney	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>This schedule covers records in the 7500 series. They were approved (with the exception of some disposal authority) in NC1-95-80-1.</p> <p>The 7500 series is concerned with the planning design, construction, and maintenance of all structures intended to store or transmit water, except excavated ponds, domestic-water-supply pipelines, sewers, and certain sewage-treatment lagoons. They apply to both Forest Service projects and projects designed and owned by others located on land administered by the Forest Service.</p> <p>Secondary designations for reports and project files are being deleted from 7500 thru 7560 and placed under the primary Management System (which will be numbered 7560 because 7550 has been proposed for deletion) so that one complete file will be maintained with all information for each specific site of a dam, channel, or other water storage and transmission method.</p> <p>7510 Administration (Includes correspondence relating to project classification system and project administrative review, approval and supervision. Site specific information is to be filed under 7560.)</p> <p>This reflects a change in title only from Administrative</p>	(Item 124)	27 items

115-107 *The FS records officer has agreed to all these changes. SC 4-6-82*

*Closed Out: 4-29-82: K.T.A.*

*Copy to Agency, KWS; NWF*

*Mass data change sheet not necessary.*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Procedures. The contents of the file material remain the same.</p> <p>a. Washington, Regional, Area, and Experiment Stations: Destroy when 3 years old.</p> <p>b. Supervisor's Offices and Others: Destroy when 2 years old.</p>		
2	<p>7520 Planning and Design (Includes general correspondence and design documents regarding the sequence of planning and design work. Designs, plans, or reports pertaining to a specific site are to be filed under 7560).</p> <p>This reflects a change in title only from Design Practice. The contents of the file material remain the same.</p> <p>a. Washington, Regional, Area, and Experiment Stations: Destroy when 3 years old.</p> <p>b. Supervisor's Offices and Others: Destroy when 2 years old.</p>	(Item 126)	
3	<p>7530 Site Investigation and Design Standards for Dams (Includes general correspondence relating to site investigation, design criteria for dams and specific project investigation and design records which are too broad in nature to be filed with a specific project. Project files for dams are to be filed under 7560.)</p> <p>This reflects a change in the title only from Dams. The contents of the file material remain the same.</p> <p>a. Washington Office: PERMANENT. <i>Offer to NARS when 20 years old in 5 year blocks, sc</i></p> <p>b. All Other Offices: Destroy when 2 years old.</p>	(Item 128)	
4	<p>7540 Design Standards and Criteria for Channels and Other Water Control Structures (Includes general correspondence too broad in nature to be filed with a specific project.)</p> <p>This reflects a change in the title only from Channels. The contents of the file material remain the same.</p>	(Item 131)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Washington Office: PERMANENT. <i>Offer to NARS when 20 years old in 5 year blocks. SC.</i></p> <p>b. All Other Offices: Destroy when 2 years old.</p>		
5	<p>7550 Water-Control Structures (General correspondence)</p> <p>It is proposed to delete this file designation in its entirety. Few files have accumulated and any existing files should be merged with 7540. The related material in the Forest Service manual has been deleted.</p>	(Item 133)	
6	<p>7550 Construction (Includes general correspondence relating to construction inspection and management for Forest Service and special-use projects. Site specific reports will be filed under 7560 projects.)</p> <p>This reflects a change in file designation numbers from 7560 to 7550 and a change in title from Construction Inspection. The contents of the file material remain the same.</p> <p>a. Washington, Regional, Area, and Experiment Stations: Destroy when 3 years old.</p> <p>b. All Others: Destroy when 2 years old.</p>	(Item 136)	
7	<p>7560 Management System (Includes general correspondence relating to the inventory, operation, maintenance, and inspection of Water Storage and Transmission Structures. Includes correspondence regarding project files in general. File site specific information in the appropriate secondary 7560 files.)</p> <p>a. Washington, Regional, Area, and Experiment Stations: Destroy when 3 years old.</p> <p>b. All Others: Destroy when 2 years old.</p>	(Item 138)	
8	<p>7560-1 Dam Projects (Includes all substantive materials such as initial designs, plans, specifications, displays of drainage area, hydrologic data, surveys, certificates of compliance, reports, inventories, or other data relating to building and/or maintenance of a specific facility. Case folders by structure.)</p> <p>See NOTE <i>b</i> at end of series.</p>	(Item 130)	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9	<p>7560-2 Channel Projects (Includes all substantive material such as initial designs, plans, specifications, surveys, certificates of compliance, inventories, reports, or other data relating to building and/or maintenance of a facility. Case folders by structure.)</p> <p>See NOTE 6 at end of series.</p>	(Item 132)	
10	<p>7560-3 All Other Control Projects (Includes all structures other than dams and channels which relate to the storage, control, or transmission of water. Include all substantive materials such as surveys, certificates of compliance, reports, designs, plans, specifications, inventories, or other data relating to building and/or maintenance of a structure. Case folders by structure.)</p> <p>See NOTE 6 at end of series.</p>	(Item 135)	
<p>NOTE 6:</p> <p>a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (2) Microfilm copy: Destroy 7 years after the life of the facility. <i>PERMANENT. Offer to NARS after the original found satisfactory.</i></p> <p>b. All Other Offices: <input checked="" type="checkbox"/> Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (2) Microfilm copy: Destroy when no longer needed for administrative use.</p> <p>(3) <i>R.O. will retain a diag of the microfilm. Paper copy if records are not microfilmed: PERMANENT. Offer to NARS one year after life of facility.</i></p> <p><i>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</i></p> <p><i>SC 4-6-82</i></p>			