

**Forest Service Manual  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Manual 6200 – Office Management  
Zero Code**

**Amendment:** 6200-2006-1

**Effective date:** August 23, 2006

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Hank Kashdan, Deputy Chief, OPS

**Date approved:** August 08, 2006

**Responsible Staff:**

**Last Change:** 6200-2005-4 to FSM 6270

**Superseded Document(s):** 6200 Zero Code Contents, Amendment 6200-92-1, July 01, 1992;  
6200 Zero Code, Amendment 6200-92-2, July 01, 1992

**Digest:** Following is an explanation of the changes throughout the directive by section.

This amendment converts the format and style of this chapter to the FSM template for an amendment using the agency's current corporate word processing software.

**6209:** Changes the caption from "Office Management Handbooks" to "Handbooks".

**6209.2:** Removes obsolete code and caption, "Internal Unit Handbooks".

**6209.21:** Removes obsolete unit handbook, FSH 6209.21, Office Procedures Handbook from the directive system.

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## **6209 - Handbooks**

### **6209.1 - Internal Servicewide Handbooks**

#### **6209.11 - Records Management Handbook (FSH)**

This handbook provides policy, objectives, responsibility, and definitions for the creation, maintenance, and disposition of records. It updates subject index, file designations, and retention periods and includes chapters on managing records in emergency situations, classified records security, and other special records.

#### **6209.12 - Correspondence Handbook (FSH)**

This handbook is designed for use by anyone who prepares correspondence. The handbook covers rules and practices of preparation, style, and format of Forest Service correspondence, including White House and congressional correspondence.

#### **6209.13 - Freedom of Information Act/Privacy Act Handbook (FSH)**

This handbook contains procedures to implement direction in FSM 6270 and instructions for managing Forest Service records according to these acts.

#### **6209.14 - Mail Management Handbook (FSH)**

This handbook provides direction and procedures on: the use of official mail; receipt processing, and delivery of official mail in paper and electronic formats; permits for metered mail and special handling; business reply mail; services from the United Parcel Service, couriers, and express mail companies; U.S. Postal Service requirements and coordination; and other aspects of mail management.