

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

**Forest Service Handbook 6209.11 – Records Management Handbook  
Zero Code**

**Amendment:** 6209.11-1996-1

**Effective date:** July 19, 1996

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Jack Ward Thomas, Chief

**Date approved:**

**Responsible Staff:**

**Last Change:**

**Superseded Document(s):** 6209.11-94-1, August 03, 1994; 6209.11-93-1, April 29, 1993; 6209.11-92-2, November 09, 1992; 6209.11-92-1, April 24, 1992; 44, August 27, 1990; 43, November 1989; 42, July 1989; 41, May 1988; 38, May 1987; 37, May 1986; 36, April 1986; Title Page, 00--1 thru 05--2, 10 thru 12, 20--1 thru 26, 30--1 thru 38.3--2, 40 thru 45.22, 50 thru 51.2, 60 thru 62, 70 thru 72

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

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

**41:** Throughout the section, removes pound symbol (#), which formerly denoted paper copy retention only. The explanation of the # symbol was removed by Amendment 43 (11/89), but, erroneously, the symbol was not removed at that time.

Also, revises file designations, file descriptions, and records retention periods approved by the National Archives and Records Administration (NARA) as follows:

**2330-3:** Site Plans. Revises file descriptions and adds revised records retention periods for Ranger District and Forest Supervisor's Office (N1-95-94-2).

**2720-2-1:** Significant Case Files. Adds new tertiary file designation, description, and retention periods. (N1-95-93-1)

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**2720-2-2:** Routine Case Files. Adds new tertiary file designation, description, and retention periods. (N1-95-93-1)

**3110-2:** Smokey Bear Licensees. Revises file descriptions and adds revised records retention periods for the Washington Office. (N1-95-95-1).

**7500:** Water Storage and Transmission. Revises file description.

**7510:** Project Administration. Adds “Project” to the file designation based on changes to Forest Service Manual (FSM) 7500, Amendment No. 7500-93-5, dated August 5, 1995, and revises the file description.

**7510-1:** Dam Projects. Adds new secondary file designation, description, and records retention periods. (N1-95-88-2)

**7510-2:** Channel Projects. Adds new secondary file designation, description, and records retention periods. (N1-95-88-2)

**7510-3:** All Other Control Projects. Adds new secondary file designation, description, and records retention periods. (N1-95-88-2)

**7520:** Dam Planning. Investigation. and Design. Renames file designation based on changes made to Forest Service Manual (FSM) 7500, Amendment No. 7500-93-7, dated August 5, 1993 and corrects records retention periods. (N1-95-88-2)

**7530:** Construction. Renames file designation and adds new terms in the file description. Corrects records retention periods. (N1-95-88-2) This change was based on changes to Forest Service Manual (FSM) 7500, Amendment No. 7500-93-9, dated August 5, 1993.

**7540:** Design Standards and Criteria for Channels and Other Water Control Structures. Adds “or documents” in the file description and revises note.

**7550:** Construction. Removes file designation based on changes to Forest Service Manual (FSM) 7500, Amendment No. 7500-93-9, dated August 5, 1993.

**7560:** Management systems. Removes file designation based on changes to Forest service Manual (FSM) 7500, Amendment No. 7500-93-5, dated August 5, 1993.

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## 01 - Authority

(FSM 6230.1).

## 02 - Objective

To provide guidelines for Forest Service personnel in records creation, maintenance, and disposition.

For additional guidelines on electronic recordkeeping, see FSH 1309.15, Electronic Office Handbook.

## 04 - Responsibility

(FSM 6230.4).

## 05 - Definitions

Integrated Records Maintenance and Disposition Program. System for coordinating records disposition schedules with the filing system.

Records Coordinator. Employees (staff secretaries, office managers, or other administrative personnel) assigned responsibility for ensuring that official files are established, maintained, and disposed of according to Forest Service procedures.

Records Creation. Aspect of the records management program to ensure that policies and decisions are documented; to keep routine operational paperwork to a minimum; and to prevent the accumulation of unnecessary files.

Records Disposition. Action taken with records following their appraisal by the National Archives and Records Administration (NARA) and the General Accounting Office (GAO), including transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible depository, image reproduction, or destruction.

Records Maintenance. Area of records management concerning plans for filing arrangement; proper utilization of filing equipment; and retrieval of records.

Records Management. Area of administrative management concerned with fulfilling archival requirements, ensuring effective documentation, and achieving economy and efficiency in the creation, maintenance, use, and disposition of records.

Records Manager. Person responsible for or engaged in a records management program (sometimes known as a records officer or records administrator).