

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

**Forest Service Handbook 6209.11 – Records Management Handbook
Chapter 70 - Litigation Retention**

Amendment: 6209.11-2010-1

Effective date: March 17, 2010

Duration: This amendment is effective until superseded or removed.

Approved by: Thelma J. Strong, Acting Associate Deputy Chief

Date approved: March 16, 2010

Responsible Staff:

Last Change: 6209.11-2008-1 to 6209.11_41-Part_07

Superseded Document(s): 6209.11_70, Amendment 6209.11-2006-4, August 11, 2006

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

70: Establishes chapter “Litigation Retention.”

70.6: Establishes code and caption “Forms.” Adds forms FS-6200-34, Certification as to the Retention of Documents in Response to Legal/Litigation Hold and FS-6200-35, Confidentiality Agreement for Access of Documents in Response to Litigation Preparation.

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70.6 - Forms

The following forms are available and should be used by Records Management – Litigation Retention.

The forms listed can be found at <http://fsweb.wo.fs.fed.us/im/recman/forms/index.htm>.

1. Form FS-6200-34, Certification as to the Retention of Documents in Response to Legal/Litigation Hold.
2. Form FS-6200-35, Confidentiality Agreement for Access of Documents in Response to Litigation Preparation.