

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

**Forest Service Handbook 6209.11 – Records Management Handbook
Contents**

Amendment: 6209.11-2017-2

Effective date: June 29, 2017

Duration: This amendment is effective until superseded or removed.

Approved by: J. Lenise Lago, Deputy Chief for Business Operations

Date approved: June 28, 2017

Responsible Staff:

Last Change: 6209.11-2017-1 to 6209.11_42_5000 Series

Superseded Document(s): 6209.11_contents, Amendment 6209.11-2006-3, August 11, 2006

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

10: Renames chapter from “Records Creation” to “Scheduling Records” and revises chapter in its entirety.

20: Renames chapter from “Records Maintenance” to “Records Creation and Maintenance” and revises chapter in its entirety.

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