

## USDA/FS-1

**System Name:** Appeals and Administrative Reviews, USDA/FS.

**System Location:** Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 121 Forest Supervisor Offices, 673 District Ranger Offices, 10 Experiment Station Offices and Two State and Private Area Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, SW. Washington, D.C. 20250. The addresses of all other Forest Services offices may be found in 36 CFR200.2, Subpart A, or in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

**Categories of individuals covered by system:** Any person who has appealed or formally requested review or reconsideration of a decision or action by a Forest Service officer in any contract involving the Forest Service. Does not include personnel matters which are excluded. The appeal, administrative review, or reconsideration request may have been submitted directly to an officer of the Forest Service or through the Board of Forest Appeals.

**Categories of records in the system:** The record includes information regarding the circumstances of the matter under appeal. This may involve information of the appellant, his use of National Forest lands, effects of the decision being appealed on his activities, and other information supplied by appellant on his behalf. Information is also provided by the Forest Service Officer whose decision is under appeal, review, or reconsideration.

**Authority of maintenance of the system:** 5 U.S.C. 22 and 301; 7 U.S.C. 1011(f); 15 U.S.C. 714(b)(g) and (h); 16 U.S.C. 551; 40 U.S.C. 486(); 7 CFR 24; 36 CFR 211.20 thru 211.37

**Routine Use:** Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Vertical file folders

**Retrievability:** Records are maintained under file designation 1570. Identified by the appellant's name, date of appeal, review, or reconsideration request, and/or Forest Service Docket Number (if case docketed by the Board of Forest Appeals).

**Safeguards:** Normal security for routine file material. Locked office of file room.

**Retention and disposal:** Upon final decision case is closed. Transferred to closed files at the end of fiscal year. Cases reaching National level are retained 25 years, Regional level is 5 years, and other levels maintained 3 years. Transfer to Federal Records Center after 3 years.

**System manager(s) and address:** Chief, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250 or the appropriate Regional Forester, Forest Supervisor, or District Ranger at the address listed above.

**Notification procedure:** Address inquiries to the office at which the individual filed his original notice of appeal or request for review or reconsideration. Identifying information should include names, date of appeal or request, Forest Service Docket (if applicable), and date of decision and by whom issued (if applicable).

**Record access procedures:** Use same procedures as for requesting Notification.

**Contesting record procedures:** Use same procedures as for requesting Notification.

**Record source categories:** Information obtained from appellant. On his behalf, witnesses or experts solicited by appellant, Forest Service Officers, and witnesses and technical experts solicited by Forest Service.