

## USDA/FS-39

**System Name:** Certified Timber Marker, Cruiser, and Check Cruiser, USDA/FS.

**System Location:** At headquarters of nine Regional Offices as listed in 36 CFR 200.2 Subpart A.

**Categories of individuals covered by the system:** Employees qualified to mark and make volume estimates of trees for sale.

**Categories of records in the system:** Name, grade, and date of individual's certification. Includes record of certification action.

**Authority for maintenance of the system:** 16 U.S.C. 476.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** None.

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

**Storage:** Records are maintained in file folders at the applicable address listed above.

**Irretrievability:** Records are indexed by organization and name of individual certified.

**Safeguards:** Records are kept in locked office.

**Retention and disposal:** Records are maintained until superseded.

**System manager(s) and address:** Director of Timber Management at addresses listed above.

**Notification procedure:** Send requests to the appropriate system manager.

**Record access procedures:** Same as above.

**Contesting record procedures:** Same as above.

**Record source categories:** Forest Service Records of administration experience and training.