

## USDA/FS-37

**System Name:** Certified Timber Appraisers, USDA/FS.

**System Location:** Office of the Regional Foresters, Forest Supervisors, and the Forest Manager, Savannah River Plant, Aiken, S.C. 29801; the addresses for these offices are listed in 36 CFR 200.2, subpart A.

**Categories of individuals covered by the system:** Employees certified to appraise timber 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.

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

**Safeguards:** Records are kept in a 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**Retention and disposal:** Records are maintained until superseded.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 for information to the system manager.

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

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

**Record source categories:** Forest Service records of appraisal experience, training, and written, oral or applied examinations.