



**FOREST SERVICE MANUAL  
HURON MANISTEE NFS (R9)  
CADILLAC, MI**

**FSM 2700 – SPECIAL USES MANAGEMENT**

**CHAPTER 2710 – SPECIAL USE AUTHORIZATIONS**

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<b>New Document</b>	R9 HMNF 2710-2018-1	2 Pages
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**Digest:** In order by code, summarize the main additions, revisions, or removal of direction incorporated in this supplement.

Chapter 2710 – 2716.7 Records, adds specification of file order for each special use authorization case folder.

**FSM 2700 – SPECIAL USES MANAGEMENT  
CHAPTER 2710 – SPECIAL USE AUTHORIZATIONS**

### **2716.7 - Records**

Each new approved special use authorization will be filed in a six-part file folder or in a standard file folder. Use the option best suited to managing the records for the life of the authorization. If a six-part folder is used, each section will be arranged chronologically with the most recent information on top. Arrange information in folders in the same chronology with the application, authorization, and amendments on the left side and other information on the right side.

The file order for a six-part folder is:

Part 1 – Left side: Original authorization with drawings, maps, exhibits, operations and maintenance plan, and application. Each amendment with drawings, maps, exhibits, and application.

Right side: Correspondence.

Part 2 – Left side: NEPA documentation, current performance bond and/or insurance policy if needed.

Right side: Inspection reports and audit reports.

Part 3 – Left side: Fee documentation.

Right side: Bills for Collection.

The left side of the folder margin will be designated either 2720 Special Uses Administration or 2730 Road and Trail Rights-of-Way Grants. The right side will be designated with the holder's name, approval date, use and code, and expiration date if applicable.

Folders for all authorizations may be kept together. Disposal is according to FSH 6209.11