

## USDA/FS-40

**System Name:** Certified Power Saw Operation, USDA/FS

**System Location:** At headquarters of 15 Forest Supervisor Offices in Region 8, Southern Region, as listed in 36 CFR 200.2, subpart A, and one Forest Manager Office. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, and Aiken, SC 29801.

**Categories of individuals covered by the system:** Employees who qualify as saw operators.

**Categories of records in the system:** Name, grade, and date of individual's certification. Includes records 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**Retention and disposal:** Records are maintained until superseded.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 request to the appropriate system manager.

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

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

**Record source categories:** Forest Service records of administration experience, training. Information may also come from written, oral, and applied examination.