

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 1309.14 – Information Requirements Handbook
Zero Code**

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: 1309.14 ID 1990-1

Superseded Document(s): 1309.14 Title Page, 00--1 thru 42--4; Amendment 12, February 1987; Amendment 14, December 1988; 1309.14 ID 90-1

Digest: Following is an explanation of the changes throughout the directive by section.

Posting Notice. Amendments are numbered consecutively by Handbook number and calendar year. Post document in numerical order of chapters (1109.12, sec. 4.32, ex. 01). Remove entire national text of the Handbook and replace with this amendment. **DO NOT REMOVE SUPPLEMENTS OR INTERIM DIRECTIVES.** Retain this transmittal as the first page of this document.

Reorganizes the entire Handbook to consolidate direction by subject matter (forms, reports, data bases, and public information collection). Revises and clarifies direction throughout each chapter and adds codes for policy, responsibility, and specific subject areas.

10: Renames chapter title Forms. Consolidates direction on forms previously found in chapters 10 and 20. Updates the Service-wide forms listing in section 18.1 (formerly found in sec. 21) and incorporates direction from ID No. 90-1 on electronic forms and the National Forms Automailer.

20: Renames chapter title Reports. Consolidates direction on reports previously found in chapters 30 and 40. Updates the Service-wide reports listing in section 26.1 (formerly found in sec. 41).

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30: Renames chapter title Data Bases. Incorporates direction on data bases previously found in chapter 40. Updates the Service-wide data bases listing in section 39.1 (formerly found in sec. 42).

40: Renames chapter title Public Information Collections. Incorporates direction on public information collections previously found in chapters 10 and 30. Updates and clarifies direction on when approval is needed by the Office of Management and Budget (sec. 41).

This amendment is a reissuance of FSH 1309.14 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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In addition to the direction in this Handbook, refer to FSM 1370, FSM 1380, and FSM 1390 for additional information and guidance on forms, reports, and information management programs.

01 - Authority

(FSM 1370.1). The Federal Information Resources Management Regulations (FIRMR) provide the General Services Administration standards on forms and reports (FSH 6309.33 - FIRMR; 41 CFR chapter 201).

02 - Objective

(FSM 1370.2).

04 - Responsibility

(FSM 1370.4, FSM 1380.4, and FSM 1390.4).