

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

**Forest Service Manual 6200 – Office Management
Zero Code**

Amendment: 6200-2006-1

Effective date: August 23, 2006

Duration: This amendment is effective until superseded or removed.

Approved by: Hank Kashdan, Deputy Chief, OPS

Date approved: August 08, 2006

Responsible Staff:

Last Change: 6200-2005-4 to FSM 6270

Superseded Document(s): 6200 Zero Code Contents, Amendment 6200-92-1, July 01, 1992;
6200 Zero Code, Amendment 6200-92-2, July 01, 1992

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

This amendment converts the format and style of this chapter to the FSM template for an amendment using the agency's current corporate word processing software.

6209: Changes the caption from "Office Management Handbooks" to "Handbooks".

6209.2: Removes obsolete code and caption, "Internal Unit Handbooks".

6209.21: Removes obsolete unit handbook, FSH 6209.21, Office Procedures Handbook from the directive system.

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6209 - Handbooks

6209.1 - Internal Servicewide Handbooks

6209.11 - Records Management Handbook (FSH)

This handbook provides policy, objectives, responsibility, and definitions for the creation, maintenance, and disposition of records. It updates subject index, file designations, and retention periods and includes chapters on managing records in emergency situations, classified records security, and other special records.

6209.12 - Correspondence Handbook (FSH)

This handbook is designed for use by anyone who prepares correspondence. The handbook covers rules and practices of preparation, style, and format of Forest Service correspondence, including White House and congressional correspondence.

6209.13 - Freedom of Information Act/Privacy Act Handbook (FSH)

This handbook contains procedures to implement direction in FSM 6270 and instructions for managing Forest Service records according to these acts.

6209.14 - Mail Management Handbook (FSH)

This handbook provides direction and procedures on: the use of official mail; receipt processing, and delivery of official mail in paper and electronic formats; permits for metered mail and special handling; business reply mail; services from the United Parcel Service, couriers, and express mail companies; U.S. Postal Service requirements and coordination; and other aspects of mail management.