

Request for Records Disposition Authority

Records Schedule Number DAA-0370-2012-0001

Schedule Status Approved

Agency or Establishment National Oceanic and Atmospheric Administration

Record Group / Scheduling Group Records of the National Oceanic and Atmospheric Administration

Records Schedule applies to Major Subdivision

Major Subdivision National Environmental Satellite, Data and Information Services
(NESDIS)

Minor Subdivision Joint Polar Satellite System (JPSS)

Schedule Subject Non-disclosure agreements

Internal agency concurrences will
be provided No

Background Information Non-disclosure agreements (NDA) are agreements signed by NOAA staff and contractors which prohibit unauthorized disclosure of information related to satellite systems and vendors, including but not limited to, trade secrets, proprietary data, confidential commercial or financial data, or other information related to NOAA satellite programs and systems to unauthorized persons.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2012-0001

Sequence Number

1

Original Non-disclosure agreements
Disposition Authority Number: DAA-0370-2012-0001-0001

Records Schedule Items

Sequence Number						
1	Original Non-disclosure agreements					
	Disposition Authority Number	DAA-0370-2012-0001-0001				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1401-02</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	1401-02	
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1401-02						
	Disposition Instruction					
	Cutoff Instruction	Cut off at the end of the calendar year in which the employee completed engagement or termination of employment, under contract, whichever occurs first.				
	Retention Period	Destroy 5 year(s) after cut-off				
	Additional Information					
	GAO Approval	Not Required				

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/02/2012	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
10/10/2012	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/16/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist