

Request for Records Disposition Authority

Records Schedule Number **DAA-0370-2014-0002**
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 Ocean Service**
Minor Subdivision **Office of Coast Survey-Marine Chart Division**
Schedule Subject **Nautical Mapping and Charting Records**
Internal agency concurrences will be provided **No**

Background Information **The nautical mapping and charting function is used for the aggregation of information from external sources and the production of charting products. They are also used to represent U.S. civil mapping and charting interests to the general public and other private, public and international organizations. Nautical charting acquires and manages all mapping and charting data used in the compilation of nautical charts.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	2	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2014-0002

Sequence Number	
1	Chart History Files
1.1	Hard copy files created before 2009 Disposition Authority Number: DAA-0370-2014-0002-0001
1.2	Digital image files created after 2009 Disposition Authority Number: DAA-0370-2014-0002-0002
2	Chart Source Documents
2.1	Hard copy files Disposition Authority Number: DAA-0370-2014-0002-0003
2.2	Digital image files Disposition Authority Number: DAA-0370-2014-0002-0004
2.3	Microfilm Disposition Authority Number: DAA-0370-2014-0002-0005
3	Nautical Chart Source Standard Files
3.1	Hard copy Disposition Authority Number: DAA-0370-2014-0002-0006
3.2	Digital image Disposition Authority Number: DAA-0370-2014-0002-0007
3.3	Microfilm Disposition Authority Number: DAA-0370-2014-0002-0008
4	Drawing Aids/Proof Files
4.1	Hard copy files from 1984 to 1998 Disposition Authority Number: DAA-0370-2014-0002-0009
4.2	Digital image files Disposition Authority Number: DAA-0370-2014-0002-0010
4.3	Microfilm Disposition Authority Number: DAA-0370-2014-0002-0011

Records Schedule Items

Sequence Number					
1	<p>Chart History Files Documents identifying all charts letters, blueprints, Notice to Mariners, digital documents, and other sources used in the compilations of a chart edition and approval specifications that apply to each chart.</p>				
1.1	<p>Hard copy files created before 2009</p> <p>Disposition Authority Number DAA-0370-2014-0002-0001</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records in other mediums have different disposition instructions based on the agency recordkeeping needs.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1604-02.1</td> <td>Chapter 1600 National Ocean Service</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-370-00-03, 1604-02a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually after chart is created or updated.</p> <p>Transfer to Inactive Storage Retire to a records storage facility 5 years after cut off.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 1900</p> <p>End year of records accumulation 2009</p>	Manual Citation	Manual Title	1604-02.1	Chapter 1600 National Ocean Service
Manual Citation	Manual Title				
1604-02.1	Chapter 1600 National Ocean Service				

What will be the date span of the initial transfer of records to the National Archives? **From 1900 To 2009**

How frequently will your agency transfer these records to the National Archives? **Unknown**
The agency ceased to produce the paper records after 2009. After records created after 2009 are in digital format

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	111 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Digital image files created after 2009

Disposition Authority Number **DAA-0370-2014-0002-0002**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Only files created after 2009 will be in digital format**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-02.2	Chapter 1600 National Ocean Service

GRS or Superseded Authority Citation **N1-370-00-03, 1604-02b**

Disposition Instruction

Cutoff Instruction **Cut off annually after chart is created or updated**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut off**

Additional Information

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	517 MB	103.4 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Chart Source Documents

Source documents used for the creation of charts, including chart letters, correspondence, and other letter-sized source revision documents used in the compilation of chart edition and coast pilot edition; chart blue print files, graphics, engineering drawings, and diagrams supplied in an analog format providing revision data used in the compilation of chart edition); and other source documents used in the compilation of a chart edition. The revisions are outlined or noted on the nautical chart standard.

2.1

Hard copy files

Disposition Authority Number **DAA-0370-2014-0002-0003**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records in other mediums have different disposition instructions based on agency recordkeeping needs.**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-03.1	Chapter 1600 National Ocean Service

GRS or Superseded Authority Citation **N1-370-00-03, 1604-03a.**

Disposition Instruction

Cutoff Instruction **Cut off annually**

Retention Period **Destroy 20 year(s) after cut off or when no longer needed for internal operational or scientific needs, whichever is later.**

Additional Information

GAO Approval **Not Required**

Digital image files

Disposition Authority Number **DAA-0370-2014-0002-0004**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records in other mediums have different dispositions instructions based on the agency recordkeeping needs.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1604-03.2	Chaper 1600 National Ocean Service

GRS or Superseded Authority Citation **N1-370-00-03, 1604-03c**

Disposition Instruction

Cutoff Instruction **Cut off annually**

2.2

2.3

Retention Period Destroy when no longer needed for internal operational or scientific needs.

Additional Information

GAO Approval Not Required

Microfilm

Disposition Authority Number DAA-0370-2014-0002-0005

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Records in other mediums have different disposition instructions based on the the agency recordkeeping needs.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1604-03.3	National Ocean Service

GRS or Superseded Authority Citation N1.370-00-03, 1604-03b

Disposition Instruction

Retention Period Destroy when no longer needed for internal operational or scientific needs

Additional Information

GAO Approval Not Required

Nautical Chart Source Standard Files

Copies of nautical charts annotated with source revision documents, including chart letter files, chart blueprint files, and digital documents, or other sources for use in compilation of a chart edition or as in index sheet.

3

3.1

Hard copy

Disposition Authority Number DAA-0370-2014-0002-0006

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Records in other mediums have different dispositions instructions based on the agency recordkeeping needs.
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1604-06.1	Chapter 1600 National Ocean Service

GRS or Superseded Authority Citation N1-370-00-03; 1604-06a

Disposition Instruction

Cutoff Instruction Cut off annually after chart is created or updated
 Retention Period Destroy 20 year(s) after cut off or when no longer needed for internal operational or scientific needs, whichever is later.

Additional Information

GAO Approval Not Required

Digital image

Disposition Authority Number DAA-0370-2014-0002-0007

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Records in other mediums have different dispositions instructions based on the agency recordkeeping needs
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

3.2

3.3

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-06.2	Chapter 1600 National Ocean Service

Disposition Instruction

Cutoff Instruction **Cut off annually after chart is created or updated**

Retention Period **Destroy when no longer needed for internal operational or scientific needs.**

Additional Information

GAO Approval **Not Required**

Microfilm

Disposition Authority Number **DAA-0370-2014-0002-0008**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records in other mediums have different disposition instructions based on the agency recordkeeping needs**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-06.3	Chapter 1600 National Ocean Service

GRS or Superseded Authority Citation **N1-370-00-003, 1604-06b**

Disposition Instruction

Retention Period **Destroy when no longer needed for internal operational and scientific needs.**

4	Additional Information					
	GAO Approval	Not Required				
	Drawing Aids/Proof Files					
	Maintenance drawings (plastic transparencies), showing all revisions made to a chart edition, including changes on aids to navigation (buoys, lights) and other chart features.					
	4.1	Hard copy files from 1984 to 1998				
		Disposition Authority Number	DAA-0370-2014-0002-0009			
		Final Disposition	Temporary			
		Item Status	Active			
		Is this item media neutral?	No			
		Explanation of limitation	Records in other formats have different dispositions based on the agency recordkeeping needs.			
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?		Yes				
Do any of the records covered by this item exist as structured electronic data?		No				
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Manual Citation		Manual Title				
1604-07.1	Chapter 1600 National Ocean Service					
GRS or Superseded Authority Citation	N1-370-00-03, 1604-07a					
Disposition Instruction						
Cutoff Instruction	Cut off annually after chart is created or updated					
Retention Period	Destroy 20 years after cut off or when no longer needed for internal operations or scientific needs, whichever is later.					
Additional Information						
GAO Approval	Not Required					
4.2	Digital image files					
	Disposition Authority Number	DAA-0370-2014-0002-0010				
	Final Disposition	Temporary				

Item Status **Active**
 Is this item media neutral? **No**
 Explanation of limitation **Records in other formats have different dispositions based on the agency recordkeeping needs.**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-07.2	Chapter 1600 National Ocean Service

Disposition Instruction

Cutoff Instruction **Cut off annually after chart is created or updated**
 Retention Period **Destroy when no longer needed for internal operational and scientific needs.**

Additional Information

GAO Approval **Not Required**

Microfilm

Disposition Authority Number **DAA-0370-2014-0002-0011**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records in other formats have different dispositions based on the agency recordkeeping needs.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1604-7.3	Chapter 1600 National Ocean Service

4.3

GRS or Superseded Authority Citation	N1-370-00-03, 1604-7b
Disposition Instruction	
Cutoff Instruction	Cut off annually
Retention Period	Destroy 30 year(s) after cut off or when no longer needed for internal operational and scientific needs, whichever is later.
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
08/11/2014	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
10/21/2014	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
10/23/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/23/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist