

Request for Records Disposition Authority

Records Schedule Number **DAA-0370-2015-0002**
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 **National Geodetic Survey**
Schedule Subject **Aeronautical Survey Files (Red Jacket/Cahiers)**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2015-0002`

Sequence Number	
1	Aeronautical Survey Files (Red Jacket/Cahiers)
1.1	Survey Field Files
1.1.1	Hard copies created up to 2014 Disposition Authority Number: DAA-0370-2015-0002-0001
1.1.2	Electronic versions created after 2014 Disposition Authority Number: DAA-0370-2015-0002-0002
1.2	Chart (copies) Disposition Authority Number: DAA-0370-2015-0002-0003

Records Schedule Items

Sequence Number					
1	<p>Aeronautical Survey Files (Red Jacket/Cahiers) Provides documentation to support Airport Obstruction Charts. These files are commonly referred to as "Red Jackets" or "Cahiers" and consist of aeronautical survey field notes, observations, triangulation diagrams, aerial photographs annotated with geodetic control data, copies of charts from the previous survey, and/or other relevant documentation. The files also include surveys of closed airports. Conducting aeronautical surveys is no longer a routine activity of NGS, however the files are still referenced for research purposes. The files created after 2014 are now maintained in electronic format.</p>				
1.1	<p>Survey Field Files</p>				
1.1.1	<p>Hard copies created up to 2014</p> <p>Disposition Authority Number DAA-0370-2015-0002-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation The hard copy versions are no longer created as of 2014.</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>1606-03.1(a)</td> <td>Chapter 1606- Remote Sensing</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-370-00-06, item 3a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of 2014</p> <p>Retention Period Destroy 30 year(s) after cut off</p> <p>Additional Information</p>	Manual Citation	Manual Title	1606-03.1(a)	Chapter 1606- Remote Sensing
Manual Citation	Manual Title				
1606-03.1(a)	Chapter 1606- Remote Sensing				

1.1.2

GAO Approval Not Required

Electronic versions created after 2014

Disposition Authority Number DAA-0370-2015-0002-0002

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Items created after 2014 are created in electronic 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
1606-03.1(b)	

Disposition Instruction

Cutoff Instruction Cut off at the end of the year in which the project was completed

Retention Period Destroy 30 year(s) after cut off

Additional Information

GAO Approval Not Required

1.2

Chart (copies)

Disposition Authority Number DAA-0370-2015-0002-0003

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? Yes

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

Manual Citation	Manual Title
1606-03.2	Remote Sensing

GRS or Superseded Authority Citation 1606-03.2

Disposition Instruction

Retention Period Retain 2 most recent versions. Destroy/delete all other superseded charts.

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
04/23/2015	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
09/08/2015	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist