

## Request for Records Disposition Authority

Records Schedule Number DAA-0370-2015-0005  
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 Marine Fisheries Service  
Minor Subdivision Pacific Island Regional Office (PIRO)  
Schedule Subject Fisheries Marine National Monument Management Plan Records  
Internal agency concurrences will be provided No

### Background Information

Under the Antiquities Act of 1906, the President is authorized to reserve lands and waters of the United States as National Monuments. Marine National Monuments were created to protect the abundant and diverse coral, fish and seabird populations; to facilitate exploration and scientific research and to promote public education regarding the value of these national treasures.

The NOAA Fisheries Marine National Monument Program implements the January 2009, Presidential Proclamations that established three Pacific Marine National Monuments: the Marianas Trench, Pacific Remote Islands and Rose Atoll, and the 2006 Presidential Proclamation that established Papahānaumokuākea Marine National Monument. All Marine National Monuments are co-managed with other agencies. The establishment of the Monuments provides the opportunity to protect areas of outstanding scientific, cultural, conservation and aesthetic value, and provide for the long-term persistence of these natural and cultural legacies. By designating these areas as Marine National Monuments, the United States ensures that the marine environments receive the highest level of environmental recognition and conservation.

The Marine National Monument Program (MNMP) coordinates the development of management plans, scientific exploration and research programs within the Marine National Monuments in the Pacific Islands Region. Under NOAA's existing authorities and the Antiquities Act, the Marine National Monument Program works with federal and regional partners and stakeholders to conserve and protect the marine resources in these large marine protected areas. The following records document the development and management of Marine National Monuments Program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	4	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0370-2015-0005

Sequence Number	
1	National Monuments Designation Files and Supporting Material
1.1	Designation Files Disposition Authority Number: DAA-0370-2015-0005-0001
1.2	Monument National Management Plans and Related Reports Disposition Authority Number: DAA-0370-2015-0005-0002
1.3	Supporting Material Disposition Authority Number: DAA-0370-2015-0005-0003
2	Marine National Monuments (MNM) Management Plans and Revision Files
2.1	Marine National Monument (MNM) Management Plan and Revision Files Disposition Authority Number: DAA-0370-2015-0005-0004
3	Individual Supplemental Management Plans and Supporting Materials
3.1	Final Plan Disposition Authority Number: DAA-0370-2015-0005-0005
3.2	Supporting Materials Disposition Authority Number: DAA-0370-2015-0005-0006
4	Marine National Monument Permit Files
4.1	Marine National Monument Permit Files Disposition Authority Number: DAA-0370-2015-0005-0007

## Records Schedule Items

Sequence Number					
1	<p><b>National Monuments Designation Files and Supporting Material</b></p>				
1.1	<p><b>Designation Files</b></p> <p>Disposition Authority Number      <b>DAA-0370-2015-0005-0001</b></p> <p><b>Designation files consist of designations and determinations and findings</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1517-01(a)</td> <td>Fishery Living and Marine Resource</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the calendar year in which the monument was designated.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cut off.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown TBD</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown TBD</b></p>	Manual Citation	Manual Title	1517-01(a)	Fishery Living and Marine Resource
Manual Citation	Manual Title				
1517-01(a)	Fishery Living and Marine Resource				
1.2	<p><b>Monument National Management Plans and Related Reports</b></p> <p>Disposition Authority Number      <b>DAA-0370-2015-0005-0002</b></p> <p><b>This series consists of the National Monument Management Plans and include significant reports such as the Environmental Impact Statement (EIS), the</b></p>				

Environmental Assessment (EA), and Finding of No Significant Impact (FONSI), if completed.

Final Disposition Permanent

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

Manual Citation	Manual Title
1517-01(b)	Fishery and Living Marine Resource

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the calendar year in which the plan is completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
TBD

How frequently will your agency transfer these records to the National Archives? Unknown  
TBD

1.3

**Supporting Material**

Disposition Authority Number DAA-0370-2015-0005-0003

The Supporting Materials may consist of preliminary drafts, copies public comments; workshops, work papers, correspondence, copies regulatory packages, copies of proposed and final rule, and similar documentation.

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

Manual Citation	Manual Title
1517-01(c)	Fishery and Living Marine Resource

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar year in which plan is completed.

Transfer to Inactive Storage              Transfer to the FRC 10 years after cut off.

Retention Period                      Destroy 25 year(s) after cut off.

**Additional Information**

GAO Approval                      Not Required

2 Marine National Monuments (MNM) Management Plans and Revision Files

2.1 Marine National Monument (MNM) Management Plan and Revision Files

Disposition Authority Number              DAA-0370-2015-0005-0004

The files document the periodic revision of a MNM management plan, beginning with the Environmental Assessment and ending with the completion of a revised management plan and final Environmental Impact Statement (EIS) or Environmental Assessment (EA).

Final Disposition                      Permanent

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

Manual Citation	Manual Title
1517-02	Fishery and Living Marine Resource

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar year in which revision was completed.

Transfer to the National Archives for Accessioning              Transfer to the National Archives 15 year(s) after cut off.

**Additional Information**

3

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**TBD**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**TBD**

**Individual Supplemental Management Plans and Supporting Materials**  
This series document the development and management of Individual Supplemental Plans, process, or MOAs/MOUs which are additional requirements which support the execution of the National Marine Monument Plan. Currently, Individual Supplemental Management Plans such as the National Resource Maritime Cultural Heritage Plan, Native Hawaiian Plan, and Climate Change Plan support the mission of ensuring national monuments are protected and preserved as long as they exists. In addition, these plans aims to facilitate the Management Plan's goal for understanding and interpreting the Hawaiian Islands and to provide the information required to support management actions, such as managing threats, permitting activities, and evaluating the effectiveness of management efforts.

3.1

**Final Plan**

Disposition Authority Number **DAA-0370-2015-0005-0005**

Final Disposition **Permanent**

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**

Manual Citation	Manual Title
1517-03(a)	Fishery and Living Marine Resource

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year in which plan is competed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off.**

**Additional Information**

3.2

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**TBD**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**TBD**

**Supporting Materials**

Disposition Authority Number **DAA-0370-2015-0005-0006**

The Supporting Materials consists of preliminary drafts, copies of public comments; workshops work papers, correspondence, copies of regulatory package, copies of the proposed and final rule, and similar documentation.

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**

Manual Citation	Manual Title
1517-03(b)	Fishery and Living Marine Resource

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year in which plan was is completed.**

Transfer to Inactive Storage **Transfer to the FRC 10 years after cut off.**

Retention Period **Destroy 25 year(s) after cut off.**

**Additional Information**

GAO Approval **Not Required**

4

**Marine National Monument Permit Files**

4.1

**Marine National Monument Permit Files**

Disposition Authority Number **DAA-0370-2015-0005-0007**

This category includes documents related to the application for and processing of applications to conduct activities within a MNM. Documents under this series may include material submitted by an applicant in support of their application (cover letter, a project summary or abstract, technical information a description of environmental consequences and how the results will be treated, and any other



supporting information), correspondence between the NMNP and the applicant, signed and dated permits or other letters of approval or disapproval, and records pertaining to an appeal when related to monuments.

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

Manual Citation	Manual Title
1517-04	Fishery and Living Marine Resource

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which permit expires.

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
04/28/2015	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
07/21/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/22/2015	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
07/22/2015	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
09/15/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist