

Request for Records Disposition Authority

Records Schedule Number	DAA-0370-2018-0006
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	Office of General Counsel
Minor Subdivision	Office of the National Environmental Policy Act (NEPA) Coordinator
Schedule Subject	NOAA NEPA Coordinator Records
Internal agency concurrences will be provided	No

Background Information

The National Environmental Policy Act (NEPA) program was initially managed by the Office of Program Planning and Integration (PPI) from October 2, 2005 to October, 29 2016. The Office provided advice and counsel to the Office of the Under Secretary to achieve NOAA's goals through policy development, planning, and monitoring of appropriate agency policies. In addition, the Office coordinated all NOAA activities implementing the NEPA program and ecology and environmental conservation matters, other activities with the Departmental Office of Policy and Strategic Planning; and served as the focal point for Department NEPA compliance and implementation, as provided in Department Administrative Order (DAO) 216-6.

On October 30 2016, the NEPA function was officially transferred to the NOAA Office of General Counsel. The NOAA General Counsel is now responsible for administering the NOAA NEPA program, including the following duties: (1) assist decision makers and their staff in a cooperative manner in applying NEPA; (2) develop, maintain, and revise agency-wide NEPA policy and procedures, including the Companion Manual; (3) collect best practices to share with all decision makers; (4) provide NEPA tools and training to Line and Staff Offices; (5) serve as the interface on NEPA issues with the Council on Environmental Quality, the Department of Commerce, and other federal agencies; (6) convene a working group of all Line Office and Staff Office NEPA leads to facilitate the sharing of ideas and gain efficiencies, where appropriate, by collectively addressing cross-line-office NEPA issues; and (7) coordinate NOAA-wide NEPA reporting and NOAA-wide comments on NEPA documents prepared by other agencies. The NOAA General Counsel has designated the

NOAA NEPA Coordinator to assure these duties are carried out. Final decisional records are captured within the creating NOAA line office maintaining the underline action. This schedule covers NEPA Program Coordinator files created by OGC and it's predecessor PPI.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0370-2018-0006

Sequence Number

1

NOAA National Environmental Protection Act (NEPA) Coordinator Files Disposition Authority Number: DAA-0370-2018-0006-0001
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Records Schedule Items

Sequence Number												
1	<p>NOAA National Environmental Protection Act (NEPA) Coordinator Files</p> <p>Disposition Authority Number DAA-0370-2018-0006-0001</p> <p>This series includes documents generated by the NOAA NEPA Coordinator, including those inter-agency reviews and external reviews, agency-wide NEPA policies and procedures, and guidance. Examples includes guidance, policy statements and comments on another agency's action submitted by the NOAA NEPA Coordinator.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>502-21</td> <td>Legal</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded, obsolete or longer needed for agency business.</p> <p>Transfer to Inactive Storage Transfer off-site immediately after cut off.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after the latest record in the block is 20 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2004</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> <tr> <td>Electronic/Digital</td> <td>150 MB</td> <td>7.5MB</td> </tr> </table>		Manual Citation	Manual Title	502-21	Legal		Estimated Current Volume	Annual Accumulation	Electronic/Digital	150 MB	7.5MB
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502-21	Legal											
	Estimated Current Volume	Annual Accumulation										
Electronic/Digital	150 MB	7.5MB										

Paper	10 Cubic feet	.50 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
10/04/2018	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
03/27/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/15/2019	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
05/15/2019	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
05/29/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist