

## Request for Records Disposition Authority

Records Schedule Number	DAA-0370-2021-0001
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 Marine Fisheries Service(NMFS)
Minor Subdivision	Office of Habitat Conservation
Schedule Subject	Coastal Wetlands, Planning, Protection and Restoration Act Files
Internal agency concurrences will be provided	No
Background Information	<p>In 1990, Congress passed the Breaux Act (Public Law 101-646, Title III CWPPRA); it is authorized until 2019. The purpose of the Coastal Wetlands, Planning, Protection and Restoration Act (CWPPRA) is to plan, design, construct, maintain, and monitor coastal wetlands restoration projects that provide for the long-term conservation of wetlands &amp; their dependent fish &amp; wildlife populations in coastal Louisiana.</p> <p>CWPPRA is managed by a Task Force composed of the state of Louisiana (Governor's Office of Coastal Activities) &amp; 5 Federal agencies: the Environmental Protection Agency, Fish &amp; Wildlife Service, Natural Resources Conservation Service, National Marine Fisheries Service, &amp; the US Army Corps of Engineers (USACE). Each Federal agency partners with the state to design &amp; build coastal restoration projects developed from the parish level up. The Corps chairs the Task Force, the Technical Committee, &amp; various other subcommittees &amp; workgroups that include restoration professionals such as engineers, scientists, &amp; academic representatives. The National Marine Fisheries, Habitat Conservation Division (HCD) is NOAA's voting member of CWPPRA's oversight committee that selects projects for three phases of funding: Engineering and Design, Construction, and Operations and Maintenance. When nominating a project, Division staff gathers data, prepare designs, and perform cost-to-benefit analyses. HCD-sponsored projects are in competition against other projects to win Engineering &amp; Design funds, and again later to win Construction, Operations, Maintenance and Monitoring funds.</p>

Projects are born through CWPPRA’s annual planning process called the “Priority Project List” or “PPL.” The process begins in January each year; CWPPRA Regional Planning Teams meet with parish residents to brainstorm & develop restoration projects for their areas - this local interaction is a fundamental concept of CWPPRA & the key first step to getting projects off the ground. As the year progresses, proposed projects are evaluated based on several factors and certain ones are selected for more review. Each parish has a voting representative & opportunity to work intimately with CWPPRA agencies & voice comments during CWPPRA’s public meetings. Proposed projects compete for limited annual funds. The Task Force makes the ultimate selection of projects for each PPL. Selections move to engineering & design (Phase 1) & later, if selected for Phase 2, advance to construction. Approved CWPPRA projects are operated, maintained and managed for 20 years and then closed out.

Item Count

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

GAO Approval

## Outline of Records Schedule Items for DAA-0370-2021-0001

Sequence Number	
1	Programmatic and Financial Records
1.1	Unfunded Proposals for Funding(i.e, nominations and candidates) Disposition Authority Number: DAA-0370-2021-0001-0001
1.2	All Other Non-Project Specific Information Disposition Authority Number: DAA-0370-2021-0001-0002
2	Individual Project Plans
2.1	Individual Project Development Files Disposition Authority Number: DAA-0370-2021-0001-0003
2.2	Project Close-Out File Disposition Authority Number: DAA-0370-2021-0001-0004

## Records Schedule Items

Sequence Number					
1	<p><b>Programmatic and Financial Records</b> This series documents that NOAA is the committee lead or the sole Federal lead on a produced document or activity, such as the design, Work in Kind sheets, deauthorizations on transfers.</p>				
1.1	<p><b>Unfunded Proposals for Funding(i.e, nominations and candidates)</b> Disposition Authority Number      <b>DAA-0370-2021-0001-0001</b></p> <p>This series documents proposals, which were not funded for the year. The proposal file consists of the proposal description, drawings, public presentations, and funding requirements. These records contain a number supporting background data related to restoration planning as well.</p> <p>Final Disposition                      <b>Temporary</b> Item Status                                <b>Active</b> Is this item media neutral?            <b>Yes</b> 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><b>1518-01(a)</b></td> <td><b>Chapter 1500- Fisheries</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b> Cutoff Instruction                      <b>Cutoff files annually</b> Retention Period                        <b>Destroy 7 year(s) after cut off</b></p> <p><b>Additional Information</b> GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	<b>1518-01(a)</b>	<b>Chapter 1500- Fisheries</b>
Manual Citation	Manual Title				
<b>1518-01(a)</b>	<b>Chapter 1500- Fisheries</b>				
1.2	<p><b>All Other Non-Project Specific Information</b> Disposition Authority Number      <b>DAA-0370-2021-0001-0002</b></p> <p>This series documents, policies, statutes and other guidance referenced in reviewing the proposal.</p> <p>Final Disposition                      <b>Temporary</b> Item Status                                <b>Active</b> Is this item media neutral?            <b>Yes</b></p>				

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
1518-01(b)	

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the project**

Retention Period **Destroy at the completion of the CWPPRA program**

**Additional Information**

GAO Approval **Not Required**

**Individual Project Plans**

This series includes documents which the project sponsor relied upon to make decisions regarding individual restoration project planning, implementation, monitoring, and cooperative agreements and supporting material. The individual project life is divided into (3) phases: Phase (0): Project development, which includes a Wetland Value Assessment as well as project nominee and selection files, Phase (1): Engineering and Design, which includes detailed information on the project coordination, design, specification, reports, permits and NEPA compliance documents, and Phase (2): Construction Phase, which includes documents to support and manage the construction phase including but not limited to: project schedules, final permits, bid documents, as built drawings, contract files, design images, and long term operations, maintenance and monitoring records.

**Individual Project Development Files**

Disposition Authority Number **DAA-0370-2021-0001-0003**

This series consist of documents created in the following phases: Phase (0) consist of the conceptual project development, Phase (1) documents are related to Pr-construction, data collection and engineering and design phase. Phase (2) includes the construction, project management, Construction Supervision and Inspection and Operations Maintenance and Monitoring (OM&M), Projects are constructed within 5-7 years after Phase (1) is completed.

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**

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2.1

Manual Citation	Manual Title
1518-02(a)	Chapter 1500-Fisheries

Disposition Instruction

Cutoff Instruction Break files at the end of each phase (0, 1,& 2). of the project.

Retention Period Destroy non-substantive documents which are not required to produce the project close out file 7 years after cut off or when no longer needed for business.

Additional Information

GAO Approval Not Required

Project Close-Out File

Disposition Authority Number DAA-0370-2021-0001-0004

The Project Close-Out file consist of all final reports that document the condition of projects when the program completed, administrative oversight of a project and other substantial records documented in Phases 0 1 and 2. This also includes summaries of project expenditures, review of liability risks and final decisions or permit transfers and future expectations, project related photographs, and final costs. The life of a typically project spans 20 years before it is closed out.

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

Disposition Instruction

Cutoff Instruction Cut off files at the close of final accounting of the project

Retention Period Destroy 20 year(s) after cut off

Additional Information

GAO Approval Not Required

2.2

## 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
12/11/2020	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
01/05/2021	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/13/2021	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
01/13/2021	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
11/09/2021	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/14/2021	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
12/20/2021	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
04/27/2022	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/06/2022	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office -

				Audits and Information Management
05/11/2022	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
08/03/2022	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/29/2022	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
08/29/2022	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
01/03/2023	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/04/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/11/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office