

Request for Records Disposition Authority

Records Schedule Number DAA-0370-2021-0003

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

Schedule Subject Coast Pilot Volumes

Internal agency concurrences will be provided No

Background Information The National Ocean Service, Office of Coast Survey maintains the nation’s nautical charts and publications for U.S. coasts and the Great Lakes. The Office creates and maintains over a thousand charts covering 95,000 miles of shoreline and 3.4 million square nautical miles of water. In addition, supports the 1.3 billion metric tons of cargo valued at \$1.8 trillion that comes in and out of U.S. ports every year. The Office of Coast Survey publishes a publication called United States Coast Pilot. Topics in the Coast Pilot include channel descriptions, anchorages, bridge and cable clearances, currents, tide and water levels, prominent features, pilotage, towage, weather, ice conditions, wharf descriptions, dangers, routes, traffic separation schemes, small-craft facilities, and Federal regulations applicable to navigation. This schedule designates the electronic version of the publication to be the official recordkeeping copy for the agency. This publication is also posted on the web at <https://nauticalcharts.noaa.gov/publications/coast-pilot/index.html>

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2021-0003

Sequence Number	
1	Coast Pilot Volumes
1.1	Recordkeeping Copy Disposition Authority Number: DAA-0370-2021-0003-0001
1.2	Substantive Distribution and Working Copies Disposition Authority Number: DAA-0370-2021-0003-0002

Records Schedule Items

Sequence Number								
1	<p>Coast Pilot Volumes This series consist of a series of nautical books that cover a variety of information important to navigators of coastal and intracoastal water and the Great Lakes. These provide textual navigation information that supplements the graphic data on nautical charts. New editions are released every year for all 10 volumes.</p>							
1.1	<p>Recordkeeping Copy</p> <p>Disposition Authority Number DAA-0370-2021-0003-0001</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%;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>1604-10</td> <td>Nautical Mapping and Charting</td> </tr> </table>		Manual Citation	Manual Title	1604-10	Nautical Mapping and Charting		
Manual Citation	Manual Title							
1604-10	Nautical Mapping and Charting							
	<p>GRS or Superseded Authority Citation N1-370-00-0003/1604-10a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded with new edition</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p>							
	<p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1952 To 2007</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>							
	<table border="1" style="width: 100%;"> <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>MB</td> <td>100 MB</td> </tr> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	MB	100 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	MB	100 MB						

Paper	19 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Substantive Distribution and Working Copies

Disposition Authority Number **DAA-0370-2021-0003-0002**

Coast Pilot Volumes receives weekly updates and the files are kept in NOAA's Coast Pilot e-publishing System. This system is used for editing and maintaining data in the United States Coast Pilot. The system is accessed through a web browser and utilizes an Oracle database that stores the all the data. The Coast Pilot e-publishing system keeps track all changes and updates made to the books and archives each weekly release

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
1604-10b	Nautical Mapping and Charting

GRS or Superseded Authority Citation **N1-370-00-0003/1604-10b**

Disposition Instruction

Cutoff Instruction **Cut off upon review of an new edition of the Coast Pilot Volume**

Retention Period **Destroy no earlier than 3 years or when no longer needed for research, 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
01/06/2022	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
03/21/2022	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/11/2022	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
09/20/2022	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/28/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office