

Request for Records Disposition Authority

Records Schedule Number DAA-0370-2022-0005

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 Ocean Service

Minor Subdivision Office of Coast Survey

Schedule Subject Chart History Files

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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0370-2022-0005

Sequence Number	
1	Chart History Files
1.1	Navigational Chart Histories Disposition Authority Number: DAA-0370-2022-0005-0001
1.2	Published Nautical Maps and Charts Disposition Authority Number: DAA-0370-2022-0005-0002

Records Schedule Items

Sequence Number					
1	<p>Chart History Files This series includes documents identifying all chart letters, blueprints, Notice to Mariners, digital document, and other sources used in the compilation of a chart edition and approved specification that apply to each chart.</p>				
1.1	<p>Navigational Chart Histories</p> <p>Disposition Authority Number DAA-0370-2022-0005-0001</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? 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>1604-02</td> <td>Nautical Mapping and Charting</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-0370-2014-0002-0001 DAA-0370-2014-0002-0002</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually after chart is created or updated</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>First year of records accumulation 1900</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1900 To 2007</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>	Manual Citation	Manual Title	1604-02	Nautical Mapping and Charting
Manual Citation	Manual Title				
1604-02	Nautical Mapping and Charting				

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	40 MB	
Paper	120 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Published Nautical Maps and Charts

Disposition Authority Number **DAA-0370-2022-0005-0002**

This records series include digital files for every edition of every nautical chart, bathymetric map, and special purpose map compiled and published by the agency.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1604-09	Nautical Mapping and Charting

GRS or Superseded Authority Citation **DAA-0370-2020-0002-0001**

Disposition Instruction

Cutoff Instruction **Cut off annually after chart is created or updated.**

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? **From 2007 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	7.5 GB	2.5 GB
Paper		
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
06/13/2022	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
10/13/2022	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/09/2022	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
11/09/2022	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
02/03/2023	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/08/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office