

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
National Oceanic and Atmospheric Administration

2 MAJOR SUBDIVISION  
National Ocean Service

3 MINOR SUBDIVISION  
COOPS

4 NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5 TELEPHONE  
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER N1-370-00-4

DATE RECEIVED 8/7/2000

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 7-12-04 ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

6 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 on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 8-4-00 SIGNATURE OF AGENCY REPRESENTATIVE *Annie Baker* TITLE Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1603 and 1601  See attached		

**NOAA Records Disposition Schedule  
National Ocean Service (NOS)  
Center for Operational Oceanographic Products  
and Services (CO-OPS)**

**January 10, 2005**

The Center for Operational Oceanographic Products and Services (CO-OPS) manages the national data base of historical water level observations, by-products and other related oceanographic data sets. Its principal functions are to conduct measurements, perform analyses and to disseminate data pertaining to tides and Great Lakes water levels, tidal currents and estuarine investigations. These data sets are unique to the scientific, research, academic, engineering and surveying communities and are an invaluable part of the nation's history. The data sets are applicable to a variety of research problems involving natural phenomena, national security, compliance with Federal and State regulations and creating reports and response plans as a result of natural disasters. The water level observations and related oceanographic files are one of the most comprehensive collections of scientific records in the world. The tidal observations and water levels are a result of natural phenomena and are used to determine mean sea level and other tidal datums for surveying and engineering purposes, to establish a system of tidal bench marks for which tidal datums can be referenced, to provide data for tidal and current predictions for use in annual publications, to investigate fluctuations in sea level and crustal movements of the earth and for use in legal cases involving marine boundaries, marine accidents and casualties.

**Products and Services Division**

**1603-01 Tides and Currents Harmonic Analysis Files** (Supersedes 1603-01; 1603-02; 1603-04; 1603-05)

Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations. Files also include sheets of computed and adjusted harmonic constants for tides and currents, the comparison of predicted and observed data used to adjust harmonic constants for tide and tidal current predictions and computation sheets used to determine non-harmonic constants from the harmonic constants component.

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cutoff or when no longer needed for research purposes, whichever comes later.
- B. Digital Files (1992 to present): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-02 Tides and Currents Differences Card Files** (Supersedes 1603-06)  
Tides and currents data in condensed form, listed on cards for internal use. Information contained on the cards consists of: station name, ID, reference station, and tidal differences and other constants

**Authorized Disposition:**

- A. Paper (4x6 index cards): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later
- B. Digital Files (1996 to present) Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-03 Chart Tide Note File** (Supersedes 1603-07)  
File documents the non-harmonic tides data such as mean high water, sea level, lowest tide, etc This information is used for revising tide notes on nautical charts.

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever is later
- B. Electronic Files: Tide Box Database used as a working file for data manipulation Delete when no longer needed for reference purposes.

**1603-04 Tide and Tidal Current Table Files and Prediction Manuscripts and Digitized Prediction Files** (Supersedes 1603-03, 1603-08; 1603-09)  
Documents each annual edition of published tide and current tables, giving tide time differences and ranges, and tidal current time differences and velocities for particular stations. Also includes manuscripts generated from digitized predictions files for the predicted times and heights of high and low tides and the times and velocities of tidal currents. These manuscripts are forwarded to publishers on an annual basis to print Tide and Tidal Current Prediction Tables.

**Authorized Disposition:**

Paper; Electronic Files: Retain for three years after publication, then destroy or delete when no longer needed for reference or dissemination.

**1603-05 Leveling Record - Tide Station Files** (Supersedes 1603-10; 1603-14)  
Data observed and compiled in connection with the establishment of and determination of elevation of bench marks at tide stations Field notebooks were used to record this data. Leveling information is recorded and may also include Station Reports, sketches and chart sections of maps This file also includes summarized and computed data relating to bench marks at tide sta-

tions and other information such as the designation, description, observed elevation and the time that the elevation was determined.

**Authorized Disposition:**

Paper; Electronic Files: Temporary. Cut off annually. Maintain for record-keeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes

**1603-06 Tide Observation Record Files** (Supersedes 1603-11; 1603-12)

Automated tide gage records in two forms, rolls and flat sheets. These records indicate in continuous graphic or digital form the tide heights with respect to time. Rolls include marigrams from standard automatic tide gauges and pressure type (bubbler) records, and punched paper tapes from analog-to-digital recorders (ADR). These records are used to create the tabulated water levels. The marigrams and bubbler records provide a continuous trace of the water levels and are a unique and invaluable data set used by researchers studying naturally occurring phenomena.

**Authorized Disposition:**

- A. Paper (1850 - 1995): Temporary. Cut off annually. Maintain for record-keeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes
- B. Electronic (1995 Forward). Follow disposition instructions for related records (1603-17).

**1603-07 Processed Tide Data Files** (Supersedes 1603-13)

Documents for tide stations that consist of three components: comparative readings, high and low waters and hourly heights. These data are used for further internal work and for answering inquiries. Tabulated data sets are created from marigrams, bubblers, Analog-to Digital Recorders (ADR's) and Next Generation Water Level Measurement System (NGWLMS) sensors.

**Authorized Disposition:**

- A. Paper (1850 - 1995): Temporary. Cut off annually. Maintain for record-keeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
- B. Electronic (1995 Forward). Follow disposition instructions for related records (1603-17)

**1603-08 Record of Current Observation Files** (Supersedes 1603-15; 1603-16; 1603-19)

Field Notebooks (containing metadata about project) with transcribed current direction and velocity data interpreted from chronograph tapes or float observations. Includes summary analysis of tidal current data and nontidal current

direction and velocity used for research purposes. This file also consists of processed tidal current data output from PORTS (1603-18) and stored on CD-ROM's.

**Authorized Disposition:**

- A. Paper *and magnetic tape*\* created before January 1, 1999: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
- B. Paper created on or after January 1, 1999: Cut off annually. Destroy when information in database (1603-18) has been quality checked.
- C. CD-ROM Cut off annually Delete when no longer needed for future reference

**1603-09 Water Temperature and Density Files** (Supersedes 1603-17; 1603-18; 1603-20, 1603-21)

Files of daily recordings of outdoor air temperature, observed water temperature and density readings, reduced value of density and remarks or notes related to the daily recordings. Consists of circular disk type charts on which water temperatures are recorded automatically in continuous graphic form, summaries of monthly mean, maximum and minimum water temperatures and densities, daily sea surface water temperature and salinity data tabulated on forms.

**Authorized Disposition:**

- A. Paper: Temporary Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes
- B. Electronic (1980-1993): Delete when no longer needed for future reference.
- C. Electronic (1993 Forward): Follow disposition instructions for related records (1603-17).

**1603-10 Great Lakes Water Level Data Files - Hourly, Daily, Monthly and Annual** (Supersedes 1603-22; 1603-26)

Published water level data from stations in the Great Lakes. Tabulated data are recorded in notebooks The data are arranged by water level stations and consist of hourly heights, by month, with instantaneous or hourly maximum-minimum stages and time-date of occurrence.

**Authorized Disposition:**

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\* Additional italicized language authorized by e-mail exchange of 1/6/2005 between Anne J Baker (NOAA) and Thomas Eisenger (NARA)

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes

**1603-11 Great Lakes Water Level Station Files - Leveling Record** (Supersedes 1603-23; 1603-27)

Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great Lakes area. Raw data are used to create files of summarized and computed data relating to bench marks and water level stations. Files include station information, including the designation, description, observed elevation and the date the elevations were determined.

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes

**1603-12 Great Lakes Water Level Observation Files** (Supersedes 1603-24)

Water level gage records in three forms; digital rolls, analog rolls, and tri-daily readings. The digital and analog rolls indicate in continuous record the water level fluctuation with respect to time. File includes 11" marigrams depicting a continuous water level trace of Great Lakes stations

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

**1603-13 Index to Great Lakes Water Level Files** (Supersedes 1603-25)

Documents the information available for each water level station. Information includes the name of the station, latitude and longitude, length of series, etc. Length of series includes the installation and removal dates for stations that were in operation.

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

**1603-14 Monthly Mean Diversions in The Great Lakes System** (Supersedes 1603-28)

Documents the daily data collected from various agencies for the area above Cornwall, Ontario, which is tabulated annually and updated monthly for dis-

tribution. The data are used as a basis for controlling the outflow and diversions by the St. Lawrence Seaway Authority according to diversion plans established between the U.S. and Canadian governments

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes

**1603-15 Precipitation on the Great Lakes Drainage Basin Files (Supersedes 1603-29)**

This file consists of tabulations of precipitation for each of the Great Lakes and the entire Great Lakes drainage basin containing monthly and annual values for the land basin, lake basin, and entire basin of each lake, monthly means for the period of record, monthly means of previous year, and updates of current monthly means on each lake basin, and departures from normal.

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes

**1603-16 Crustal Movement on The Great Lakes Files (Supersedes 1603-30)**

Files consist of tabulations and computations used in determining the isostatic rebound or crustal movements in the Great Lakes region

**Authorized Disposition:**

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

Information Systems Division

**1603-17 National Water Level Observation Network (NWLON) (New Item)**

The NWLON provides tide and water level information needed to establish and maintain the vertical water level reference required to support nautical chart production; to determine state and federal boundaries; and to define setbacks from high water lines. This data is used as a decision making tool in maritime navigation, to provide guidance in determining how much cargo a vessel can take on safely, and to help in predicting the behavior of hazardous spills. The system includes measurements from various oceanographic sensors including, but not limited to, water level heights and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
- B. *System documentation*: Update as needed. Destroy 6 months after migration to a new system or version or when no longer needed to maintain and operate system, whichever is appropriate.
- C. *System Inputs* (digital oceanographic data and metadata stored in tables of the NWLON database, gathered and/or computed solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
- D. *System outputs* (ad hoc, reports on demand; working files). Destroy or delete 6 months after generation.

**1603-18 Physical Oceanographic Real Time System (PORTS)**

(New Item)

PORTS provides real-time environmental observations and forecasts for a specific U S. port as needed by the marine transportation community and other users requiring operational oceanographic information. Each PORTS is designed to meet local user requirements. It is a decision support tool that provides real-time environmental information for a given U S. port needed to establish navigation parameters for safe travel within the port; to determine appropriate cargo transport load information; and to define both present and future oceanographic conditions at the given location. The system contains measurements from various oceanographic sensors including but not limited to current data, water levels, conductivity and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*. Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
- B. *System documentation* Update as needed. Destroy 6 months after migration to a new system or version or when no longer needed to maintain and operate system, whichever is appropriate.
- C. *System inputs* (digital oceanographic data received via satellite or phone transmissions (ASCII files) gathered solely for this purpose): Delete when no longer needed to update or reconstruct the master file
- D. *System outputs* (ad hoc, reports on demand, working files): Destroy or delete 6 months after generation.

**1601-05 Electronic Copies**

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.



**Authorized Disposition:**

Delete when recordkeeping copy has been produced.

8/30/00-NR

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-370-00-4

Date sent: 8/17/00

Date received: \_\_\_\_\_

Return to sender by: 8/29/00

Route To:
1. NR
Return to: Yvonne Wilson, WG 3, Room 5320

- A.  This Job has also been sent to: NWME, NWMD, NWCT, NWMW
- B.  NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

- NR 1. Waives informal review.  wants /  does not want to receive completed job.
- 2. Wishes to review appraisal report.  wants/  does not want to receive completed job.
- 3. Wishes to participate directly in the appraisal of the entire job or the following selected items: \_\_\_\_\_ . SHU point of contact for appraisal is \_\_\_\_\_ - phone no. \_\_\_\_\_ .

SHU comments: Concur. We assume that items 1603-01, 02, 03 are essentially duplicated in other, permanent files. Otherwise they would appear to have permanent value also.

Date Sent: 8/26/00

SHU Signature: David Weber

NWML Contact: Laurence Brewer	Room number: 5320
	Phone No.: (301) 713-7110, x259

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-370-00-4

Date sent: 8/17/00

Date received: 8/21/00

Return to sender by: 8/25/00

Route To:
1. <b>NWME</b>
Return to: Yvonne Wilson, WG 3, Room 5320

- A.  This Job has also been sent to: NR, NWMD, NWCT, NWMW
- B.  NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C.  NWML wishes assistance in appraising these records:

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**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

1. Waives informal review.  wants /  does not want to receive completed job.
2. Wishes to review appraisal report.  wants /  does not want to receive completed job.
3. Wishes to participate directly in the appraisal of the entire job or the following selected items: \_\_\_\_\_ . SHU point of contact for appraisal is \_\_\_\_\_ - phone no. \_\_\_\_\_ .

SHU comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Sent: 8-24-00

SHU Signature *Laurence Brewer*

NWML Contact: Laurence Brewer	Room number: 5320
	Phone No.: (301) 713-7110, x259

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-370-00-4

Date sent: 8/17/00

Date received: \_\_\_\_\_

Return to sender by: 8/25/00

Route To
1. <b>NWMW</b>
Return to: Yvonne Wilson, WG 3, Room 5320

- A.  This Job has also been sent to: NR, NWME, NWCT, NWMD
- B.  NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

1. Waives informal review.  wants /  does not want to receive completed job.
2. Wishes to review appraisal report.  wants/  does not want to receive completed job.
3. Wishes to participate directly in the appraisal of the entire job or the following selected items: \_\_\_\_\_ . SHU point of contact for appraisal is \_\_\_\_\_ - phone no. \_\_\_\_\_ .

SHU comments: Item 1603-06 (formerly 1603-11) does not include the field notebooks specified in old item 1603-11. <sup>are</sup> ~~are~~ these notebooks included in 1603-06? If so they should be listed.

Date Sent: 8/24/00

SHU Signature J. Bauman

NWML Contact: Laurence Brewer	Room number: 5320
	Phone No.: (301) 713-7110, x259

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-370-00-4

Date sent: 8/17/00

Date received: \_\_\_\_\_

Return to sender by: 8/25/00

Route To:
1. NWMD
Return to: Yvonne Wilson, WG 3, Room 5320

- A.  This Job has also been sent to: NR, NWME, NWCT, NWMW
- B.  NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C.  NWML wishes assistance in appraising these records:

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**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

- \_\_\_ 1. Waives informal review. \_\_\_ wants / \_\_\_ does not want to receive completed job.
- 2. Wishes to review appraisal report.  wants / \_\_\_ does not want to receive completed job.
- \_\_\_ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items: \_\_\_\_\_ . SHU point of contact for appraisal is \_\_\_\_\_ - phone no. \_\_\_\_\_ .

SHU comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Sent: 8/23/00 SHU Signature: *Laurence Brewer*

NWML Contact: Laurence Brewer	Room number: 5320
	Phone No.: (301) 713-7110, x259

**NOAA Records Disposition Schedule  
National Ocean Service (NOS)  
Center for Operational Oceanographic Products  
and Services (CO-OPS)**

**October 19, 2001**

*SUPERSEDED BY  
REVISED SCHEDULE  
DATED MAY 3, 2003.*

*AGENCY CONCURRENCE  
J.A. E-MAIL OF AUG. 25,*

*2003*

*HW, 6/16/04*

The Center for Operational Oceanographic Products and Services (CO-OPS) manages the national data base of historical water level observations, by-products and other related oceanographic data sets. Its principal functions are to conduct measurements, perform analyses and to disseminate data pertaining to tides and Great Lakes water levels, tidal currents and estuarine investigations. These data sets are unique to the scientific, research, academic, engineering and surveying communities and are an invaluable part of the nation's history. The data sets are applicable to a variety of research problems involving natural phenomena, national security, compliance with Federal and State regulations and creating reports and response plans as a result of natural disasters. The water level observations and related oceanographic files are one of the most comprehensive collections of scientific records in the world. The tidal observations and water levels are a result of natural phenomena and are used to determine mean sea level and other tidal datums for surveying and engineering purposes, to establish a system of tidal bench marks for which tidal datums can be referenced, to provide data for tidal and current predictions for use in annual publications, to investigate fluctuations in sea level and crustal movements of the earth and for use in legal cases involving marine boundaries, marine accidents and casualties.

**Products and Services Division**

**1603-01 Tides and Currents Harmonic Analysis Files (Supersedes 1603-01; 1603-02; 1603-04; 1603-05)**

Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations. Files also include sheets of computed and adjusted harmonic constants for tides and currents, the comparison of predicted and observed data used to adjust harmonic constants for tide and tidal current predictions and computation sheets used to determine non-harmonic constants from the harmonic constants component.

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Digital Files (1992 to present): Cut off annually. Destroy 30 years after

cut off or when no longer needed for research purposes, whichever comes later.

**1603-02 Tides and Currents Differences Card Files** (Supersedes 1603-06)

Tides and currents data in condensed form, listed on cards for internal use. Information contained on the cards consists of: station name, ID, reference station, and tidal differences and other constants

**Authorized Disposition:**

- A. Paper (4x6 index cards) Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Digital Files (1996 to present): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-03 Chart Tide Note File** (Supersedes 1603-07)

File documents the non-harmonic tides data such as mean high water, sea level, lowest tide, etc. This information is used for revising tide notes on nautical charts

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Electronic Files: Tide Box Database used as a working file for data manipulation. Delete when no longer needed for reference purposes.

**1603-04 Tide and Tidal Current Table Files and Prediction Manuscripts and Digitized Prediction Files** (Supersedes 1603-03; 1603-08; 1603-09)

Documents each annual edition of published tide and current tables, giving tide time differences and ranges, and tidal current time differences and velocities for particular stations. Also includes manuscripts generated from digitized predictions files for the predicted times and heights of high and low tides and the times and velocities of tidal currents. These manuscripts are forwarded to publishers on an annual basis to print Tide and Tidal Current Prediction Tables.

**Authorized Disposition:**

Paper; Electronic Files: Retain for three years after publication, then destroy or delete when no longer needed for reference or dissemination.

**1603-05 Leveling Record - Tide Station Files** (Supersedes 1603-10, 1603-14)

Data observed and compiled in connection with the establishment of and determination of elevation of bench marks at tide stations. Field notebooks were used to record this data. Leveling information is recorded and may also

include Station Reports, sketches and chart sections of maps. This file also includes summarized and computed data relating to bench marks at tide stations and other information such as the designation, description, observed elevation and the time that the elevation was determined.

**Authorized Disposition:**

Paper; Electronic Files: Destroy or delete when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-06 Tide Observation Record Files** (Supersedes 1603-11; 1603-12)

Automated tide gage records in two forms, rolls and flat sheets. These records indicate in continuous graphic or digital form the tide heights with respect to time. Rolls include marigrams from standard automatic tide gauges and pressure type (bubbler) records, and punched paper tapes from analog-to-digital recorders (ADR). These records are used to create the tabulated water levels. The marigrams and bubbler records provide a continuous trace of the water levels and are a unique and invaluable data set used by researchers studying naturally occurring phenomena.

**Authorized Disposition:**

- A. Paper (1850 - 1995): Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.
- B. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

**1603-07 Processed Tide Data Files** (Supersedes 1603-13)

Documents for tide stations that consist of three components. comparative readings, high and low waters and hourly heights. These data are used for further internal work and for answering inquiries. Tabulated data sets are created from marigrams, bubblers, Analog-to Digital Recorders (ADR's) and Next Generation Water Level Measurement System (NGWLMS) sensors.

**Authorized Disposition:**

- A. Paper (1850 - 1995): Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.
- B. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

**1603-08 Record of Current Observation Files** (Supersedes 1603-15; 1603-16; 1603-19)

Field Notebooks (containing metadata about project) with transcribed current direction and velocity data interpreted from chronograph tapes or float observations. Includes summary analysis of tidal current data and nontidal current direction and velocity used for research purposes. This file also



consists of processed tidal current data output from PORTS (1603-21) and stored on CD-ROM's.

**Authorized Disposition:**

- A. Paper created before January 1, 1999: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.
- B. Paper created on or after January 1, 1999: Cut off annually Destroy when information in database (1620-21) has been quality checked.
- C. CD-ROM: Cut off annually Delete when no longer needed for future reference.

**1603-09 Water Temperature and Density Files** (Supersedes 1603-17; 1603-18; 1603-20; 1603-21)

Files of daily recordings of outdoor air temperature, observed water temperature and density readings, reduced value of density and remarks or notes related to the daily recordings. Consists of circular disk type charts on which water temperatures are recorded automatically in continuous graphic form, summaries of monthly mean, maximum and minimum water temperatures and densities, daily sea surface water temperature and salinity data tabulated on forms

**Authorized Disposition:**

- A. Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.
- B. Electronic (1980-1993): Delete when no longer needed for future reference.
- C. Electronic (1993 Forward): Follow disposition instructions for related records (1603-17).

**1603-10 Great Lakes Water Level Data Files - Hourly, Daily, Monthly and Annual** (Supersedes 1603-22; 1603-26)

Published water level data from stations in the Great Lakes. Tabulated data are recorded in notebooks. The data are arranged by water level stations and consist of hourly heights, by month, with instantaneous or hourly maximum-minimum stages and time-date of occurrence.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-11 Great Lakes Water Level Station Files - Leveling Record** (Supersedes 1603-23; 1603-27)

Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great

Lakes area. Raw data are used to create files of summarized and computed data relating to bench marks and water level stations. Files include station information, including the designation, description, observed elevation and the date the elevations were determined.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later

**1603-12 Great Lakes Water Level Observation Files** (Supersedes 1603-24)

Water level gage records in three forms; digital rolls, analog rolls, and tri-daily readings. The digital and analog rolls indicate in continuous record the water level fluctuation with respect to time. File includes 11" marigrams depicting a continuous water level trace of Great Lakes stations.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-13 Index to Great Lakes Water Level Files** (Supersedes 1603-25)

Documents the information available for each water level station. Information includes the name of the station, latitude and longitude, length of series, etc. Length of series includes the installation and removal dates for stations that were in operation.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-14 Monthly Mean Diversions in The Great Lakes System** (Supersedes 1603-28)

Documents the daily data collected from various agencies for the area above Cornwall, Ontario, which is tabulated annually and updated monthly for distribution. The data are used as a basis for controlling the outflow and diversions by the St. Lawrence Seaway Authority according to diversion plans established between the U.S. and Canadian governments.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-15 Precipitation on the Great Lakes Drainage Basin Files** (Supersedes 1603-29)

This file consists of tabulations of precipitation for each of the Great Lakes

and the entire Great Lakes drainage basin containing monthly and annual values for the land basin, lake basin, and entire basin of each lake; monthly means for the period of record, monthly means of previous year, and updates of current monthly means on each lake basin, and departures from normal

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

**1603-16 Crustal Movement on The Great Lakes Files (Supersedes 1603-30)**

Files consist of tabulations and computations used in determining the isostatic rebound or crustal movements in the Great Lakes region.

**Authorized Disposition:**

Paper: Destroy when 30 years old or when no longer needed for research or reference, whichever comes later.

Information Systems Division

**1603-17 National Water Level Observation Network (NWLON) (New Item)**

The NWLON provides tide and water level information needed to establish and maintain the vertical water level reference required to support nautical chart production, to determine state and federal boundaries; and to define setbacks from high water lines. This data is used as a decision making tool in maritime navigation, to provide guidance in determining how much cargo a vessel can take on safely, and to help in predicting the behavior of hazardous spills. The system includes measurements from various oceanographic sensors including, but not limited to, water level heights and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*: Cutoff when data are successfully migrated to a new hardware/software platform or program. Delete superseded data when no longer needed for reference or research.
- B. *System documentation*: Destroy 6 months after migration to a new system or version.
- C. *System Inputs* (digital oceanographic data and metadata stored in tables of the NWLON database, gathered and/or computed solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
- D. *System outputs* (ad hoc, reports on demand; working files): Destroy or delete 6 months after generation.

1603-18 **Physical Oceanographic Real Time System (PORTS)**

(New Item)

PORTS provides real-time environmental observations and forecasts for a specific U.S. port as needed by the marine transportation community and other users requiring operational oceanographic information. Each PORTS is designed to meet local user requirements. It is a decision support tool that provides real-time environmental information for a given U.S. port needed to establish navigation parameters for safe travel within the port; to determine appropriate cargo transport load information; and to define both present and future oceanographic conditions at the given location. The system contains measurements from various oceanographic sensors including but not limited to current data, water levels, conductivity and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*: Cutoff when data are successfully migrated to a new hardware/software platform or program. Delete superseded data when no longer needed for reference or research.
- B. *System documentation*: Destroy 6 months after migration to a new system or version.
- C. *System inputs* (digital oceanographic data received via satellite or phone transmissions (ASCII files) gathered solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
- D. *System outputs* (ad hoc, reports on demand, working files): Destroy or delete 6 months after generation.

1601-05 **Electronic Copies**

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

**Authorized Disposition:**

Delete when recordkeeping copy has been produced.

**NOAA  
National Ocean Service (NOS)  
Headquarters  
Records Disposition Schedule**

Superseded by  
revised Schedule  
dated 10/19/01.  
Agency concurred  
via e-mail dated  
11/27/01.

**Center for Operational Oceanographic Products and Services (CO-OPS)**

The Center for Operational Oceanographic Products and Services (CO-OPS) manages the national data base of historical water level observations, by-products and other related oceanographic data sets. Its principal functions are to conduct measurements, perform analyses and to disseminate data pertaining to tides and Great Lakes water levels, tidal currents and estuarine investigations. These data sets are unique to the scientific, research, academic, engineering and surveying communities and are an invaluable part of the nation's history. The data sets are applicable to a variety of research problems involving natural phenomena, national security, compliance with Federal and State regulations and creating reports and response plans as a result of natural disasters. The water level observations and related oceanographic files are one of the most comprehensive collections of scientific records in the world. The tidal observations and water levels are a result of natural phenomena and are used to determine mean sea level and other tidal datums for surveying and engineering purposes, to establish a system of tidal bench marks for which tidal datums can be referenced, to provide data for tidal and current predictions for use in annual publications, to investigate fluctuations in sea level and crustal movements of the earth and for use in legal cases involving marine boundaries, marine accidents and casualties.

JWB  
11/27/01

**Products and Services Division**

**1603-01 Tides and Currents Harmonic Analysis Files (Supersedes 1603-01, 1603-02, 1603-04 and 1603-05)**

Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations. Files also include sheets of computed and adjusted harmonic constants for tides and currents, the comparison of predicted and observed data used to adjust harmonic constants for tide and tidal current predictions and computation sheets used to determine non-harmonic constants from the harmonic constants component.

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Digital Files (1992 to present): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-02 Tides and Currents Differences Card Files (Supersedes 1603-06)**

Tides and currents data in condensed form, listed on cards for internal use. Information contained on the cards consists of: station name, ID, reference station, and tidal differences and other constants.

**Authorized Disposition:**

- A. Paper (4x6 index cards): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Digital Files (1996 to present): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-03 Chart Tide Note File (Supersedes 1603-07)**

File documents the non-harmonic tides data such as mean high water, sea level, lowest tide, etc. This information is used for revising tide notes on nautical charts.

**Authorized Disposition:**

- A. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
- B. Electronic Files: Tide Box Database used as a working file for data manipulation. Destroy when no longer needed for references purposes.

**1603-04 Tide and Tidal Current Table Files and Prediction Manuscripts and Digitized Prediction Files (Supersedes 1603-08 and 1603-09)**

Documents each annual edition of published tide and current tables, giving tide time differences and ranges, and tidal current time differences and velocities for particular stations. Also includes manuscripts generated from digitized predictions files for the predicted times and heights of high and low tides and the times and velocities of tidal currents. These manuscripts are forwarded to publishers on an annual basis to print Tide and Tidal Current Prediction Tables.

**Authorized Disposition:**

Paper: Cut off annually. Destroy three years after publication.

**1603-05 Leveling Record - Tide Station Files** (Supersedes 1603-10 and 1603-04)  
Data observed and compiled in connection with the establishment of and determination of elevation of bench marks at tide stations. Field notebooks were used to record this data. Leveling information is recorded and may also include Station Reports, sketches and chart sections of maps. This file also includes summarized and computed data relating to bench marks at tide stations and other information such as the designation, description, observed elevation and the time that the elevation was determined.

**Authorized Disposition:**

- A. Paper. Permanent. Cut off annually. Transfer to NARA 30 years after cut off.
- B. Digital Files: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-06 Tide Observation Record Files** (Supersedes 1603-11)  
Automated tide gage records in two forms, rolls and flat sheets. These records indicate in continuous graphic or digital form the tide heights with respect to time. Rolls include marigrams from standard automatic tide gauges and pressure type (bubbler) records, and punched paper tapes from analog-to-digital recorders (ADR). These records are used to create the tabulated water levels. The marigrams and bubbler records provide a continuous trace of the water levels and are a unique and invaluable data set used by researchers studying naturally occurring phenomena.

**Authorized Disposition:**

- A. Paper (1800's - 1995). Permanent. Transfer to NARA immediately upon approval of schedule.
- B. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

**1603-07 Processed Tide Data Files** (Supersedes 1603-13)  
Documents for tide stations that consist of three components: comparative readings, high and low waters and hourly heights. These data are used for further internal work and for answering inquiries. Tabulated data sets are created from marigrams, bubblers, Analog-to Digital Recorders (ADR's) and Next Generation Water Level Measurement System (NGWLMS) sensors.

**Authorized Disposition:**

- A. Paper (1800's - 1970): Permanent. Transfer to NARA immediately upon approval of schedule.
- B. Paper (1971 Forward): Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

- C. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

**1603-08 Record of Current Observation Files** (Supersedes 1603-15, 1603-16, and 1603-19 )

Field Notebooks (containing metadata about project) with transcribed current direction and velocity data interpreted from chronograph tapes or float observations. Includes summary analysis of tidal current data and nontidal current direction and velocity used for research purposes. This file also consists of processed tidal current data output from PORTS (1603-21) and stored on CD-ROM's.

**Authorized Disposition:**

- A. Paper created before January 1, 1999: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.
- B. Paper created on or after January 1, 1999: Cut off annually. Destroy when information in database (1620-21) has been quality checked.
- C. CD-ROM: Cut off annually. Destroy when no longer needed for future reference.

**1603-09 Water Temperature and Density Files** (Supersedes 1603-17, 1603-18, 1603-20, and 1603-21)

Files of daily recordings of outdoor air temperature, observed water temperature and density readings, reduced value of density and remarks or notes related to the daily recordings. Consists of circular disk type charts on which water temperatures are recorded automatically in continuous graphic form, summaries of monthly mean, maximum and minimum water temperatures and densities, daily sea surface water temperature and salinity data tabulated on forms.

**Authorized Disposition:**

- A. Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.
- B. Electronic (1980-1993): Destroy when no longer needed for future reference.
- C. Electronic (1993 Forward): Follow disposition instructions for related records (1603-17).

**1603-10 Great Lakes Water Level Data Files - Hourly, Daily, Monthly and Annual** (Supersedes 1603-22 and 1603-26)

Published water level data from stations in the Great Lakes. Tabulated data are recorded in notebooks. The data are arranged by water level stations and consist of hourly heights, by month, with instantaneous or hourly maximum-minimum stages and time-date of occurrence.



**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

**1603-11 Great Lakes Water Level Station Files - Leveling Record (Supersedes 1603-23 and 1603-27)**

Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great Lakes area. Raw data are used to create files of summarized and computed data relating to bench marks and water level stations. Files include station information, including the designation, description, observed elevation and the date the elevations were determined.

**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

**1603-12 Great Lakes Water Level Observation Files (Supersedes 1603-24)**

Water level gage records in three forms; digital rolls, analog rolls, and tri-daily readings. The digital and analog rolls indicate in continuous record the water level fluctuation with respect to time. File includes 11" marigrams depicting a continuous water level trace of Great Lakes stations.

**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

**1603-13 Index to Great Lakes Water Level Files (Supersedes 1603-25)**

Documents the information available for each water level station. Information includes the name of the station, latitude and longitude, length of series, etc. Length of series includes the installation and removal dates for stations that were in operation.

**Authorized Disposition:**

Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

**1603-14 Monthly Mean Diversions in The Great Lakes System (Supersedes 1603-28)**

Documents the daily data collected from various agencies for the area above Cornwall, Ontario, which is tabulated annually and updated monthly for distribution. The data are used as a basis for controlling the outflow and diversions by the St. Lawrence Seaway Authority according to diversion plans established between the U.S. and Canadian governments.

**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

**1603-15 Precipitation on the Great Lakes Drainage Basin Files (Supersedes 1603-29)**

This file consists of tabulations of precipitation for each of the Great Lakes and the entire Great Lakes drainage basin containing monthly and annual values for the land basin, lake basin, and entire basin of each lake; monthly means for the period of record, monthly means of previous year, and updates of current monthly means on each lake basin, and departures from normal.

**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

**1603-16 Crustal Movement on The Great Lakes Files (Supersedes 1603-30)**

Files consist of tabulations and computations used in determining the isostatic rebound or crustal movements in the Great Lakes region.

**Authorized Disposition:**

Paper: Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

Information Systems Division

**1603-17 National Water Level Observation Network (NWLON) (New Item)**

The NWLON provides tide and water level information needed to establish and maintain the vertical water level reference required to support nautical chart production; to determine state and federal boundaries; and to define setbacks from high water lines. This data is used as a decision making tool in maritime navigation, to provide guidance in determining how much cargo a vessel can take on safely, and to help in predicting the behavior of hazardous spills. The system includes measurements from various oceanographic sensors including, but not limited to, water level heights and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*: Permanent. Cut off annually. Transfer to NARA as flat files after cut off.
- B. *System documentation*. Permanent. Transfer to NARA with associated data files described in 1603-17 (A).
- C. *System Inputs* (digital oceanographic data and metadata stored in tables of the NWLON database, gathered and/or computed solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
- D. *System outputs* (official NOAA products): Destroy when superseded.

- E. *System outputs* (other than NOAA products; includes ad hoc, reports on demand; working files): Destroy 6 months after generation.

**1603-18 Physical Oceanographic Real Time System (PORTS)**

(New Item)

PORTS provides real-time environmental observations and forecasts for a specific U.S. port as needed by the marine transportation community and other users requiring operational oceanographic information. Each PORTS is designed to meet local user requirements. It is a decision support tool that provides real-time environmental information for a given U.S. port needed to establish navigation parameters for safe travel within the port; to determine appropriate cargo transport load information; and to define both present and future oceanographic conditions at the given location. The system contains measurements from various oceanographic sensors including but not limited to current data, water levels, conductivity and meteorological data.

**Authorized Disposition:**

- A. *Information within system (cumulative data)*: Retain until successfully migrated to a new version or software program.
- B. *System documentation*: Destroy 6 months after migration to a new system or version.
- C. *System inputs* (digital oceanographic data received via satellite or phone transmissions (ASCII files) gathered solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
- D. *System outputs* (official NOAA products): Destroy when superseded.
- E. *System outputs* (other than NOAA products; includes ad hoc, reports on demand, working files): Destroy 6 months after generation.

**Policy, Analysis, and Communications Division**

**1601-06 NOS Annual Operating Plan (AOP) Information Tracking Systems (New Item)**

This system is used for production of the fiscal year AOP and quarterly reporting on milestone progress. The system contains NOAA Goals and Objectives, NOS Goals and Objectives, NOS Performance Measures and Milestones, Significant Issues and Accomplishments.

**Authorized Disposition:**

- A. *Information within the system (data)*: Cut off at the Fiscal Year. Destroy 3 years after cut off
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (NOAA Strategic Plan, NOAA Implementation Plans, NOS Strategic Plan, Annual budget information, Program Office Strategic

Plans, Program Office Annual plans (100-11 and 100-12)): Follow disposition instructions for related records.

- D. *System Outputs* (AOP and other administrative reports (100-11 and 100-12)): Follow disposition instructions for related records.

**1601-07 Control Correspondence (CC) Tracking Systems (New Item)**

This system is used to track official correspondence. The system contains metadata on correspondence which is used for logging, cover sheet generation, tracking, and report generation.

**Authorized Disposition:**

- A. *Information within the system (data)*: Cut off at the end of the calendar year. Destroy 3 years after cut off.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (control sheets): Destroy after data has been verified within the system.
- D. *System Outputs* (tracking reports (100-11 and 100-12)): Follow disposition instructions for related records.

**1601-08 Memorandum of Agreement (MOA) Tracking Systems (New Item)**

This system is used to track the metadata of MOA, MOU (Memorandum of Understanding), and Interagency Agreements. The system includes metadata, which is used for tracking, cover sheet generation, and report generation.

**Authorized Disposition:**

- A. *Information within the system (data)*: Cut off at the end of the calendar year. Destroy 3 years after cut off.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (agreements (200-18)): Follow disposition instructions for related records.
- D. *System Outputs* (multiple reports): Destroy when no longer needed for reference.

**1601-05 Electronic Copies**

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

**Authorized Disposition:**

Delete when recordkeeping copy has been produced.

**CONTROL AND TRACKING SYSTEM**  
**Agency Non-Response HOLD and Internal Status Track FORM**

Job No. N 1-370-00-4	Appraiser/WG: <i>W. D. [Signature]</i>	WGL approval _____
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**AGENCY HOLD**

Date Job Sent to agency: / /	7 Date Job Returned by agency: / /
Reason for Hold:	

**NARA HOLD**

Date NARS Hold initiated: / /	Date NARA Hold Removed: 08/23/03
Reason for Hold:	

*BS  
4/26/04*

**NR APPRAISAL**

Date sent to NR: / /	Unit: _____	Date returned by NR: / /
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**NOTES:**

*L3-*  
 Please Remove the hold  
 & return to me.  
 Henry