

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
NGS Remote Sensing

4 NAME OF PERSON WITH WHOM TO CONFER
Annie Baker

5 TELEPHONE
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-370-00-6*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *9-25-01* ARCHIVIST OF THE UNITED STATES
[Signature]

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 8-4-0	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1601 and 1606 See attached		

cc: Agency, NWMD, NWCS, DWET

1606-01 **Aerial Film Negatives** (Supersedes 1606-06)

Original aerial roll film negatives, taken with single lens, high precision cameras mounted on aircraft, covering the shoreline and other areas of the United States, Puerto Rico and possessions. Collection includes approximately 5,000 rolls of color and B/W film of oceans, shoreline, and airport areas dating back to 1943. Film is also being scanned for distribution. This series includes a finding aid.

Authorized Disposition:

- A. Original negatives and related finding aids: Permanent. Transfer immediately to the National Archives the original films to which NOAA has made an in-house reference copy. Transfer all subsequent originals as NOAA continues to make reference copies. For those films where a reference copy is not made, transfer original films to the National Archives in 5-year blocks when most recent record in block is 40 years old. Transfer related indexes and finding aids with each block.
- B. Digital distribution copies: Temporary. Delete when no longer needed for reference or dissemination

1606-02 **Airport Obstruction Charts** (Supersedes 1606-11)

Airport Obstruction Charts show airport obstruction information, such as surfaces, runways, taxiways and apron areas, air navigation facilities and selected planimetric detail. The OC are used to compute the maximum take-off and landing weights, for establishing instrument approach and departure procedures, for engineering studies relative to obstruction clearance and improvements in airport facilities. Charts are referenced and distributed with an Aeronautical Data Sheet (ADS) generated from the Obstruction Chart Database (1606-04).

Authorized Disposition:

- A. Original charts: Permanent. Cut off when area is re-surveyed, airport is closed, or chart is otherwise obsolete. Transfer charts to NARA in 5-year blocks with related indexes and finding aids when most recent chart in block is 40 years old.
- B. Aeronautical Data Sheets: Permanent. Transfer to NARA with related chart.

1606-03 **Aeronautical Survey Field Files (Red Jackets)** (New Item)

Provides documentation to support the Aeronautical Data Sheets. These files are commonly referred to as "Red Jackets" and they contain aeronautical survey field notes, observations, triangulation diagrams, aerial photographs annotated with geodetic control data, and copies of charts from the previous survey. The files also include microfilm copies of related working papers to the surveys. The files also include surveys of closed airports.

Authorized Disposition:

- A. Survey Field Files: Temporary. Cut off at end of year in which project is completed. Retain for 5 years, then destroy when no longer needed for reference or research.
- B. Charts (copies): Temporary. Retain 2 most recent versions. Destroy all other superseded charts.

1606-04

National Geodetic Survey Obstruction Chart Database (NGS-OCDB) (New Item)

This system is used to store nationally-referenced data for aeronautical purposes. This data is used to generate airport obstruction charts and data by NGS for delivery to the Federal Aviation Administration (FAA). The FAA in turn uses the data to help them in developing instrument approach take off and landing procedures. The data assists in the airport certification process (under FAA regulations part 139). The data are also used to determine appropriate maximum take off weights for civilian aircraft. In addition, the data are used to facilitate the continual updates for government aeronautical publications. The data consists primarily of geodetically-controlled field observation for airport runway information, obstructions and other supporting data. Data may be used as an electronic index to the Obstruction Charts (1606-02) and includes data from the Aeronautical Survey Field Files (1606-03).

Authorized Disposition:

- A. *Information within system (data)*: Permanent. Cut off when corresponding chart is inactive (1606-02). Because of the nature of the holdings, along with the changing computational environment at NARA, conduct a review in 5 years, at 2005 to access most efficient transfer policy.
- B. *System documentation*: Permanent. Transfer to NARA with associated data files.
- C. *System Inputs* (Precise geodetic classical and GPS systems data derived from photogrammetrical analytical systems (1606-03)): Follow disposition instructions for related records.
- D. *System Outputs* (digital Obstruction Charts (1606-03B, partial images) and Obstruction Chart Data (1606-02B)): Follow disposition instructions for related records

Withdrawn
pending further
analysis
YKW, 5/22/01

1606-05

Photogrammetric Coastal Survey Project Files (Red Jackets) (Supersedes 1606-12)

Field survey information for coastal mapping projects. Consists of annotated aerial photographs and manuscripts, bridging data, aerotriangulation and field computations, and other control forms, filed by project number. These files are used for comparison, change analysis, reproduction, technical information/interpretation to other professional organizations, legal disputes and current projects. The associated index to these files is the Mapfinder system.

Authorized Disposition:

Temporary. Cut off at end of year in which project is completed. Retain for 5 years, then destroy when no longer needed for reference or research.

1606-06

Photogrammetric Descriptive Reports Files (Supersedes 1606-13)

Contains pertinent information regarding the construction of the coastal mapping chart, including but not limited to, a Project Instruction, Field Report, Compilation Report and Final Review Report. There is one Descriptive Report for each of the T/TP Sheets. Reports are now scanned and stored on CD-ROM. The permanent disposition of the original charts is covered under N1-370-00-3, Division of Marine Charting, Office of Coast Survey.

Authorized Disposition:

- A. Original descriptive report: Permanent. Cut off at end of year in which project is completed. Transfer to NARA after records are scanned, verified, and stored on digital media.
- B. Scanned images: Temporary. Destroy when 100 years old or no longer needed, whichever is later.

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.

National Geodetic Survey
Remote Sensing Division

1606-01 **Aerial Film Archive** (Supersedes 1606-06)
The aerial film, taken with single lens, high precision cameras mounted on aircraft, defines the shoreline of the United States, Puerto Rico and possessions.

Authorized Disposition:

Permanent. Cut off when no longer active. Transfer to NARA 5 years after cut off.

1606-02 **Airport Obstruction Charts** (Supersedes 1606-11)
Airport Obstruction Charts show airport obstruction information, Federal Aviation Requirement Part 77 surfaces, runways, taxiways and apron areas, air navigation facilities and selected planimetric detail. The OC provides data for computing maximum take-off and landing weights, for establishing instrument approach and departure procedures, for engineering studies relative to obstruction clearance and improvements in airport facilities.

Authorized Disposition:

File copy with Aeronautical Survey Field Files (Red Jackets) -1606-05. Destroy originals when five years old, or area is re-surveyed, whichever is later.

1606-03 **Photogrammetric Coastal Survey Project Files (Red Jackets)**
(Supersedes 1606-12)
Consists of annotated serial photographs and manuscripts, bridging data, aerotriangulation and field computations, and other control forms, filed by project number. These files are used for comparison, change analysis, reproduction, technical information/interpretation to other professional organizations, legal disputes and current projects.

Authorized Disposition:

Permanent. Cut off when inactive. Transfer to NARA 5 years after cut off.

1606-04 **Photogrammetric Descriptive Reports Files** (Supersedes 1606-13)
Contains pertinent information regarding the construction of the chart, including but not limited to, a Project Instruction, Field Report, Compilation Report and Final Review Report. There is one Descriptive Report for each of the T/TP Sheets.

Authorized Disposition:

A. Paper: Permanent. Retire to NARA once digital images have been completed and verified.

Replaced by
version dated
5-22-01

- B. CD-ROM. Destroy when 100 years old or no longer needed, whichever is later.

1606-05

Aeronautical Survey Field Files (Red Jackets) (New Item)

Provides documentation to support the Aeronautical Data Sheets. These files are commonly referred to as "Red Jackets" and they contain aeronautical survey field notes, observations, triangulation diagrams, aerial photographs annotated with geodetic control data, and copies of charts from the previous survey.

Authorized Disposition:

- A. Survey Field Files.
Permanent. Cut off when no longer active. Transfer to NARA 30 years after Cut off.
- B. Closed Airports.
Cut off when airport is closed. Transfer to NARA 10 years after cut off.
- C. Charts (copies).
Destroy when two new editions/versions have been created.
- D. Microforms. (Covers the period 1947 - 1993)
Permanent. File in the red jackets. Disposition with the corresponding Survey Field File.

1606-06

National Geodetic Survey Obstruction Chart Database (NGS-OCDB) (New Item)

This system is used to store nationally-referenced data for aeronautical purposes. This data is used to generate airport obstruction charts and data by NGS for delivery to the Federal Aviation Administration (FAA) The FAA in turn uses the data to help them in developing instrument approach take offs and landing procedures. The data assists in the airport certification process (under FAA regulations part 139). The data are also used to determine appropriate maximum take off weights for civilian aircraft. In addition, the data are used to facilitate the continual updates for government aeronautical publications. The data consists primarily of geodetically-controlled field observation for airport runway information, obstructions and other supporting data.

Authorized Disposition:

- A. *Information within system (data):* Retain as long as system is active.
- B. *System documentation:* Destroy 6 months after system is terminated.
- C. *System Inputs* (Precise geodetic classical and GPS systems data derived from photogrammetrical analytical systems (1606-03)): Follow disposition instructions for related records.

Replaced by
version dated
5-22-01

- D. *System Outputs* (digital Obstruction Charts and Obstruction Chart Data (1606-02)): Follow disposition instructions for related records

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.

Replaced by
version dated
5-22-01