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

JOB NUMBER  N1- 370-00-8

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

| | |
|---|---|
| 1 FROM (Agency or establishment)<br>National Oceanic and Atmospheric Administration | |
| 2 MAJOR SUBDIVISION  *Ocean*<br>National ~~weather~~ Service | |
| 3 MINOR SUBDIVISION<br>OCRM | |

| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE |
|---|---|
| Annie Baker | (301) 713 - 3540 |

| DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|
| | WITHDRAWN |

## 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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 8-4-0 | *(signature)* | Records Managment Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | Chapter 1601, 1609, 1610<br><br>See attached | | |

cc: None

# NOAA
## National Ocean Service (NOS)
## Office of Coastal Resource Management (OCRM)
## Records Disposition Schedule

## Marine Sanctuaries and Estuarine Reserves

Records supporting the functions created as a result of the Coastal Zone Management Act (CZMA) and the Marine Protection, Research and Sanctuaries Act. Supports effective management of multiple uses of the nation's coastal and ocean resources: protecting and conserving specially designated areas; working with partners at all levels; balancing economic, environmental, and cultural activities; adapting the system to changing conditions and needs; enabling others to practice coastal stewardship; and promoting science-based resource management decisions.

**1609-01** **Reserve and Sanctuary Designation Files** (New Item)
Files documenting the official designation of an Estuarine Reserve or a Marine Sanctuary. Also called the "Administrative Record". Includes Public Hearing Files, Public Comments, State of the Reef Report, Scientific Workshops results and recommendations.

**Authorized Disposition:**
A. Designation Files other than Administrative: Paper: Permanent. Cut off when corresponding site is no longer active, or when no longer needed, whichever is later. Transfer to NARA 10 years after cut off.
B. Designation Administrative Files: Cut off annually. Destroy 30 years after cut off or when no longer needed for future reference, whichever is later.

**1609-02** **Environmental Impact Statements (EIS)** (New Item)
Documents that record the effort to protect the environment in carrying out federal programs. Includes both the draft EIS and the final EIS. The EIS includes a description of the proposed project, a description of the existing environment of the project, an analysis of the project's possible environmental effects, and an examination of alternative courses of action.

**Authorized Disposition:**
A. Final Report. Paper: Permanent. Cut off when project is completed. Transfer to NARA 25 years after cut off.
B. Drafts/working papers. Destroy 10 years after final report is created.

**1609-03** **National Marine Sanctuary Permit Files** (New Item)
Permits and related documents for education or research related activities within a sanctuary. Includes applications for permit (cover letter, a project

summary or abstract, technical information, a description of environmental consequences and how the results will be treated, and any other supporting information ), letters of approval/rejection, permits, authorizations and special use permits, and correspondence.

**Authorized Disposition:**
Paper: Permanent. Cut off when permit expires. Transfer to NARA 30 years after cut off.

**1609-04  Emergency Response, Damage Assessment and Restoration Files** (New Item)
Project records for specific incidents that occur in the Sanctuaries, which have damaged or could result in damage to Sanctuary resources. These incidents include vessel groundings, oil spills, aircraft accidents, etc. The project record includes financial documentation, descriptive resources, injury assessments, plans for restoring the damaged resources, studies and analysis, and working papers. They may also include engineering plans and drawings, maps, aerial photos, and other graphic materials. Files are made up from many media forms, including paper, video, slides, and digital images.

**Authorized Disposition:**
A. Historical:  Paper: Permanent.  Cut off when project is completed. Transfer to NARA 30 years after cut off.
B. All Other Files: Paper.  Cut off when project is completed.  Destroy 30 years after cut off or when no longer needed, whichever is later.

**1609-05  Radio-Active Waste Dump Site Files** (New Item)
All information on the radio active waste site (covering 350 square nautical mile area of the Gulf of the Farallones).  These files are used to assess the dumping from 1947 to 1970 of (50,000) 55 gallon drums and to evaluate the research  from 1970 to present.

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

**1609-06  Oil Spill Trusteeships** (New Item)
Files covering the development and implementation of oil spill evaluations, and project overview and responsibility of funds authorized for oil spill restoration.

**Authorized Disposition:**
Paper: Permanent.  Cut off when project is completed.  Transfer to NARA  30 years after cut off.

**1609-07**  **Oil Spill Restoration** (New Item)
All activities conducted by the sanctuary and others during and after the spill. They also contain the record of decision, court records, NRDA, MOU'S and other documents prior to restoration; and the entire restoration files including the monitoring of the projects.

**Authorized Disposition:**
Paper: Permanent. Cut off when project monitoring is complete. Transfer to NARA 5 years after cut off.

**1609-08**  **Permit Review Files** (New Item)
Reviews and correspondence pertaining to permits of other agencies.

**Authorized Disposition:**
Paper: Cut off annually. Destroy when 10 years old.

**1609-09**  **Environmental Impact Statement (EIS) Review Files** (New Item)
Correspondence, technical reports, comments, conversations and research associated with review of state EIR's (Environmental Impact Review's) and other federal agencies EIS's:

**Authorized Disposition:**
Paper: Cut off when review is completed. Destroy 5 years after cut off or when no longer needed, whichever is later.

**1609-10**  **Non-Profits** (New Item)
Records of non-profit organization's activities conducted in Sanctuaries for which NOAA has oversight responsibility. Used for monitoring activities within these Sanctuaries. Includes letters of position, reviews of proposals, and contributions.

**Authorized Disposition:**
Paper: Cut off annually. Destroy when 15 years old.

**1609-11**  **Law Enforcement** (New Item)
Phone reports, actions, depositions, fines, agency interactions and case movement of activities reported to have occurred within the Sanctuaries.

**Authorized Disposition:**
Paper: Cut off annually. Destroy 20 years after cut off, or when no longer needed, whichever is later.

**1609-12  Volunteers - Programmatic** (New Item)
Maintain all data collected and correspondence associated with scientifically trained volunteers in the Sanctuaries.

**Authorized Disposition:**
A. Paper: Cut off annually.  Destroy 20 years after cut off or when no longer needed, whichever is later.
B. Electronic files (working files): Cut off annually.  Destroy 20 years after cut off or when no longer needed, whichever is later.

**1609-13  Pollution Files** (New Item)
All information collection on the deposition of pollution in the Sanctuaries.  Correspondence, reports and documents pertaining to a case or pollutant type.

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

**1609-16  National Marine Sanctuary Geographic Information System (NMSGIS)**
(New Item)
A system used to provide coverage of the uses, natural resources, research, and monitoring activities in the Sanctuaries and flora and fauna surveys.  This system encompasses the following resources and topics of concern: fish populations, benthic invertebrates, oceanographic conditions, sea turtle satellite tracking, and visitor use.  These resources were determined to be of significant importance to National Marine Sanctuaries (NMS) during the planning of the designation and subsequent establishment of the management and research studies plan.

The system includes data on the following topics: fish count data, invertebrate photo quadrant data, species lists, ROV data, visitor use, sea turtle tracking data, boundary data, bathymetry, coastal counties, cities, rivers, coastline, nautical charts, USGS charts, hard bottom mapping, side scan imagery and bathymetry imagery.  This data is used as a tool for management, research, resource protection, education, and emergency response.

**Authorized Disposition:**
A. *Information within System*: Delete when 10 years old or no longer needed, whichever is later.
B. *System Documentation*: Destroy 6 months after system is terminated.
C. *System Inputs* (quarterly fish data, various surveys)· Destroy after verification of data in the system, or when no longer needed, whichever is later.
D. *System Outputs* (Research status reports, State of the Reef report, and

long term monitoring): Destroy when 10 years old or no longer needed, whichever is later.

**1609-15** **Sanctuary Permits Information System (SPITS)** (New Item)
This system is used to track and archive Sanctuary permits. It contains information relevant to each permit such as permittee information, details of the activity, dates, conditions of permit and report references.

**Authorized Disposition:**
A. *Information within System*: Delete when no longer needed for reference
B. *System Documentation*: Destroy 6 months after system is terminated.
C. *System Inputs* (permits, permit applications 1609-03): Follow disposition instructions for related records.
D. *System Outputs* (printouts): Destroy when no longer needed for reference.

**1609-16** **NOAA's ARCH (National Marine Sanctuary Archeological Site Database)** (New Item)
The purpose of this database is to maintain an inventory of historical properties/archeological sites in the National Marine Sanctuaries as directed by of Federal Programs managing public lands in the National Historical Preservation Act. The system contains historical accounts of shipwreck losses within National Marine Sanctuary regions, and an inventory of known shipwrecks (histories) and submerged archeology sites. This data is used to maintain the inventory of known wrecks with each site profile, and for identification of site sensitivity, threats to a site, and documentation and management needs.

**Authorized Disposition:**
A. *Information within System*: Permanent. Cut off annually. Transfer to NARA as flat files.
B. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1609-16 (A).
C. *System Inputs* (Info from salvage permit applications (1609-03), and research studies(1601-02)): Follow disposition instructions for related records.
D. *System Outputs* (Online files and printouts): Destroy when no longer needed for reference.

**1601-09** **Reference Data Base** (New Item)
A database listing reference materials available in the office, containing titles and reference data for publications. The database is used to control and locate the reference material.

**Authorized Disposition:**
A. *Information within System*: Delete when related reference materials are destroyed.
B. *System documentation*: Destroy 6 months after system is terminated.
C. *System Inputs* (reference materials 100-04): Follow disposition instructions for related records.
D. *System Outputs* (printout of references available): Destroy when no longer needed for reference.

# Coastal Program Division

The Coastal Program Files are used within NOS to monitor the state Coastal Zone Management Programs. The programs themselves are run by the state's, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.

**1610-01** **Coastal Zone Management Program Documents** (New Item)
The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state.

**Authorized Disposition:**
A. Designation Files other than Administrative: Paper: Permanent. Cut off when corresponding site is no longer designated part of the Coastal Zone Management Program, or when no longer needed, whichever is later. Transfer to NARA 10 years after cut off.
B. Designation Administrative Files: Cut off annually. Destroy 30 years after cut off or when no longer needed for future reference, whichever is later.

**1610-02** **Program Change Files** (New Item)
Documents all proposed changes to an approved coastal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change.

**Authorized Disposition:**
Paper: Cut off when corresponding site is no longer active, or when no longer needed, whichever is later. Transfer to NARA 10 years after cut off.

**1610-03** **Coastal Non-point Pollution Control Program** (New Item)
Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-

authorization Amendments of 1990. These documents include the generic EIS and program development and approval guidance.

**Authorized Disposition:**
Paper: Cut off every three years. Destroy 100 years after cut off, or when no longer needed, whichever is later.

**1610-04   Federal Consistency** (New Item)
Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions.

**Authorized Disposition:**
A.  Regulations and Guidance: Paper. Destroy when superseded or obsolete.
B.  Consistency objection letters: Cut off when corresponding site is no longer designated part of the Coastal Zone Management Program. Destroy 10 years after cut off.

**1610-05   Program Administrative Guidance** (New Item)
Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions.

**Authorized Disposition:**
Paper: Cut off annually. Destroy 12 years after cut off.

**1610-06   The Coastal and Marine Management Program Information System - Grant Application and Reporting System (CAMMP - GARS)** (New Item)
This system is used for grant management, program evaluation, management support, data mining, support for a corporate database, and public access. The data is used in the grant process to evaluate program performance, to assess expenditure trends, to document where funding goes, and to approve awards and changes to awards. The system includes Grant Applications (currently) Unfunded Actions and Performance Reports.

**Authorized Disposition:**

A.*Information within System (data)*: Permanent. Cut off annually. Transfer to NARA as flat files.
B.*System Software*: Destroy when successfully replaced with new version or software program.

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C. *System Documentation*: Permanent. Transfer to NARA with associated data files described in 1610-06 (A).

D. *System Inputs* (Text and budgetary data from grant applicants (state partners) (Grants Working Files 1601-01)): Follow disposition instructions for related records.

E. *System Outputs* (PDF grant applications, unfunded action and performance report documents, SQL queries): Destroy 6 months after system is terminated or eliminated.

## 1601-05 <u>Electronic Copies</u>

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.