

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
 Damage Assessment Center

4 NAME OF PERSON WITH WHOM TO CONFER
 Annie Baker

5 TELEPHONE
 (301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-370-01-1

DATE RECEIVED
 12-20-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES
 1-24-02 John W. Carl

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 4 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: 12-5-00 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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1605-9 through 1605- 15 See attached		

1605-9

NRDA Administrative Record Files – Pre Settlement

Records selected by the Natural Resource Damage Assessment trustees that are entered in an Administrative Record. The Administrative Record documents the information that the trustees relied upon to make determinations regarding injury assessment and restoration. These records include, but are not limited to: assessment and restoration planning documents; public notices; correspondence; public comments; settlement agreements; meeting notices, agendas, and minutes; data compilations; technical resource documents and guidance; scientific reports; assurance plans; quality assurance plans; drawings, graphs, charts, photographs, and model runs.

Authorized Disposition:

- A. Official Record Set: Permanent. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 2 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Transfer to the National Archives 30 years after cut off.
- B. All other copies: Duplicate copies and electronic copies used solely for convenience or stored at local Administrative Record Case Repositories. Destroy when no longer needed for DARP business.

1605-10

NRDA Pre-Settlement Case Files

Records of actions performed to support Natural Resource Damage Assessment (NRDA) case-specific activities. These records include, but are not limited to, case administration files, e.g., agreements and correspondence; attorney files, e.g., legal correspondence and legal analysis; records of NRDA pre-assessment and response phase under OPA and CERCLA; emergency restoration actions; injury assessment; restoration planning documents and documents on coordination with other parties; restoration implementation; additional public outreach; and settlement documents. These documents may include papers, photographs, and magnetic media such as video tapes.

Authorized Disposition:

- A. Recordkeeping Set: Temporary. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 2 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Destroy 30 years after cut off.
- B. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced

- C. Microfilm: *Silver halide* Temporary. Transfer to the Federal Records Center 2 years after case file is closed as part of case file.
- D. Microfilm: *Diazo copy*: Temporary. Destroy 90 calendar days after silver halide copy has been transferred to the Federal Records Center.

1605-11 **NRDA Pre-Settlement Working Files**

Non-substantive drafts or deliberative records that support the case files as described in NRDA Pre-Settlement Case Files, but are not considered essential to the “core” NRDA Pre-Settlement Case Files.

Authorized Disposition:

- A. Paper: Temporary Destroy when case is no longer subject to appeal.
- B. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-12 **Infant and Orphan Case Files**

Natural Resource Damage Assessment (NRDA) case-specific-activities of the type described in NRDA Pre-Settlement Case Files, where the DARP Division level of effort reflects “no-action decision,” and may be too small (≤ 10 hours) to track and manage as declared NRDA cases. These are minor activities requiring no action and entailing fewer than 10 hours of effort.

Authorized Disposition:

- A. Paper: Temporary. Cut off after a formal decision is made not to pursue a damage assessment for that case. Destroy 7 years after cut off.
- B. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-13 **Multi-case Evidence Tracking Records**

Single volume records used to maintain information that covers more than one Natural Resource Damage Assessment case. They may be of the bound lab notebook type or loose leaf. These records include items such as the “Key Log for Access to Sample Freezers” and the “Temperature Verification Log for Freezers and

Refrigerator” which track access and conditions of the freezers and refrigerators housing NRDA case samples.

Authorized Disposition:

Paper: Temporary. Cut off when book or notebook is full. Destroy 30 years after all cases contained in the book or notebook are no longer subject to appeal.

1605-14

Cost Accounting and Documentation Files

Cost accounting and documentation records supporting Natural Resource Damage Assessment activities. These may include letters requesting reimbursement of costs; summary cost spreadsheets; labor cost summaries and details, e.g., certified time and attendance reports or activity reports; travel cost summaries and details, e.g., travel order, travel voucher, supporting or related documentation; contractor costs, vouchers, supporting and related documents e.g., contractor summaries and detail, ORISE, IPA, and other non-PERMANENT files, etc.; documentation for transportation of things, rents, communication, utilities, printing, reproduction, leases, supplies, materials, equipment, and interest and dividends – as applicable, e.g., cost summaries and details; and downloads from Financial Information Management Accounting (FIMA), and Paradox databases; and other similar cost records.

Authorized Disposition:

- A. Case specific: Paper: Temporary. Cut off when case is no longer subject to appeal. Retire as part of case file as described in NRDA Pre-Settlement Case Files (1605-10A). Destroy 30 years after cutoff.
- B. Non-case specific: Paper. Temporary. Cut off at end of fiscal year. Destroy 30 years after cut off.
- C. Electronic copies created on e-mail and word processing applications: Temporary. Cut off at end of fiscal year. Delete when recordkeeping copy has been produced.

1605-15

Rulemaking Administrative Record

Records developed or considered in the course of rulemaking for rules that have been published. These may include proposed rule drafts with comments; responses to comments; final rulemaking documents; documents on rulemaking challenges, court briefs, rulings, etc.

Authorized Disposition:

- A. Paper: Permanent. Cut off when rule is no longer subject to legal challenge. Transfer to National Archives 10 years after cut off.
- B. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-16

Rulemaking Working Files

Draft or deliberative records that are not considered essential to the Rulemaking File. These are records developed as working papers or background in the course of rulemaking. They may include proposed rule drafts with simple comments; working files; background documents; etc.

Authorized Disposition:

- A. Paper. Temporary. Cut off when rule is approved or finally disapproved. Destroy 10 years after cut off.
- B. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.