

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 Marine Fisheries Service

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Annie Baker

5 TELEPHONE
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER
71-370-02-2

DATE RECEIVED
8-22-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
1-14-03

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
8-15-2

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NOAA Disposition Handbook Chapters 1504-20.21 Please see attached		

cc Agency, NR

Item 1. 1504-20 - Individual Fishing Permit Files

- a. **The Restricted Access Management (RAM) program was established in 1993 to implement the fixed gear Pacific halibut and sablefish Individual Fishing Quota (IFQ) program in Alaska. RAM has since become the primary agency responsible for implementing all limited access commercial fishing programs in federal waters off Alaska that involve the issuance of federal permits.**

The Secretary of Commerce adopted the IFQ Program in 1993 as a management plan to replace the traditional open access fisheries for Pacific halibut and sablefish in federal waters off Alaska. Initial participants and awards of Quota Shares (QS) were determined in 1994 after an extensive application period. Anyone not initially awarded QS and IFQ must apply to RAM to become eligible to receive QS by transfer then locate a current holder of QS who wishes divest of some or all of their QS.

Individual Fishing Quota (IFQ) is the annual catch limit of sablefish or halibut that may be harvested by a person lawfully allocated a harvest privilege. Annual IFQ allocations are based in part on the amount of Quota Shares (QS) held by the person in a specific area for a specific species. QS were initially awarded in 1994 to a closed group of persons. However, eligible persons may apply to receive QS by transfer. An IFQ Permit file contains information on the QS held, the transfer eligibility status of the person, the annual IFQ permits, and transfers of QS/IFQ in or out of the QS holders name. The Annual IFQ Permit contains the annual catch limit by species and area.

For persons who received QS/IFQ initially or by transfer: an IFQ file becomes inactive five years after the date the person last held QS or obtained IFQ by transfer. For person who applied for an initial allocation of QS or to obtain transfer eligibility status but never received QS or IFQ: the file becomes inactive five years after the last date of written contact with RAM. The RAM Program will close each file(s) after it has been inactive for five years.

Disposition Authority:

**Cut off 5 years after permit is granted. Retire to the FRC one year after cut off.
Destroy 25 years after cut off.**

- b. *Electronic copies created with electronic mail and wordprocessing applications.*

Disposition: TEMPORARY. Delete when recordkeeping copy has been created.

Item 2. 1504-21 Registered Buyer Certificate Files

- a. **An IFQ Registered Buyer permit, under 50 CFR 679.4, is required of any person who receives IFQ Halibut, CDQ halibut, or IFQ sablefish from persons who harvested the fish; any person who harvests IFQ halibut or IFQ sablefish and transfers such fish in a dockside sales outside of an IFQ regulatory area or outside the State of Alaska; and finally this permit is required of a vessel operator who obtains vessel clearance or submits a vessel departure report.**

The IFQ Registered Buyer Certificate is the physical permit issued to the IFQ Registered Buyer. This certificate contains the name and address of the IFQ Registered Buyer and their IFQ Registered Buyer permit number for reporting purposes. These permits are currently issued on an annual basis.

To coincide with the disposition of similar permit files (Federal Fisheries Permits/Federal Processor Permits and High Seas Fishing Permits - both of which have a six year retention). Registered Buyer Certificates are active for only one year at a time. The certificates are reissued every year effectively closing out the previous years certificate.

Disposition Authority:

**Cut off when the certificate expires. Retire to the FRC one year after cut off.
Destroy 7 years after cut off.**

- b. *Electronic copies created with electronic mail and wordprocessing applications.*

Disposition: *TEMPORARY. Delete when recordkeeping copy has been created.*