

**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  
NCCOS

4 NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5 TELEPHONE  
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-370-02-5

DATE RECEIVED  
9/25/2002

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
9-23-03

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  
9-18-2

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1601, 1607 Please see attached		

*cc Agency NR NUNMD NUNME NUNMW*

**NOAA**  
**National Ocean Service (NOS)**  
**National Centers for Coastal Ocean Science (NCCOS)**  
**Records Disposition Schedule**

**Center for Coastal Environmental Health and Biomolecular Research (CCEHBR)**

The Center for Coastal Environmental Health and Biomolecular Research (CCEHBR) conducts interdisciplinary research to resolve issues related to coastal ecosystem health, environmental quality, and related public health impacts. Chemical, biomolecular, microbiological, and histological research is conducted to describe, evaluate, and predict the significant factors and outcomes of natural and human influences on marine and estuarine habitats

**1607-01 NOAA National Benthic Infaunal Database (NNBID) (New Item)**

This database is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/Center for Coastal Environmental Health and Biomolecular Research. The NNBID is to be placed in the public domain via a website that will be searchable and from which data can be downloaded. The NNBID contains benthic infaunal macroinvertebrate species abundance data (taxa name and number of individuals collected), plus associated data such as station information and location, salinity, depth, and the taxa's serial number for a large number of assessment studies (>30) conducted by NOAA. The data is used as an effective indicator to document biological responses to contaminant exposure and other changes in environmental quality. Outputs of the system are tab delimited text files.

**AUTHORIZED DISPOSITION:**

- A. *Information within system (data)*:** Permanent. Cut off annually. Transfer to NARA as flat files in five year blocks.
- B. *System documentation*:** Permanent. Transfer to NARA with associated data files described in 1607-01 (A)
- C. *System inputs* (data from the CCMA Benthic Community Assessment Studies):** Destroy 6 months after data is entered into system (data is kept within project case file in the field)
- D. *System outputs* (tab delimited text files downloaded online by users, print-outs can be generated and PDF reports, associated with each study area, can be downloaded):** Destroy 3 years after the calendar year in which the file was closed.

**1607-02 Specimen Database (New Item)**

This database is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/Center for Coastal Environmental Health and Biomolecular Research. The Specimen Database is “a voucher collection” used to identify and locate specimens collected during assessment studies. The database services a collection of specimens available for taxonomical purposes and other scientific research (e.g., verification or more precise identification of invertebrates collected during a study).

**AUTHORIZED DISPOSITION:**

- A. *Information within system (data)* Update as needed and destroy when no longer needed for scientific research purposes.
- B. *System documentation*: Destroy when no longer necessary to retrieve data from the system.
- C. *System inputs* (data from the CCMA Benthic Community Assessment Studies): Destroy 6 months after data is entered into system (data is kept within project case file in the field).
- D. *System outputs* (tab delimited text files downloaded online by users, printouts can be generated and PDF reports, associated with each study area, can be downloaded). Destroy when no longer needed for current agency business.

## **Center for Coastal Monitoring and Assessment (CCMA)**

Center for Coastal Monitoring and Assessment (CCMA) provides long-term measurements at a network of core index sites, and is augmented by a network of sites in partnership with marine labs and universities. This Program maintains local, national, and regional databases on the distribution of species and habitats, and is also developing thematic, regional, watersheds and national assessments.

### **1607-03 Estuarine Living Marine Resource Database (ELMR) (New Item)**

This database is used to gather information on the distribution and relative abundance of fish and marine species. The data is used for many fish management projects.

**AUTHORIZED DISPOSITION:**

- A. *Information within system (data)*. Permanent. Cut off annually. Transfer to NARA as flat files in five year blocks.
- B. *System documentation*. Permanent Transfer to NARA with associated data files described in 1607-03 (A).
- C. *System inputs* (fishery independent state data gathered specifically for input into system): Destroy after data is verified within system
- D. *System outputs* (screen captures, printouts, publications, reports and final studies): Destroy 3 years after the calendar year in which the file was closed.

## **Center for Sponsored Coastal Ocean Research (CSCOR) Coastal Ocean Programs (COP)**

NOAA's Coastal Ocean Program (COP), part of the National Centers for Coastal Ocean Science (NCCOS), provides scientific information to assist decision makers to meet the challenges of managing our Nation's coastal resources. COP targets critical issues which exist in the Nation's estuaries, coastal waters, and Great Lakes. COP translates its findings into accessible information for coastal managers, planners, lawmakers, and the public. Its aim is to create near-term and continuous improvements in environmental decisions affecting the coastal ocean and its resources.

### **1607-04 Program Funding Database (New Item)**

Database is used to track progress and provide quick access on Coastal Ocean Research grants, proposals, and project information. The system contains: the proposal number, program element, proposal title, principle investigator's name and other identifying information, proposal status; areas of research, reviewer reporting sheet and budget information.

#### **AUTHORIZED DISPOSITION:**

- A. *Information within the System (data)*: Destroy three years following submission of the Final Financial Status Report associated with completion of the entire research project.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (Proposals received from research community (part of Grants Working File 0000-02); Internet; telephone book (100-04)): Follow disposition instructions for related records
- D. *System Outputs* (Printouts, Reports, Final Studies): Destroy 3 years after the calendar year in which the file was closed

### **1601-01 Grants Working Files (New Item)**

Copies of information maintained for each grant and award made to support National Ocean Service (NOS projects). The original information for Grant Files is maintained in the Grants Management Office. Files include, but are not limited to: copies of the general announcement; Federal Register Notice; applications, assurances, and certifications; correspondence; evaluations and review reports; information related to the proposal or award process; site visit documentation; proposal negotiations, recommendations, and revisions; and financial and budgetary reports, both periodic and final.

Files are maintained in hard copy and arranged by fiscal year and grant number.

**AUTHORIZED DISPOSITION:** Recordkeeping paper copy: Destroy three years following the final financial status report.

**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)**  
**National Centers for Coastal Ocean Science (NCCOS)**  
**Records Disposition Schedule**

**Center for Coastal Monitoring and Assessment (CCMA)**

Center for Coastal Monitoring and Assessment (CCMA) provides long-term measurements at a network of core index sites, and is augmented by a network of sites in partnership with marine labs and universities. This Program maintains local, national, and regional databases on the distribution of species and habitats, and is also developing thematic, regional, watersheds and national assessments.

**1601-02 NCCOS Project Case Files (New Item)**

Project Case Files are those records created and maintained by NOS program and staff offices and various project groups related to specific scientific and technical projects, that are conducted, sponsored or funded totally or in part by NOAA.

A Project Case File provides a record which allows reconstruction and/or verification of the procedures, findings, results and reports on all project related endeavors. A typical file contains, but is not limited to incoming and outgoing correspondence, memoranda, and hard copy of e-mails, copies of contracts and other requests for services, such as grants or cooperative agreements, technical papers, plans and drawings, specifications, draft and final standards; preliminary and final scientific and technical data, statistical analyses and results, tables, charts, graphs and computer printouts or analyses of data, preliminary, periodic, and final progress reports; photographs and negatives, indexes or finding aids, notes and working papers; studies and journal articles; and other records and reports accumulated that document the progress and completion of agency projects.

**AUTHORIZED DISPOSITION:**

- A. Project Case Files that received national or international awards of distinction, i.e., the Nobel Prize; were worked on by prominent NOAA investigators of widely recognized professional stature, or who have received national or international recognition outside their professional discipline, resulted in significant improvement in public health, safety or other vital public interest, made a significant contribution to new national or international environmental policies or had a significant impact on the development of new national or international scientific, political, economic or social priorities, resulted in significant social, political or scientific

controversy, established a precedent for significantly changing NOAA research or administrative policies; was the subject of widespread national or international media attention; or was the subject of extensive Congressional, Department of Commerce or other government agency scrutiny or investigation

PERMANENT Transfer closed files to NARA when they are 30 years old. Closed files may be transferred to the Federal Records Center as needed.

B. Project Case Files not meeting the criteria established above.

Paper or electronic. Close out files at the end of the calendar year  
Destroy 30 years after the calendar year in which the files were closed  
Inactive files may be transferred to the Federal Records Center

C. Project Management/Administrative Files: Records which deal strictly with the administrative functions or project management portion of the project.

Destroy five years after project is closed

D. Raw Data: Information received in a program or staff office, or by a specific and technical groups that have not been processed

Destroy when data have been processed and changed into usable information

**1607-01 Benthic Community Assessment Database (New Item)**

This database is used within NOAA's Center for Coastal Monitoring and Assessment (CCMA) to put Benthic Community Assessment Data into public domain. This Benthic Community Data is used as an effective indicator to document biological responses to contaminant exposure and other changes in environmental quality. Outputs of the system are tab delimited text files.

**AUTHORIZED DISPOSITION:**

- A. *Information within system (data)*. Permanent. Cut off annually. Transfer to NARA as flat files in five year blocks
- B. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1607-01 (A).
- C. *System inputs* (data from the CCMA Benthic Community Assessment Studies). Destroy 6 months after data is entered into system (data is kept within project case file in the field)
- D. *System outputs* (tab delimited text files downloaded online by users, printouts can be generated and PDF reports, associated with each study area, can be downloaded) Destroy 3 years after the calendar year in

which the file was closed.

**1607-02 Estuarine Living Marine Resource Database (ELMR) (New Item)**

This database is used to gather information on the distribution and relative abundance of fish and marine species. The data is used for many fish management projects.

**AUTHORIZED DISPOSITION:**

- A. *Information within system (data)*: Permanent. Cut off annually Transfer to NARA as flat files in five year blocks
- B. *System documentation* Permanent. Transfer to NARA with associated data files described in 1607-02 (A).
- C. *System inputs* (fishery independent state data gathered specifically for input into system): Destroy after data is verified within system.
- D. *System outputs* (screen captures, printouts, publications, reports and final studies) Destroy 3 years after the calendar year in which the file was closed

**Center for Sponsored Coastal Ocean Research (CSCOR)  
Coastal Ocean Programs (COP)**

NOAA's Coastal Ocean Program (COP), part of the National Centers for Coastal Ocean Science (NCCOS), provides scientific information to assist decision makers to meet the challenges of managing our Nation's coastal resources COP targets critical issues which exist in the Nation's estuaries, coastal waters, and Great Lakes COP translates its findings into accessible information for coastal managers, planners, lawmakers, and the public. Its aim is to create near-term and continuous improvements in environmental decisions affecting the coastal ocean and its resources.

**1607-04 Program Funding Database (New Item)**

Database is used to track progress and provide quick access on Coastal Ocean Research grants, proposals, and project information. The system contains. the proposal number, program element, proposal title, principle investigator's name and other identifying information, proposal status; areas of research, reviewer reporting sheet and budget information

**AUTHORIZED DISPOSITION:**

- A *Information within the System (data)*. Destroy three years following submission of the Final Financial Status Report associated with completion of the entire research project
- B *System Documentation* Destroy 6 months after system is terminated
- C *System Inputs* (Proposals received from research community (part of



Grants Working File 0000-02), Internet; telephone book (100-04)). Follow disposition instructions for related records

- E. D *System Outputs* (Printouts, Reports, Final Studies) Destroy 3 years after the calendar year in which the file was closed

**1601-01 Grants Working Files (New Item)**

Copies of information maintained for each grant and award made to support National Ocean Service (NOS projects). The original information for Grant Files is maintained in the Grants Management Office. Files include, but are not limited to: copies of the general announcement; Federal Register Notice, applications, assurances, and certifications; correspondence; evaluations and review reports, information related to the proposal or award process; site visit documentation; proposal negotiations, recommendations, and revisions, and financial and budgetary reports, both periodic and final

Files are maintained in hard copy and arranged by fiscal year and grant number

**AUTHORIZED DISPOSITION:** Recordkeeping paper copy: Destroy three years following the final financial status report

**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