

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-370-03-1	DATE RECEIVED 10-21-02
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Ocean Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION ORR		DATE 1-29-03	
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 10-10-2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NOAA Disposition Handbook Chapters 1605-1 through 1605-5 Please see attached		

NOAA/NOS
Office of Response and Restoration
Records Disposition Schedule

The Office of Response and Restoration (ORR) documents prevention and mitigation of risks to coastal habitats and resources from oil and hazardous material releases. Responsibilities include responses to oil and hazardous materials releases and providing support to the cleanup for spills occurring in U. S. coastal and navigable waters. ORR provides training and conducts research to improve the Nation's capabilities to respond more effectively to spill events.

1605-1 Incident Response and Waste Site Financial Records

The Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) established the Hazardous Substance Response Trust Fund (Superfund) to provide monies for the identification, prioritization, and remediation of the nation's uncontrolled hazardous waste sites. CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery from responsible parties of all response costs incurred by the Federal Government. The Oil Pollution Act of 1990 (OPA) provides recovery from responsible parties for oil discharge from vessels or facility into navigable waters or adjoining shorelines. Response costs generally include expenses for investigatory, cleanup, enforcement and administrative activities. Financial Documents include, but are not limited to, payroll, travel, contractor services, construction (in-house), supplies and equipment, indirect costs and administrative IAG Costs.

Authorized Disposition:

- A. *CERCLA Cases*: Cutoff after case is billed and payment received, then retire to off-site storage. Destroy 10 years after cutoff.
- B. *OPA cases*: Destroy 6 years after case is billed and payment received.

1605-2 Query Manager Databases (QM)

This system is applied to numerous watersheds around the country to increase coordination, and to make data available to other agencies and the public. The system contains spatial data on sediment (surface and subsurface) chemistry, tissue chemistry, and sediment toxicity. These data are used in many different ways to support decision-making in remediation and restoration.

Authorized Disposition:

- A. *Information within System (data)*: Delete when corresponding watershed project is no longer active, or when no longer needed for future research, whichever is later.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs (agency surveys and individual site investigations)*: If input information is duplicate to the official record, destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. Input records that serve as the official record should be retained as directed by the approved retention schedule for that series.

D. System Outputs (results of database query): Destroy when no longer needed for reference.

1605-3

Coastal Resource Coordinator Records

Responses to requests from EPA for comment or possible involvement as a Natural Resource Trustee Request might originate as e-mail or verbal requests, but more often as cover letters on a document asking for comment. Comments become part of the EPA Site File and are usually sent from the CRC regional offices to centralized storage in Seattle Mostly duplicate copies of Remedial Action Plans, Project Management Plans, notification from EPA of release, contractor reports, Records of Decisions, various reports and correspondence Information is indexed through an Electronic Inventory/Document Tracking System The tracking system captures document or memo names, author of document, recipients of document, who was copied, comments, type of document and location of document These data are used to find paper copies of memos or letters to agencies, and track time usage on specific projects.

Information should also be available at the corresponding EPA Regional Office.
(EPA Series #019: Administrative Records - Superfund Site-Specific)

Authorized Disposition:

Request and Comment Communications: Cutoff annually Destroy 5 years after cut-off

1605-4

HAZMAT Response Records

Case files relating to HAZMAT staff response to spills or other activities requested by the Unified Command Documents in a given case file will vary, depending on the magnitude of the spill, but may include: Response logs, One-page summaries, Daily Hotline (weather reports and other daily log information for higher priority responses, as well as providing a record of operational guidance received from the Unified Command), Information Management Reports, Safety/HAZMAT Human Hazard Analysis (compiled by Safety Office concerning possible human health and safety risk), and related documents Major spills exceed 10,000 gallons in inland waters or 100, 000 gallons in coastal waters.

Authorized Disposition:

- A. *Major Spills:* Permanent Cut off upon completion of cleanup, then retire to off-site storage Transfer to NARA 10 years after cutoff with their related finding aids
- B. *Medium and Minor Spills:* Cutoff upon completion of cleanup Destroy 20 years after cutoff -

Note: Some medium and minor case files may be worthy of permanent retention if they significantly document NOAA or ORR policy in discharge recovery or if they document spills in ecologically sensitive areas such as fishing or animal nesting

areas. These should be brought to the attention of NARA so they can be appraised and appropriate disposition authorized.

1605-5

Electronic Copies- All Offices

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records

Authorized Disposition:

Delete when recordkeeping copy is produced