

**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 Environmental Satellite, Data, and Information Services

3. MINOR SUBDIVISION  
NWS

4 NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5. TELEPHONE  
202-482-5958

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-370-03-8

DATE RECEIVED  
4-14-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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: 3-31-3      SIGNATURE OF AGENCY REPRESENTATIVE: *Annie Baker*      TITLE: Records Management Officer

| 7<br>ITEM<br>NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                | 9 GRS OR<br>SUPERSEDED<br>JOB CITATION | 10 ACTION<br>TAKEN (NARA<br>USE ONLY) |
|-----------------|---|--|---------------------------------------|
|                 | NOAA Disposition Handbook Chapter 1516<br>Please see attached |  |                                       |

*cc. Agency NA NAWMD NAWMW*

1516-01

**NRDA Post-Settlement Case Files**

Records of action performed to support or document Natural Resource Damage Assessment (NRDA) restoration activities. These activities include the design, implementation and monitoring of restoration projects. Records may include, but are not limited to, Restoration Plans, Feasibility Reports, permits clearances (NEPA, Eos, etc ), Federal Register notices, trustee council resolutions, consent decrees, MOU/MOAs, real estate documents, contracts, grants, monitoring plans, monitoring reports, technical review of monitoring reports, adaptive management decisions. Record formats may include paper, microfilm, photographs, and magnetic media such as videotapes.

**Authorized Disposition:**

- A. Recordkeeping Set: Temporary. Cut off at each phase of restoration or at milestone. Keep file in office until restoration is completed. Cut off file at each phase or milestone, keep in office one year, transfer to Federal Records Center as needed, if volume necessitates. Destroy 30 years after restoration is completed.
- 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 restoration is completed as part of the restoration project file. Destroy 30 years after restoration is completed. *Diazo copy*: Temporary. Destroy 90 calendar days after silver halide copy has been transferred to Federal Records Center.

1516-02

**NRDA Administrative Record Files – Post-Settlement**

Records selected by the National 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 the planning, implementation and monitoring of a restoration project. These records include, but are not limited to, Restoration Plans, Federal Register notices, consent decrees, MOU/MOAs, monitoring plans, monitoring reports, technical reviews of monitoring reports, adaptive management decisions.

**Authorized Disposition:**

- A. Official Record Set: Permanent Cut off when restoration project is completed. Transfer to Federal Records Center 2 years after cut off, or sooner if volume necessitates. Transfer to 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 repositories Destroy when no longer needed for DARP business