

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 <i>71-370-03-9</i>	DATE RECEIVED <i>4-14-03</i>
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE <i>202-482-5958</i>	DATE <i>10-6-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 4-11-3	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Chapter 100-20 Please see attached		

cf Agency NR, NWMW

100-20 Proposed and Final Regulations, Rule Making, and Policy Making Documentation

Case files detailing the history of regulations, rule making, policy development and the preparation for publication in the Federal Register or other such publications. These files include all background materials used in developing the regulation, rule or policy; correspondence relating to this development; public comments/minutes of public hearings and the Final Rule/Regulation.

Authorized Disposition

- A. Final Rule/Regulation: Cut off when policy or regulation is published. Transfer to the Federal Records Center 5 years after cutoff Destroy 20 years after cutoff
- B. Proposed/Not Passed Cut off when decision is made to no longer develop the regulation or policy. Destroy 5 years after cutoff.
- C. Drafts and Comments maintained in other offices providing input to originating office: Cut off when final decision is reached on proposed policy or regulation. Destroy 3 years after cutoff.
- D. Electronic copies created in word processing or electronic mail programs: Destroy 90 days after creating record keeping copy

Note: This entry supersedes the following entries in the NOAA Filing Disposition Handbook: 1504-14b, 1514-04, 1605-15 and 100-15 (the latter in terms of regulation reviews).

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SUPERSEDED