

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-370-04-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/23/2004</i>	
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION NOS			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE NUMBER 202-482-5958	DATE <i>1-3-05</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Cal</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 needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/18/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>		TITLE <i>Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		

General Series for NOS

This Schedule covers record series that are created, maintained and used in several offices within NOS but relate to specific programmatic areas.

1601-01 Software Created In-House (New Item)

Software created in support of the National Ocean Service. Supports program activities in the acquisition, manipulation, and use of data to create products

Authorized Disposition:

- 1 Software. Destroy three years after replaced with newer software or no longer used to process data
2. Manuals accompanying software Destroy three years after software is replaced with newer software or no longer used to process data.

1601-02 Grants Working Files (New Item)N1- 370-02-5

1601-03 Electronic Models and Expert Systems (New Item)

PC-based computer models and expert systems used in the evaluation, scoring, or interpretation of information or data in support of NOAA's mission. Expert systems are used to guide users through a process and assist them in reaching a decision, or to complete an application or other process.

Authorized Disposition:

- 1 Application software. Destroy when new version of software is successfully implemented
- 2 Source code: Destroy 6 months after a new version of software is successfully implemented
3. Data: Destroy 6 months after a new version of software is successfully implemented
- 4 Technical documentation (scientific basis on which the program is based) Destroy 6 months after system is terminated

1601-04 N1-370-02-5

1601-05 NOS Annual Operating Plan (AOP) Information Tracking Systems (New Item)

This system is used for production of the fiscal year AOP and quarterly reporting on milestone progress. The system contains NOAA Goals and Objectives, NOS Goals and Objectives, NOS Performance Measures and Milestones, Significant Issues and Accomplishments.

Authorized Disposition:

1. *Information within the system (data)*: Cut off at the Fiscal Year Destroy 3 years after cut off
2. *System Documentation*: Destroy 6 months after system is terminated.
3. *System Inputs* (NOAA Strategic Plan, NOAA Implementation Plans, NOS Strategic Plan, Annual budget information, Program Office Strategic Plans, Program Office Annual plans (100-11 and 100-12)) Follow disposition instructions for related records.
4. *System Outputs* (AOP and other administrative reports (100-11 and 100-12)). Follow disposition instructions for related records.

1601-06 Control Correspondence (CC) Tracking Systems (New Item)

This system is used to track official correspondence The system contains metadata on correspondence which is used for logging, cover sheet generation, tracking, and report generation

Authorized Disposition:

1. *Information within the system (data)*. Cut off at the end of the calendar year Destroy 3 years after cut off
2. *System Documentation*: Destroy 6 months after system is terminated
3. *System Inputs* (control sheets): Destroy after data has been verified within the system.
4. *System Outputs* (tracking reports (100-11 and 100-12)): Follow disposition instructions for related records

1601-07 Memorandum of Agreement (MOA) Tracking Systems (New Item)

This system is used to track the metadata of MOA, MOU (Memorandum of Understanding), and Interagency Agreements. The system includes metadata, which is used for tracking, cover sheet generation, and report generation

Authorized Disposition:

1. *Information within the system (data)*: Cut off at the end of the calendar year Destroy 3 years after cut off.
2. *System Documentation*: Destroy 6 months after system is terminated
3. *System Inputs* (agreements (200-18)) Follow disposition instructions for related records.
4. *System Outputs* (multiple reports). Destroy when no longer needed for reference.

1601-08 Reference Data Base (New Item)N1- 370-02-3