

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-370-07-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-21-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5. TELEPHONE NUMBER 202-482-5958	DATE 10/27/07	ARCHIVIST OF THE UNITED STATES <i>Alan [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 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 11/10/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		
<i>By 10/26/07 copies sent to Agency, NUNMD, NUNMW, NR</i>			

1605-03 Coastal Resource Coordinator Records

Responses to requests for comment or possible involvement as a Natural Resource Trustee Request can originate as e-mail or verbal requests, but more often as cover letters on a document asking for comment.

a. Comments on documents such as other-agency training manuals, emergency response plans, etc.

b. Comments made to EPA as part of CERCLA/Superfund become part of the EPA Site File and are usually sent from the CRC regional offices to centralized storage in Seattle. They consist chiefly of 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.

Note ORR emergency response plans/manuals should be filed with the NRDA project files to which they relate.

Authorized Disposition:

Request and Comment Communications Cut off annually Destroy 5 years after cutoff”