

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-370-07-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-28-07</i>	
1 FROM (Agency or establishment) National Oceanic & 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	4 TELEPHONE NUMBER 202-482-5958	DATE <i>6/23/07</i> 8/21/07	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>
5. 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/21/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1608 See attached		

Office of Coast Survey

Hydrographic Survey Division Chapter 1608 (NI-370-00-3)

Records Retention Schedule Revision

August 21, 2007

1608-01 Project Instruction Files No Change

1608-02 Project Planning and Coordination File No Change

1608-03 Survey Standard Files No Change

1608-04 Hydrographic Survey Data Files No Change

1608-05 Hydrographic Surveys (Smooth Sheet Files) Revision

1608-06 Hydrographic Descriptive Report Files and Field Revision

Examination Report Files

1608-07 Register and Indexes to Hydrographic Surveys No Change

1608-08 Automated Wreck and Obstruction Information System No Change

(AWOIS)

1608-09 Hydrographic Survey Index System (SURDEX) Revision

1608-10 Hydrographic Survey Data Information Extract (HYDEX) Delete

1608-11 Quality and Assurance and Control Files Delete

1608-12 Hydrographic Survey Meta Database (HSMDB) New item

1608-13 Hydrographic Survey Tracker New Item

Division Approval _____ Date _____

Jeffrey Ferguson

I am approving this document

2007.08 15 16 40 27 -04'00'

1608-10 HYDEX has been deleted because its function as an automated index and metadata database has been superseded by 1608-09 SURDEX and 1608-12 HSMDB respectively 1608-11 was deleted because the scanning of HSD hydrographic survey paper descriptive reports has been completed There is no longer any need to track the scanning

**NOAA/NOS
Office of Coast Survey
Hydrographic Surveys Division
Records Retention Schedule Revision
June 4, 2008**

1608-01	Project Instruction Files	No Change
1608-02	Project Planning and Coordination File	No Change
1608-03	Survey Standard Files	No Change
1608-04	Hydrographic Survey Data Files	No Change
1608-05	Hydrographic Surveys (Smooth Sheet Files)	Revision
1608-06	Hydrographic Descriptive Report Files and Field Examination Report Files	Revision
1608-07	Register and Indexes to Hydrographic Surveys	No Change
1608-08	Automated Wreck and Obstruction Information System (AWOIS)	No Change
1608-09	Hydrographic Survey Index System (SURDEX)	Revision
1608-10	Hydrographic Survey Data Information Extract (HYDEX)	Delete
1608-11	Quality and Assurance and Control Files	Delete
1608-12	Hydrographic Survey Meta Database (HSMDB)	New Item
1608-13	Hydrographic Survey Tracker	New Item

Division Approval

CHIEF HSD

Date

6/10/2008

Hydrographic Surveys The hydrographic survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment. Hydrographic surveys are conducted to determine the configuration of the bottoms of water bodies, especially as it pertains to navigation. This includes the detection, location and identification of wrecks and obstructions primarily through the use of side scan sonar and multi beam sonar technology. Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned. This information is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers.

1608-05 Hydrographic Surveys (Bathymetric Grids, Smooth Sheet Files and Wire Drag Supplements) Revision 4.

Excludes surveys covered under job NI-370-89-2). Formally approved manuscripts of hydrographic surveys, i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys

Authorized Disposition:

- ~~1. Recordkeeping copy (Linen/Mylar). Permanent. Transfer to NARA after verification of scanned image.~~
- ~~2. Digital image files (PDF, TIFF, working files): Transfer to NGDC and delete when no longer needed for reference or updating.~~
3. Digital data files (working files in various formats): Transfer to NGDC and delete when no longer needed for reference or updating.
4. Wire drag area, depth curves and tracings of supplemental information not on the original Smooth Sheet. Transfer to WNRC immediately. Destroy when no longer needed for business purposes.
5. Bathymetric Grids. Permanent transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.

Presigety approved

11-370-00-3

* " " "

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files Revision 2

(Supersedes 1608-09, NI-370-89-2)

Narrative reports describing the methods, conditions, control data and other information that supplements the approved hydrographic survey sheet (1608-05)

Authorized Disposition:

- ~~1. Record Keeping paper COPY Permanent Transfer to NARA with related survey(s) after verification of scanned image~~
2. Digital files. Permanent transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.

Previously approved

NI-370-89-2

1608-09 Hydrographic Survey Index System (SURDEX) Supersedes HYDEX 1608-10. Automated indexing system used with the National Ocean Service (NOS), Hydrographic Survey Division (HSD) for delineating the limits of over 13,000 individual hydrographic surveys. The SURDEX consists of unique hydrographic survey boundaries or polygons. These records are linked to Tracker and Hydrographic Survey Metadata Base.

Revision 1608-09 Description 1. 3. (in bold) deleted 5. System outputs (paper....)

Authorized Disposition:

1. Digital files. Permanent transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.
- ~~2. System documentation Transfer to NARA with each snapshot.~~
3. System Inputs (hydrographic survey boundaries and metadata from current hydrographic surveys (1608-05) **Delete when no longer needed for reference or updating.**
4. System outputs (paper, electronic) Destroy or delete when not needed for reference

GRS 20/11a(2)

1608-10 Hydrographic Survey Data Information Extract (HYDEX) *Delete 1608-10.*

1608-11 Quality Assurance and Control Files *Delete 1608-11.*

1608-12 Hydrographic Survey Metadata Database (HSMDB) (New Item) Supersedes HYDEX (1608-10). Searchable meta database for over 13,000 hydrographic surveys consisting of multiple relational tables.

Authorized Disposition:

1. Digital files: Internal working files. Destroy when no longer needed for business purposes.
- ~~2. System documentation: Destroy 6 months after system is terminated.~~
- ~~3. System Inputs (hydrographic surveys and descriptive reports, raw and processed survey data, logs and storage record transmittals). Apply appropriate schedule to each input.~~
4. System outputs (paper, electronic): Destroy or delete when not needed for reference.

GRS 20/11a(1)

1608-13 Hydrographic Survey Tracker (New Item) Supersedes HYDEX (1608-10) Spreadsheet style tracking of status of hydrographic survey as it moves through the pipeline from field survey through office processing to final registration as nautical chart source.

Authorized Disposition:

1. Digital files: Internal working files. Destroy when no longer needed for business purposes.
- ~~2. System documentation: Delete 6 months after system is terminated.~~
3. System inputs: (e-mails, telephone conversations, etc.) Delete when no longer needed For reference or updating.
4. System outputs (paper, electronic). Delete when no longer needed for reference.

GRS 20/11a(1)

National Geophysical Data Center (NGDC). NGDC has responsibility for posting the digital charts on the agency website.

NARA has accessioned more than 20,000 nautical charts, manuscript and published, from NOAA^{Century} and its predecessor, the Coast and Geodetic Survey. The charts date back to the early nineteenth^{Century} and form one of NARA's most valuable collections of cartographic records. As the textual records are no longer being created (though a small quantity remains on hand at HSD), chapter 1608 of the NOAA Filing-Disposition Manual has been updated to ensure the preservation of the digital data that provide the basis for the current electronic charts.

On October 30, 2007, Richard Smith of NWCS and I, accompanied by Annie Baker, the NOAA records officer, met with two HSD representatives, Dan Neumann, DA&CB Team Leader, and Tyrone Holt, Senior Vault Manager, to discuss the proposed changes to the existing schedule. As a result of this meeting, changes were made to Entry 1608-05 of the manual. On May 21, 2008, Brett Abrams of NWME and I, accompanied by Annie Baker, met with three HSD representatives, Jeffrey Ferguson, Deputy Chief of HSD, Crescent Moegling, and Dan Neumann. As a result of this meeting, changes were made to several entries for the electronic data relating to the surveys, and agreement was reached on transferring a snapshot of the permanent data to NARA every 10 years in accordance with 36 CFR 1228.270.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 1608-05 Hydrographic Surveys (Bathymetric Grids, Smooth Sheet Files and Wire Drag Supplements)

This entry includes the nautical charts in textual form (subitem 1) and digital images of those charts (subitem 2), both of which are crossed off because their disposition is unchanged from the current schedule (approved under Job No. N1-370-00-3). The remaining subitems represent series added to the current schedule.

- **Subitem 5 Bathymetric Grids**

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- High potential research value. The bathymetric grids have replaced the smooth sheets as the basic product of the surveying process. In other words, they are nautical charts in digital form. They have significant value for navigation purposes and for documenting changes in the marine environment over time.

Adequacy of Proposed Transfer Arrangements for permanent records: Appropriate

Media Neutrality: Not Requested

- **Subitem 3 Digital Data Files (working files in various formats)**

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value. This is the voluminous digital data that HSD processes to prepare the bathymetric grids that are proposed as permanent under subitem 5. The basic appraisal strategy for HSD data is to preserve the data processed and compiled for products like the nautical charts and descriptive reports (as well as related meta-data), rather than all the data gathered during the surveying process.

Adequacy of Proposed Retention Period for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Not Requested

- **Subitem 4 Wire drag area, depth curves and tracings of supplemental information not on the original Smooth Sheet**

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value. The wire drags are textual record that supplement the smooth sheets designated as permanent under subitem 1. Based on NARA's extensive experience referencing accessioned smooth sheets, Richard Smith and I concluded that the wire drags do not provide sufficient additional information of substance to warrant preservation.

Adequacy of Proposed Retention Period for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Not Requested

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files

This entry includes descriptive report and field examination report files in textual form (subitem 1), which is crossed off because the disposition is unchanged from the current schedule (approved under Job No. N1-370-00-3).

- **Subitem 2. Digital Files.**

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- High potential research value. The descriptive report and field examination report files supplement the hydrographic survey sheets covered by 1608-05. The digital files have replaced the textual records permanent under subitem 1. Experience with the accessioned holdings of this series has demonstrated that the records provide valuable background for researchers interested in specific surveys.

Adequacy of Proposed Transfer Arrangements for permanent records: Appropriate

Media Neutrality: Not Requested

Item 1608-09 Hydrographic Survey Index System (SURDEX)

Surdex has replaced the Hydrographic Survey Data Information Extract (HYDEX), which was used for archiving textual metadata information about hydrographic surveys. The data and system documentation for HYDEX (Item 1608-10 of the NOAA Filing Disposition Manual) were appraised as permanent under Job No. N1-370-00-3. Subitem 2 (System Documentation) is crossed off because GRS 20/11a(2) provides authority for preserving the records.

- **Subitems 1. Digital Files.**

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Related to other permanent records: Item 1608-05, Hydrographic Surveys, Subitems 1 and 5. This database references the boundaries of specific surveys and provides metadata from current surveys. The series is a critical tool for effectively referencing the surveys themselves and serves as the official registry of surveys..

Adequacy of Proposed Transfer Arrangements for permanent records: Appropriate

Media Neutrality: Not Requested

- **Subitem 3 and 4. System Inputs and Outputs.**

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value.

Adequacy of Proposed Transfer Arrangements for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Not Requested

Item 1608-12 Hydrographic Survey Metadata Database (HSMDB)

Subitem 2 (System Documentation) is crossed off because disposal authority is provided by GRS 20/11a(1). Subitem 3 (Inputs) is crossed off because disposition authority for each input is provided by other items in the schedule.

- **Subitems 1 and 4. Digital Files and System Outputs.**

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value. This database, like the Hydrographic Survey Index System (SURDEX, Item 1608-09), contains metadata. The HSMDB data takes the form of multiple relational tables. Dan Neumann of HSD stated that the two databases were similar in purpose if not in content. As SURDEX is the better established of the two, and Neumann believes the unique content of HSMDB eventually will be folded into SURDEX, SURDEX is designated as permanent, while HSMDB is not.

Adequacy of Proposed Transfer Arrangements for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Not Requested

Item 1608-13 Hydrographic Survey Tracker

- **Subitems 1, 3 and 4. Digital Files, System Inputs, and and System Outputs.**
Subitem 2 (System Documentation is crossed off because disposal authority is provided by GRS 20/11a(1).

Proposed Disposition: Temporary

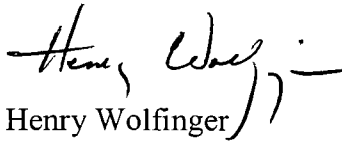
Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value. This system simply tracks the status of conducting and completing a hydrographic survey spreadsheet-style in terms of established work processes (i.e., from field survey through office processing to final registration as a nautical chart source).

Adequacy of Proposed Transfer Arrangements for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Not Requested



Henry Wolfinger
Life Cycle Management Division

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of 6/10/08

NOAA/NOS
Office of Coast Survey
Hydrographic Survey Division
Records Retention Schedule Revision
October 31, 2007

1608-01 Project Instruction Files	No Change
1608-02 Project Planning and Coordination File	No Change
1608-03 Survey Standard Files	No Change
1608-04 Hydrographic Survey Data Files	No Change
1608-05 Hydrographic Surveys (Smooth Sheet Files)	Revision
1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files	Revision
1608-07 Register and Indexes to Hydrographic Surveys	No Change
1608-08 Automated Wreck and Obstruction Information System (AWOIS)	No Change
1608-09 Hydrographic Survey Index System (SURDEX)	Revision
1608-10 Hydrographic Survey Data Information Extract (HYDEX)	Delete
1608-11 Quality and Assurance and Control Files	Delete
1608-12 Hydrographic Survey Meta Database (HSMDB)	New Item
1608-13 Hydrographic Survey Tracker	New Item

Division Approval *[Signature]* Date 3/17/08
DER. CHIEF, HSD

Hydrographic Surveys The hydrographic survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment Hydrographic surveys are conducted to determine the configuration of the bottoms of water bodies, especially as it pertains to navigation This includes the detection location and identification of wrecks and obstructions primarily through the use of side scan sonar and multibeam sonar technology Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned This information is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers

1608-05 Hydrographic Surveys (Smooth Sheet Files and Wire Drag Supplements) Revision 4

Excludes surveys covered under job NI-370-89-2) Formally approved manuscripts of hydrographic surveys, i.e, registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys

Authorized Disposition:

- 1 Recordkeeping copy (Linen/Mylar) Permanent Transfer to NARA after verification of scanned image
- 2 Digital Image files (PDF, TIFF working files) Delete when no longer needed for reference or updating Transfer to NGDC
- 3 Digital data files (working files in various formats) Transfer to NGDC
- 4 Wire drag area, depth curves and tracings of supplemental information not on the original Smooth Sheet. Transfer to WNRC immediately Destroy when no longer needed for business purposes

~~1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files Revision 2
(Supersedes 1608-09, NI-370-89-2)~~

~~Narrative reports describing the methods, conditions, control data and other information that supplements the approved hydrographic survey sheet (1608-05)~~

~~Authorized Disposition:~~

- ~~1. Record Keeping paper COPY Permanent Transfer to NARA with related survey(s) after verification of scanned image~~
- ~~2. Digital files. Transfer to NGDC.~~

~~1608-09 Hydrographic Survey Index System (SURDEX) Supersedes HYDEX 1608-10 Automated indexing system used with the National Ocean Service (NOS), Hydrographic Survey Division (HSD) for delineating the limits of over 13,000 individual hydrographic surveys. The SURDEX consists of unique hydrographic survey boundaries or polygons. These records are linked to Tracker and Hydrographic Survey Metadata Base~~

~~Revision 1608-09 Description 1. 3. (in bold) deleted 5. System outputs (paper)~~

~~Authorized Disposition:~~

- ~~1. Digital file. Retain for the life of the corresponding survey.~~
- ~~2. System documentation Destroy 6 months after system is terminated~~
- ~~3. System Inputs (hydrographic survey boundaries and metadata from current hydrographic surveys (1608-05) Delete when no longer needed for reference or updating.~~
- ~~4. System outputs (paper, electronic) Destroy or delete when not needed for reference~~

~~1608-10 Hydrographic Survey Data Information Extract (HYDEX) Delete 1608-10.~~

~~1608-11 Quality Assurance and Control Files Delete 1608-11~~

~~1608-12 Hydrographic Survey Metadata Database (HSMDB) (New Item) Supersedes HYDEX (1608-10). Searchable meta database for over 13,000 hydrographic surveys consisting of multiple relational tables.~~

~~Authorized Disposition:~~

- ~~1. Digital Data base files: Resides at NGDC. Web Browser login update~~
- ~~2. System documentation: Destroy 6 months after system is terminated.~~
- ~~3. System Inputs (hydrographic surveys and descriptive reports, raw and processed survey data, logs and storage record transmittals). Retain for the life of the corresponding survey.~~
- ~~4. System outputs (paper, electronic): Destroy or delete when no longer needed for reference~~

~~1608-13 Hydrographic Survey Tracker (New Item) Supersedes HYDEX (1608-10) Spreadsheet style tracking of status of hydrographic survey as it moves through the pipeline from field survey through office processing to final registration as nautical chart source.~~

~~Authorized Disposition:~~

- ~~1. Digital files: Internal working files. Destroy when no longer needed for business purposes.~~
- ~~2. System documentation: Delete 6 months after system is terminated.~~
- ~~3. System inputs: (e-mails, telephone conversations, etc.) Delete when no longer needed for reference or updating.~~
- ~~4. System outputs (paper, electronic) Delete when no longer needed for reference~~

Superseded
Version of
08/28/07

Hydrographic Surveys (NI-370-00-3)

The hydrographic survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment. Hydrographic surveys are conducted to determine the configuration of the bottoms of water bodies, especially as it pertains to navigation. This includes the detection, location and identification of wrecks and obstructions primarily through the use of side scan sonar and multibeam sonar technology. Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned. This information is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers

1608-05 Hydrographic Surveys (Smooth Sheet Files and Wire Drag Supplements)
(Supersedes 1608-07, 1608,

Excludes surveys covered under job NI-370-89-2). Formally approved manuscripts of hydrographic surveys; i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys. This also includes sheets with A, B, C etc suffixes that contain supplemental information not on the original Smooth Sheet with the same number, i. e. wire drag surveys, dragged area and depth surveys and corrections to the survey -

Authorized Disposition:

- 1 Recordkeeping copy (Linen/Mylar): Permanent Transfer to NARA after verification of scanned image
- 2 Digital Image files (PDF, TIFF working files): Delete when no longer needed for reference or updating. Transfer to NGDC
- 3 Digital data files (working files in various formats): Transfer to NGDC after the survey has completed all processing and is forwarded to the Mapping and Charting Division (MCD) for nautical chart application.

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files
(Supersedes 1608-09, NI-370-89-2)

Narrative reports describing the methods, conditions, control data and other information that supplements the approved hydrographic survey sheet (1608-05)

Authorized Disposition:

- 1 Recordkeeping paper copy Permanent Transfer to NARA with related survey(s) after verification of scanned image.
- 2 Digital files Transfer to NGDC after the survey has completed all processing and is forwarded to the Mapping and Charting Division (MCD) for nautical chart application.

1608-09 Hydrographic Survey Index System (SURDEX) Supersedes HYDEX 1608-10

Automated indexing system used with the National Ocean Service (NOS),

Version of
08/28/07 -

Superseded

Hydrographic Survey Division (HSD) for delineating the limits of over 13,000 individual hydrographic surveys. The SURDEX consists of unique hydrographic survey boundaries or polygons. These records are linked to Tracker and Hydrographic Survey Metadata Base.

Authorized Disposition:

1. Digital file Working files Retain for the life of the corresponding survey.
2. System documentation: Destroy 6 months after system is terminated
3. System Inputs (hydrographic survey boundaries and metadata from current hydrographic surveys (1608-05) Delete when no longer needed for reference or updating
4. System outputs (paper, electronic) Destroy or delete when not needed for reference

1608-10 Hydrographic Survey Data Information Extract (HYDEX) Delete 1608-10

1608-11 Quality Assurance and Control Files Delete 1608-11

1608-12 Hydrographic Survey Metadata Database (HSMDB) (New Item) Supersedes HYDEX (1608-10) Searchable meta database for over 13,000 hydrographic surveys consisting of multiple relational tables

Authorized Disposition:

1. Digital Data base files Resides at NGDC Web Browser login update.
2. System documentation. Destroy 6 months after system is terminated.
3. System Inputs (hydrographic surveys and descriptive reports, raw and processed survey data logs and storage record transmittals) Retain for the life of the corresponding survey.
4. System outputs (paper, electronic) Destroy or delete when not needed for reference

1608-13 Hydrographic Survey Tracker (New Item) Supersedes HYDEX (1608-10) Spreadsheet style tracking of status of hydrographic survey as it moves through the pipeline from field survey through office processing to final registration as nautical chart source.

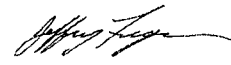
Authorized Disposition:

1. Digital files Internal working files Retain from beginning of data collection to registration as nautical chart source.
2. System documentation. Delete 6 months after system is terminated
3. System inputs. (e-mails, telephone conversations, etc.) Delete when no longer needed for reference or updating.
4. System outputs (paper, electronic) Delete when no longer needed for reference.

NOAA/NOS
Office of Coast Survey
Hydrographic Survey Division
Records Retention Schedule Revision
August 15, 2007

1608-01	Project Instruction Files	No Change
1608-02	Project Planning and Coordination File	No Change
1608-03	Survey Standard Files	No Change
1608-04	Hydrographic Survey Data Files	No Change
1608-05	Hydrographic Surveys (Smooth Sheet Files)	Revision
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1608-09	Hydrographic Survey Index System (SURDEX)	Revision
1608-10	Hydrographic Survey Data Information Extract (HYDEX)	Delete
1608-11	Quality and Assurance and Control Files	Delete
1608-12	Hydrographic Survey Meta Database (HSMDB)	New item
1608-13	Hydrographic Survey Tracker	New Item

Division Approval



Jeffrey Ferguson
I am approving this document
2007 08 15 16 40 27 -0400'

Date

Hydrographic Surveys

The hydrographic survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment. Hydrographic surveys are conducted to determine the configuration of the bottoms of water bodies, especially as it pertains to navigation. This includes the detection, location and identification of wrecks and obstructions primarily through the use of side scan sonar and multibeam sonar technology. Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned. This information is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers.

1608-05 Hydrographic Surveys (Smooth Sheet Files and Wire Drag Supplements)

(Supersedes 1608-07; 1608;

Excludes surveys covered under job NI-370-89-2). Formally approved manuscripts of hydrographic surveys; i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys. This also includes sheets with A, B, C etc. suffixes that contain supplemental information not on the original Smooth Sheet with the same number; i. e. wire drag surveys, dragged area and depth surveys and corrections to the survey.]

Authorized Disposition:

1. Recordkeeping copy (Linen/Mylar): Permanent. Transfer to NARA after verification of scanned image.
2. Digital Image files (PDF, TIFF working files): Delete when no longer needed for reference or updating. Transfer to NGDC.
3. Digital data files (working files in various formats): Transfer to NGDC.
4. Wire drag areas, depth areas, tracings.

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files

(Supersedes 1608-09, NI-370-89-2)

Narrative reports describing the methods, conditions, control data and other information that supplements the approved hydrographic survey sheet (1608-05).

Authorized Disposition:

1. Recordkeeping paper copy: Permanent. Transfer to NARA with related survey(s) after verification of scanned image.
2. Digital files: Transfer to NGDC. NESOS schedule?

1608-09 Hydrographic Survey Index System (SURDEX) Supersedes HYDEX 1608-10.

Automated indexing system used with the National Ocean Service (NOS), Hydrographic Survey Division (HSD) for delineating the limits of over 13,000 individual hydrographic surveys. The SURDEX consists of unique hydrographic survey boundaries or polygons. These records are linked to Tracker and Hydrographic Survey Metadata Base.

Authorized Disposition:

1. Digital file. Working files. Retain for the life of the corresponding survey.
2. System documentation: Destroy 6 months after system is terminated.
3. System Inputs (hydrographic survey boundaries and metadata from current hydrographic surveys (1608-05): Delete when no longer needed for reference or updating.
4. System outputs (paper, electronic): Destroy or delete when not needed for reference.

1608-10 Hydrographic Survey Data Information Extract (HYDEX) Delete 1608-10

1608-11 Quality Assurance and Control Files Delete 1608-11

-10
Transfer WARC
immediately.
destroy when
no longer
needed for
business
purposes

GIS system