

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 [Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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  Date 6/10/2008  
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 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.

*Previously approved*  
 All-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. *Previously approved NI-370-89-3*
2. Digital files. Permanent transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.

**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.~~ *GRS 20/11a(2)*
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 files: Internal working files. Destroy when no longer needed for business purposes.
- ~~2. System documentation: Destroy 6 months after system is terminated.~~ *GRS 20/11a(1)*
- ~~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.

**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.~~ *GRS 20/11a(1)*
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.