

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-370-08-1	
1. FROM (Agency or establishment) Department of Commerce		Date received 08-27-08	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Diving Center			
4. NAME OF PERSON WITH WHOM TO CONFER David A. Dinsmore, Director NOAA Diving Program			
5. TELEPHONE NUMBER 206-526-6705/6196		DATE 11/13/08	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
<b>6. AGENCY CERTIFICATION</b> 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 Government Accountability 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 8/27/08	SIGNATURE OF AGENCY REPRESENTATIVE Annie J. Baker <i>A. J. Baker</i>		TITLE Agency Records Officer 202-482-5958
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) Add 1805-10: NOAA Diving Center (NDC) Diver Training and Certification System		

# National Oceanic and Atmospheric Administration Diving Center (NDC)

## 1805-10 – NDC Diver Training and Certification System

### 1. DATABASE.

- These records are collected on individual divers by the NOAA Diving Center to track and verify diver certification. Records include training attended; test performance; test results; logs on dives performed; diver equipment status reports; and medical data needed for diver certification (but not medical records – those are maintained by the diver's physician and/or office).

- **DISPOSITION:** Records become inactive when a diver turns in his/her gear. Destroy after 75 years. **NOTE:** If diver is involved in serious accident or fatality, data files may become part of the Accident/Incident Investigation File.

### 2. INPUT.

*Disposal authorized by GRS 20/2a(4) & /2b*

~~Draft working copies, raw data, input forms, and other materials used solely as source data for database entries.~~

- **DISPOSITION.** Destroy after data has been input and are no longer needed for verification or validation of database entries.

### 3. REPORTS.

*Disposal authorized by GRS 20/16*

~~Convenience and Reference Reports.~~

- Periodic and ad-hoc reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

- **DISPOSITION:** Destroy when no longer needed.

~~Record and Case File Reports.~~

*File guidance – disposal authority not requested*

- Periodic and ad-hoc reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.

- **DISPOSITION:** Retain for the specified retention period of the case file or records where reports are filed.