

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

Job Number

NI-370-09-1

Date Received

4/15/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Office of Marine and Aviation Operations

3 Minor Subdivision

NOAA Dive Center

4 Name of Person with whom to confer

5 Telephone (include area code)

Patricia.Erdenberger@noaa.gov

301-713-3540 x 213

Date

Archivist of the United States

2/6/09

Adrian Thomas

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 now needed for the business of 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:

is not required is attached has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

Patricia B. Erdenberger

NOAA Records Management Officer

4/15/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Series 1805 Item 11 (Chapter 1805-11 NOAA RM Handbook) Diver Case File - Long Term Temporary See Attachment.		

NOAA Records Disposition Handbook
Chapter 1800
Draft Series Item 4/15/09

1805-11 Diver Case File

- A paper case file record is established for each individual diver containing training records, certifications, Letters of Reciprocity, medical records and CPR, First Aid and Oxygen Administration, Individual's Dive Logs, and a variety of mandatory forms. Required long term for business function purposes and to comply with multiple legal mandates and agency requirements, i.e. Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Subpart T, and NOAA Administrative Orders (NAO 209-123). This case file becomes inactive as divers leave the program, that point is when the diver turns in their equipment, and at times the case file may become active again as divers return to the program.
- Disposition for inactive file: Long term temporary. Once the case file record becomes inactive (diver is inactive) it can be transferred for storage to the Federal Records Center and retained for a period of 75 years and then destroyed.
- Disposition for superseded informational forms that hold no business process value: Retain as long as needed for business purposes, then destroy.