

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-370-87-1

DATE RECEIVED

4/23/87

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM *(Agency or establishment)*
 National Oceanic and Atmospheric Administration (NOAA)

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION
 Marine and Estuarine Management Division

3 MINOR SUBDIVISION
 Monitor Marine Sanctuary Division

4 NAME OF PERSON WITH WHOM TO CONFER

Reed M. Bohne

5 TELEPHONE EXT

202-673-5122

DATE

3/27/90

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

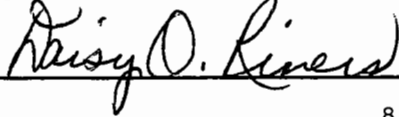
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

11/13/89

C SIGNATURE OF AGENCY REPRESENTATIVE



D TITLE

NOAA Records Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
*(NARS USE
ONLY)*

1.

Records relating to the discovery, preservation, scientific study, historic research, and archeological interpretation of the wreck of U.S.S. Monitor.

Textual Records

Correspondence and Other Records of the Monitor Project.

Correspondence, reports, studies, memorandums, abstracts, and other records relating to the establishment and subsequent administration of the Monitor Marine Sanctuary. Arranged by agency or institution.

DISPOSITION: Permanent. Start a new file each year. Transfer to the National Archives in 5 year blocks when 30 years old, subject to NOAA's certification that the records must be retained in use in conduct of the regular current business of the agency.

The permanent records series described in this job are deposited at the Mariners' Museum in Newport News, Virginia. A copy of the series descriptions for the records is available at the National Archives. In the event that the deposit agreement between NOAA and the Mariners' Museum is terminated the records will be physically transferred to the National Archives. National Archives personnel shall have the right

1. Correspondence and Other Records of the Monitor Project
(Cont'd).

to inspect the Monitor Marine Sanctuary records on deposit with the Mariners' Museum whenever it deems such inspection necessary. Additional areas of mutual concern between NOAA and the National Archives will be jointly developed through a memorandum of understanding.

2. NOAA Subject File Relating to the U.S.S. Monitor.

Proposals, reports, contracts, and other records maintained by the NOAA Sanctuary Programs Division relating to the Monitor and the Monitor Marine Sanctuary. Arranged by subject under NOAA Filing Code 2004.

DISPOSITION: Permanent. Start a new file each year. Transfer to the National Archives in 5 year blocks when 30 years old, subject to NOAA's certification that the records must be retained for use in the conduct of the regular current business of the agency.

The permanent records series described in this job are deposited at the Mariners' Museum in Newport News, Virginia. A copy of the series descriptions for the records is available at the National Archives. In the event that the deposit agreement between NOAA and the Mariners' Museum is terminated, the records will be physically transferred to the National Archives. National Archives personnel shall have the right to inspect the Monitor Marine Sanctuary records on deposit with the Mariners' Museum whenever it deems such inspection necessary. Additional areas of mutual concern between NOAA and the National Archives will be jointly developed through a memorandum of understanding.

3. Historical Reference File

Secondary copies of correspondence, monographs, articles, correspondence, reports, illustrations, and other records relating to the historical background and current site administration and activity in the Monitor Marine Sanctuary, as well as background on the vessel itself. Arranged by subject.

3. Historical Reference File (Cont'd)

DISPOSITION: A. Subject headings "log copies of research expeditions" and "operations manuals." Permanent. Transfer to the National Archives in 5 year blocks when 30 years old, subject to NOAA's certification that the records must be retained for use in the conduct of the regular current business of the agency.

DISPOSITION: B. Other subject headings not described in A above. Destroy in agency space when no longer needed.

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4. Correspondence and Other Records of Edward M. Miller

Correspondence, reports, monographs, abstracts, articles, and other records relating to the U.S.S. Monitor. As a midshipman at the U.S. Naval Academy, Miller became interested in the Monitor and began an interdisciplinary study of the ship and its possible location. Miller gave these records to the Monitor project which now considers them part of the Federal records relating to the Monitor, predating NOAA's involvement with the Marine Sanctuary. This is a closed records series of approximately 2 cubic feet.

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old, subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

4. Correspondence and Other Records of Edward M. Miller (Cont'd)

The permanent records series described in this job are deposited at the Mariners' Museum in Newport News, Virginia. A copy of the series descriptions for the records is available at the National Archives. In the event that the deposit agreement between NOAA and the Mariners' Museum is terminated, the records will be physically transferred to the National Archives. National Archives personnel shall have the right to inspect the Monitor Marine Sanctuary records on deposit with the Mariners' Museum whenever it deems such inspection necessary. Additional areas of mutual concern between NOAA and the National Archives will be jointly developed through a memorandum of understanding.

Audiovisual Records

5. Slide Transparencies

Color and black and white slides of expeditions and research work on the Monitor, including surface activity, pictures of equipment, underwater pictures of the wreck, and artifact recovery and treatment. Arranged by institution administering the diving expedition and expedition year.

DISPOSITION: Permanent. Transfer to the National Archives 30 years after the conclusion of the expedition subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

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6. Video Tapes

Underwater video tape recordings of the wreck of the Monitor and activities around it, together with accompanying descriptive logs, if any. Arranged by expedition year and dive number.

6. Video Tapes (Cont'd)

DISPOSITION: Permanent. Transfer to the National Archives 30 years after the conclusion of the dive subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

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7. Photographs

Photographic prints, both black and white and color, with accompanying negatives, of subjects relating to the U.S.S. Monitor and the Monitor Marine Sanctuary. Arranged by subject, usually within the context of an expedition dive or other activity.

DISPOSITION: Permanent. Transfer to the National Archives 30 years after the conclusion of the expedition or activity, subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

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8. Motion Picture Film

Outtakes, unedited and edited work prints, trims, and projection prints of films relating to the U.S.S. Monitor and the Monitor Marine Sanctuary.

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

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9. Audio Tapes

Tapes of meetings of the Monitor Technical Advisory Committee and the Monitor Research Council. Arranged by date of meeting.

DISPOSITION: A. Transcriptions. Permanent. Transfer to the National Archives when 30 years old subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.

B. Tapes. Erase for reuse when transcription is made and verified.

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