


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-370-89-2</b>	DATE RECEIVED <b>5/4/89</b>
1 FROM <i>(Agency or establishment)</i> <b>Department of Commerce</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>National Oceanic and Atmospheric Administration</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <b>National Ocean Service</b>		DATE <b>5/11/89</b>	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER <b>Dale Westbrook</b>	5 TELEPHONE EXT. <b>443-8232</b>		
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 1 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 <b>5/4/89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>NOAA Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Historic Hydrographic, Topographic, and Photogrammetric Surveys and Descriptive Reports documenting water depth, shorelines, and adjacent land areas of the United States (including the Great Lakes).</p> <p>DISPOSITION: <u>Permanent</u>. Transfer to the National Archives in accordance with the provisions of the Memorandum of Understanding between the National Archives, Office of the National Archives and the National Oceanic and Atmospheric Administration, National Ocean Service, Charting and Geodetic Services (copy attached).</p>		

MEMORANDUM OF UNDERSTANDING  
FOR THE  
PRESERVATION OF HISTORIC HYDROGRAPHIC  
TOPOGRAPHIC, AND PHOTOGRAMMETRIC SURVEYS  
AND THEIR DESCRIPTIVE REPORTS

BETWEEN THE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF THE NATIONAL ARCHIVES  
CARTOGRAPHIC AND ARCHITECTURAL BRANCH  
AND THE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL OCEAN SERVICE  
CHARTING AND GEODETIC SERVICES

I. PURPOSE AND SCOPE

This Memorandum of Understanding (MOU) is between the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), Charting and Geodetic Services (C&GS), and the National Archives and Records Administration (NARA), Office of the National Archives (NN), Cartographic and Architectural Branch (NNSC).

The purpose of this MOU is to ensure the preservation of thousands of historic NOS hydrographic, topographic, and photogrammetric surveys and their accompanying Descriptive Reports (DR) in perpetuity for the people of the United States of America. These documents are recognized to be a unique and significant part of our national heritage. They provide historical marine geographic change data, provide information for resolution of litigation, and constitute significant research documents.

All such surveys more than 50 years old (over 13,000) presently stored by NOS-C&GS in Riverdale, Maryland, will be transferred by NOS-C&GS, through the NOAA Records Officer, to NNSC.

II. Background

NOS planetable topographic and, in later years, photogrammetric surveys of the coastal area, and hydrographic surveys of the adjacent waters have been in progress for the production and maintenance of nautical charts since 1834. Consequently, over 26,000 individual NOS surveys are on file in the NOS vault, Riverdale, Maryland.

A large percentage of these surveys are accompanied by a Descriptive Report (DR) which provides additional information about the survey mainly of interest to the chart compiler. Copies of the surveys and DR's are available to the public and other government agencies as needed.

In addition to the above, 2,364 hydrographic surveys of the former U.S. Lake Survey (USLS) District, Corps of Engineers, covering the Great Lakes and connecting waterways, were transferred to NOS in 1970. The waters of the Great Lakes are now a part of NOS' charting responsibilities. The USLS was officially established in 1841; however, some of the early surveys in the file were accomplished by the U.S. Army Corps of Topographic Engineers, a predecessor of the USLS. The USLS surveys are not accompanied by DR's.

For studies of water depth, the hydrographic surveys (identified by a number with the prefix "H-", "FE-", or "1-") should be referred to. For studies of the shoreline and adjacent land areas, topographic surveys or photogrammetric shoreline maps (identified by a number with the prefix "T-" or "TP-") should be used.

All of these surveys and DR's, taken together, represent a unique and comprehensive record of the coastline and adjacent waters of the United States, its territories, and possessions. The surveys portray conditions existing at the time of the survey and provide, in many areas, a detailed record of the changes that have occurred from both natural and man-made causes.

Copies of the surveys are used extensively by the public, states, and other agencies of the Federal Government for research, engineering, and development purposes. Also, the surveys are often referred to in property disputes where a shoreline represents a boundary and certified copies are frequently presented as evidence in the courts.

As a result of a 1975 study of the holdings in the NOS vault, NOAA concluded that NOS surveys 50 years old and older would be transferred to the National Archives after NOS had obtained suitable negatives of the surveys. Now that the 210 mm negatives have been made for virtually all of the survey sheets, NOS can begin transfer of the older surveys to the National Archives.

NARA is the official repository of the permanently valuable records made or accumulated by the Federal Government and is responsible for preserving those records and making them available to government officials, scholars, and the general public.

Upon transfer of the surveys to NNSC, as standard procedure, NOS shall initially rely on the negative on file, or a full-scale photographic enlargement of the negative, to satisfy the above needs. In instances where this standard procedure will not meet NOS requirements, the original surveys will be made available to NOS on loan from NNSC. The frequency and duration of these loans will be monitored during the course of this MOU to ascertain if either of the parties is experiencing difficulties in performing its responsibilities.

One of the reasons often voiced in the past against the transfer is the fact that many of the NOS surveys older than 50 years are actively charted as basic source data for published charts. As a result, these prior surveys may be used for new chart construction, in comparisons with recent surveys to determine if the prior surveys have been adequately superseded, and before upcoming survey projects to identify those features which require special investigation. The older surveys and their records are also examined in the wake of ship groundings and/or sinkings in instances where litigation may be instituted against the Government. In order to correlate the plotted data on a survey sheet with the survey records, the original survey, not a copy, is required because the small, color-coded position numbers are not identifiable on a copy. NOS now agrees that these objections can be overcome.

NOAA and NOS personnel visited NARA-NNSC in Alexandria, Virginia, on November 17, 1988. After touring the facility and being briefed on the new methods and equipment being used, the NOAA-NOS visitors were very favorably impressed with NNSC's present capabilities and the definite interest of NNSC personnel in obtaining and properly preserving the historic NOS surveys.

At this time, both parties to this MOU believe transfer to the National Archives is in the best interest of the Government, and these arrangements will prove to be workable.

### III. RESPONSIBILITIES OF AGENCIES

1. The National Ocean Service agrees to:
  - a. Ensure that 210 mm negatives of the hydrographic and topographic surveys and microfiche of the DR's are on hand in NOS before transferring the originals to NNSC. (NOTE: DR's do not exist for many of the early NOS surveys, nor do they exist for any of the USLS surveys).

- b. Properly prepare appropriate transfer documentation which will include GSA Standard Form 115, Request for Records Disposition Authority and GSA Standard Form 258, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States.
- c. By April 28, 1989, begin transferring original surveys and DR's to NNSC, through the NOAA Records Officer, starting with USLS hydrographic survey 1-1 (1834) and ending with 1-1796 (1940). Physical transfers shall be at least monthly, at an initial transfer rate of no less than 50 surveys per week. This rate can be increased if mutually agreeable to both parties.
- d. Provide for shipment of survey documents from the NOS vault in Riverdale, Maryland, to NNSC in Alexandria, Virginia.
- e. Make an initial spot check of the NOS survey and DR files at NNSC after the first 100 surveys of each type (1-, T-, and H-) have been processed by NNSC. Thereafter, an inspection trip to NNSC will be made at least annually to ensure the satisfactory preservation of the records.
- f. After the USLS hydrographic surveys have been transferred, begin transferring NOS topographic surveys and DR's starting with T-1 (1834) and ending with T-6819 (1940).
- g. After the topographic surveys have been transferred, begin transferring hydrographic surveys and DR's starting with H-44 (1834) and ending with H-6612 (1940); then starting with FE-1 (1934) and ending with FE-28 (1940). (NOTE: Surveys H-1 through H-43 were accomplished after 1834).
- h. Continue to furnish copies (certified when requested) of surveys and DR's to the public and other government agencies for the cost of reproduction, using the 210 mm negatives and DR microfiche.
- i. Refer persons to NNSC in cases where non-NOAA individuals desire to examine original surveys and/or DR's that have already been transferred to NNSC. NOAA personnel will also be referred to NNSC when NOS-C&GS does

not elect to recall the original survey.

- j. Set up appropriate procedures for borrowing and viewing surveys. In cases where NOS-C&GS elects to recall an original survey and/or DR which has already been transferred to NNSC, the Chief, Data Control Section C&GS, will make the necessary arrangements to borrow the survey and/or DR through the NOAA Records Officer. When received, the document(s) may be viewed in the Chief, Data Control Section, workspace, or the document(s) may be signed out to the requester at the discretion of the Chief, Data Control Section.
  - k. Pick up and return loaned surveys and DR's.
2. The Office of the National Archives agrees to:
- a. Receive the initial 100 surveys by May 12, 1989 and subsequent monthly transfers at such a rate that all the records will be received prior to September 1994.
  - b. Receipt for all surveys received on GSA Standard Form 258, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States, and forward a copy to C&GS.
  - c. Make professional judgements on the preservation needs of the individual records. Perform necessary conservation treatment on individual records to ensure they are well preserved. Arrange and describe the records as needed to ensure their provenance and to ensure efficient accessibility and preservation storage.
  - d. After the first 100 surveys and DR's of each type (1-, T-, and H-) have been processed, inform C&GS so a date and time can be set up for C&GS to make an inspection of those surveys.
  - e. Make surveys and DR's available to the public and other government agencies and provide suitable layout space for viewing these documents at NNSC.
  - f. Loan surveys and DR's to NOS (Chief, Data Control Section) upon request of NOAA's Records Officer. (Surveys will be available

for pickup 1 work day after the request is received by NNSC.)

#### IV. OTHER PROVISIONS

All obligations expressed or implied by this MOU are contingent upon the participating agencies receiving adequate funding to carry out their respective obligations. No funds are expected to be transferred between the participating agencies to effect this MOU.

Nothing herein is intended to conflict with current NOAA or NARA directives or applicable law. If the terms of this MOU are inconsistent with existing directives or with applicable law pertaining to either of the agencies entering into this MOU, then those portions of this MOU which are determined to be inconsistent shall be invalid. The remaining terms and conditions of this MOU not affected by inconsistency shall remain in full force and effect.

Should disagreement arise as to the interpretation of the provisions of this MOU, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be reduced to writing by each agency and presented to the other agency for consideration at least 30 days prior to forwarding to respective higher authority for resolution.

Should a survey or DR become lost or damaged by either party to this MOU, no legal liability shall accrue to either party. However, a short report explaining the circumstances shall be written within 30 days of the loss or damage, and a copy provided to both parties. Suitable procedures shall be instituted to prevent recurrence. A full-scale copy will be made from the backup negative or microfiche to replace the lost or damaged original.

#### V. TERM OF AGREEMENT

This MOU is effective on the date of approval by both authorized representatives of the agencies involved. Each party will seek to settle outstanding disagreements through negotiation.

Either party may terminate the MOU by giving 30 days written notice to the other party. Cause of termination should be made known and discussed prior to final action taken by either party. A simple revision of the existing document may be suggested and agreed upon any time during the life of the MOU.

This MOU will automatically terminate 5 years from its effective date. At that time, both parties shall consider

the feasibility of and need for continuance. If continuation is desired by both parties, the MOU will be reviewed to ensure its currency, and a new MOU will be drafted, negotiated, and submitted for approval.

National Oceanic and  
Atmospheric Administration  
National Ocean Service

National Archives and  
Records Administration  
Office of the National  
Archives

*Wesley V. Hull*  
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Charting and Geodetic Services

*Trudy H. Peterson*  
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Dr. Trudy H. Peterson  
Assistant Archivist  
Office of the National  
Archives

*April 24, 1989*  
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Date

*March 31, 1989*  
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Date