

1603 OCEANOGRAPHIC FILES

These files contain information and data from oceanographic surveys which include tides, water levels, (Great Lakes), surface water temperature and density.

- *1603-01 *Currents Processed Data Files.
This file consists of current data tabulated on forms, plotted on graphs, and stored on electronic media (magnetic tapes, optical disks, floppy disks, etc.). Includes all supporting documentation.*
- *Information has archival and historical value and requires permanent retention. Retain information in Federal Records Center. Retain copy of appropriate information on optical storage media in operating office for reference.*
- *1603-02 *Water Salinity, Temperature, Density, and Pressure Data Files; and Meteorological Data Files. This file consists of data parameters tabulated on forms, plotted on graphs, and stored on electronic media. Includes all supporting documentation.*
- *Information has archival and historical value and requires permanent retention. Retain information in Federal Records Center. Retain copy of appropriate information on optical storage media in operating office for reference.*
- *1603-03 *Tide, Current, and Oceanographic Predictions and Simulations. Data and information records relative to tide and current prediction tables, circulation atlases, and numerical model simulations.*
- *Prediction tables and circulation atlases have archival and historical value. Transfer source documents to National Archives. Retain copies of prediction products in operating office for reference.*

- *1603-04 *Technical Information Products. Files relative to information products and services, including science and technology transfers, technical reports and memoranda, circulation survey reports, and all information having litigation value.*
- *Retain in operating office for 20 years; then transfer to Federal Records Center for an additional 20 years; then destroy.*
- *1603-05 Tides and Currents Harmonic Analyses files. Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center for 10 additional years. Then destroy.*
- *1603-06 Tides, Harmonic Constants Reduction files. Computation sheets used to determine the tide non-harmonic constants from the harmonic constants.*
- *Retain in digitized format in operating office.*
- *1603-07 Leveling Data File Station files. Data observed and compiled in connection with the establishment of and determination of elevation of bench marks at tide stations.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *1603-08 Tide Observation Record files. Automated tide gage records in various forms. These records indicate in continuous graphic form the tide heights with respect to time. Also, tide staff reading field data.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*

- *1603-09 Index to Tide files. Documents listing the name of the station, latitude and longitude, length of series, etc., indicating the records that are available for each tide station.*
- *1603-10 Processed Tide Data files. The data in these files are arranged by tide stations, and consists of three components: (1) comparative readings, (2) high and low waters, and (3) hourly heights. These data are used for further internal work and for answering inquiries.*
- *1603-11 Bench Mark Processed Data files. This file consists of summarized and computed data relating to bench marks at tide stations and includes several types of records, including the designation, description, observed elevation, and the time the elevation was determined.*
- *1603-12 Surface Water Temperature and Density files. Files of daily recordings of outdoor air temperatures of outdoor air and density readings.*
- *Digital Database.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *Retain information in Federal Record Center for 5 years then destroy. Retain copy of appropriate information on database in operating office for reference and answering inquiries.*

- *1603-13 Monthly Surface Water Summary Files. Summaries of monthly means and monthly highest and lowest surface water temperatures and density.*
- *Information has archival and historical value and requires permanent retention. Retain information in Federal Record Center. Retain appropriate information on database in operating office for reference and answering inquiries.*
- *1603-14 Bench Mark Information Tide Station Files. Files of this data are used in connection with the computation of bench mark elevations and published of bench mark information, superseded bench mark and dropped from published list bench mark information.*
- *Information has archival and historical value and requires permanent retention. Retain information in Federal Record Center. Retain copy of superseded and dropped from published list bench mark information in database in operating office for reference and answering inquiries.*
- *1603-15 Index to Water Level files. Files listing the name of the station, latitude and longitude, length of series, etc., indicating the records that are available for each water level station.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *1603-16 Processed Water Level Data files. The data in these files are arranged by water level stations and consist of hourly heights by months with instantaneous or hourly maximum-minimum stages and time-date occurrence.*
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *1603-17 Bench Mark Processed Data files. This file consists of summarized and computed data relating to bench marks and water level stations, and includes several types of
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*

records, including the designation, description, observed elevation, and the date the elevations were determined.*

- *1603-18 Monthly Mean Diversions in The Great Lakes System Above Cornwall, Ontario files. This file consists of data collected from various agencies, and tabulated on a two page annual form, and updated monthly for distribution.
- *Retain in operating office for 10 years. Then transfer to Federal Records Center. Records have archival and historical value.*
- *1603-19 Tidal Publications/Manuals/ Reports. Files and records relating to the issuance of technical oceanographic Publications. Documents include manuscript clearance, editing, publication, and distribution of reports, journal articles, project descriptions and other related material.*
- *Retain case files in operating office for 5 years after publication. Then transfer to Federal Records Center for an additional 5 years. Then destroy. Retain file copy of each publication for 5 years to provide for reprints. Provide one copy of each publication to the NOAA Library for reference. Provide records set of each publication to National Archives for permanent retention.*
- *1603-20 Ancillary Environmental Data. These files include tide measurements, surface water temperature and density, wind velocity and other types of data recorded on the New Generation Water Level Measurement System (NGWLMS).*
- *Files are maintained on digital database.*
- *1603-21 Tide Data Tabulations. Files of tide tabulations which include comparative
- *Retain a master copy in security file in Federal Record Center. Retain a duplicate in microfiche storage media in

readings, times and heights of high and low waters and hourly heights are on a microfiche copy, duplicate and master.*

operating office for reference and answering inquiries.*

- *1603-22 Tide Information for Hydrographic Survey
Files of tidal information used for hydrographic surveys include tidal zoning, gauge location, times of hydrography, tide note including datum values used in the reduction of soundings.*
- *Information has archival and historical value and requires permanent retention. Information transferred to Federal Record Center every five years for retention. Retain copies of appropriate information on optical storage media in operating office for reference.*
- *1603-23 Operational/Technical Correspondence.
Technical correspondence files related to data requested invoices. Operational files and memos include standard operational procedures.*
- *Retain copy of technical correspondence information in hard copy format and destroy after 3 years. Retain operational materials for 5 years. Then transfer to Federal Records Center for permanent retention.*
- *1603-24 Monthly Mean Summaries of National Water Level Observation Network (NWLON) Tide Data. These files include hard copies of the NWLON summaries of the monthly and yearly means of the tidal datums and related tidal parameter.*
- *Information has archival and historical value and requires permanent retention. Retain information in Federal Record Center. Send to National Archives after 10 years. Retain copies in database in operating office for reference and answering inquiries.*
- *1603-25 Hourly, Daily, Monthly and Annual Water level Data files. Published water level data from stations in the Great Lakes.*
- *Records have archival and historical value. Retain in Federal Records Center.*
- *1603-26 Leveling Record - Water Level Station files. Data observed and compiled in connection
- *Records have archival and historical value. Retain in Federal Records Center.*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK
1604 MARINE CHARTING AND MAPPING FILES

These files cover the development of plans and technical requirements for marine mapping, the processing of marine cartographic data, and the compilation of nautical charts, marine maps and related publications.

- 1604-01 Requirements and Planning files.
Documents relating to the development of plans and schedules for marine charting projects. Includes "action request" documents from external parties for new or revised chart coverage, and requests for hydrographic surveys as related to nautical charting.
- *Retain in operating office for 10 years. Then transfer to Federal Records Center for an additional 10 years. Then destroy.*
- 1604-02 International Hydrographic Technical Standards files.
Documents pertaining to international rules, resolutions, and proposals on hydrographic activities, technical standards, and procedures. Includes the agency's set of international issuances and related reviews, comments and input on technical or operational matters. See 602 for files which document policy determinations or participation in international meetings or conferences. See 604 for international technical assistance files.
- *Retain standards until superseded or obsolete. Update as appropriate.*

- 1604-03 Marine Mapping Contract files.
Contracts for marine map compilation including specifications which define and control the contractor's work.
- *Transfer inactive and completed case files to Federal Records Center for 10 years then review for further retention.*
- 1604-04 Chart Number Identification files.
Documents created in the determination and application of numbering systems for nautical charts and marine maps. Includes superseded numbering systems.
- *Retain this operational history file permanently in charting office.*
- 1604-05 Chart History files.
Documents identifying all chart letters (1604-06), blueprints (1604-07), Notices to Mariners (1604-08), and other sources used in the compilation of a chart edition.
- *Retain this operational history file in charting office.*
- *1604-06 Chart Letter files.
Correspondence and other letter-size source revision documents used in the compilation of a chart edition. These sources of revision information are indexed or noted on the nautical chart source standards.
- *Retain chart letters files for 7 years. Then microfilm for permanent retention.
- Nautical chart automated information system.*
- *Retain data in state-of-the-art format system.*

- *1604-07 Chart Blueprint files. Graphics, engineering drawings, and diagrams providing revision data used in the compilation of a chart edition. Areas covered by the blueprints are outlined and noted on the nautical chart source standards.
- Nautical chart automated information system.*
- *Retain blueprint record files in office. Microfilm for permanent retention.*
- *Retain data in state-of-the-art format system.*
- *1604-08 Notice to Mariners files. Navigation safety publications provided by the U.S. Coast Guard Districts and Defense Mapping Agency, and annotated by NOS for compiling new aids to navigation information on a chart edition. The publications used are noted on the Drawing/Aid Proofs of each chart edition.*
- *Retain as needed to complete history record of charting changes.*
- 1604-09 Bridge and Cable Clearance files. Reports used for charting clearances of bridges and cables passing over waterways that are charted with appropriate navigational data. Information is provided by the U.S. Coast Guard, Corps of Engineers, and occasionally other sources.
- *Retain data for permanent reference. Microfilm for vital records protection.*

- *1604-10 Nautical Chart Source Standards files. Copies of nautical charts annotated with source revision documents or other sources for use in compilation of a chart edition.*
- *Transfer source documents to Federal Records Center for permanent retention. Update microfilm files annually.*
- *1604-11 Drawing/Aid Proof files. Maintenance drawings showing all revisions made to a chart edition, including changes in aids to navigation (buoys, lights) and other chart features.*
- *Retain work in process source documents. Update microfilm annually.*
- 1604-12 Coast Pilot Revision files. Documents which provide new nautical data for corrections or revisions to Coast Pilots. Includes field inspection reports, correspondence, and related source documents. Extracted pages from Coast Pilots are annotated with revision information and/or indexed to source revision documents.
- *Update microfilm annually.*
- 1604-13 Reproduction Proof files. Film positives of chart negatives, proof copies, and similar media used for review prior to printing.
- *Retain on-going record of charts in progress and going forward until replaced by current edition.*

- 1604-14 Published Map and Chart (Record Set) files. One record copy of each edition of every nautical chart, bathymetric map, and special purpose map compiled and printed by the agency. *Transfer record set to National Archives for permanent retention.*
- 1604-15 Coast Pilot (Record Set) files. One record copy of each edition of every Coast Pilot compiled and printed by the agency. These provide textual navigation information that supplements the graphic data on nautical charts. *Transfer record set to National Archives for permanent retention. Microfilm office reference set and dispose of copies.*
- 1604-16 Geographic Names files. Documents on geographic names, including reports, maps with new names, narrative reports of name changes or recommendations, and indexes to sources for names. *Microfilm this vital records file and place off site. Transfer non-current file of field investigations to Federal Records Center. Retain for 30 years. Then destroy.*
- 1604-17 Geographic Names Standards files. Charts annotated with the latest revisions and corrections to geographic names approved by the U.S. Board on Geographic Names. *Retain active case files in operating office. Transfer inactive case files to Federal Records Center for 50 years.*
- 1604-18 Bathymetric Computation Records. Records comprise survey and plot data on automated media and field plots of verified survey data.* *Retain on state-of-the-art media for archival reference use.*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK
1605 AERONAUTICAL CHARTING AND RELATED FILES

Navigation and airspace information needed for the construction and maintenance of aeronautical charts and related publication.

- *1605-01 Aeronautical Facilities History files. Documents on air navigational aids, air/ground communications, airports and flight hazards for areas covered by aeronautical charts and publications. *Retain permanently at Riverdale Facility.*
- *1605-02 Compilation History of Chart Supplement files. Compilation documents and supporting papers, such as source data, computations of official bearings, and distance information which is pertinent to charts.* Retain in operating office for 10 years. Then transfer to Federal Records Center for permanent retention.*
- *1605-03 Maintenance of Chart Supplements files. Documents pertaining to changes to aeronautical informatin and tabular data as required for the production of supplemental publications.* Retain in operating office for 4 years. Then destroy.*
- *1605-04 Specifications and Policy Correspondence files. Documents planning, directing, and evaluating the construction and maintenance of aeronautical charts and related publications.* Retain in operating office for 10 years. Then transfer to Federal Records Center for permanent retention.*

- *1605-05 Compilation History files of Communication Tabs for EnRoute Navigation Charts.
Documents relating to charts of air routes in specific areas that shows the exact location of electronic aids to navigation, such as radio-direction-finder stations, radio and radar marker beacons, and radio-range stations.*
- *Retain in operating office for 4 years. Then destroy.*
- *1605-06 Change Memos to Enroute Navigation Chart Section.
Documents affecting the planning, construction, and maintenance of Enroute Navigation and associated charts.*
- *Retain in operating office for 4 years. Then destroy.*
- *1605-07 Printing Standard files. The latest edition of every chart or map as printed. These are maintained to answer questions, and annotate revisions in current editions.*
- Retain permanently at Riverdale facility.*
- *1605-08 Chart Agents: Correspondence and Order Forms files.
Contracts and related papers concerning the performance of the chart agents. Requests for information or publications constitutes the bulk of the correspondence.*
- *Retain for 10 years. Then destroy.*
- *1605-09 Aeronautical Standards files. Current aeronautical charts on which all corrections

and/or the source of the correction to be applied in the future editions are indicated.
Correspondence used as source for chart revisions.

a. Visual Sectional Charts

1. Hard Copy.

*Microfilm. Then destroy source documents.

2. Microfilm.

Retain silver master permanently.

b. Instrument Navigation Charts

Retain permanently at Riverdale facility.

c. Correspondence and Fax copies.*

Microfilm. Then destroy source documents.*

*1605-10 Technical Aeronautical Publications. *Files and records relating to the issuance of technical publications. Documents include manuscript clearance, editing, publication, and distribution of reports, journal articles, project descriptions and other related material.*

Retain case files in operating office for 5 years after publication. Then transfer to Federal Records Center for an additional 5 years. Then destroy. Retain file copy of each publication for 5 years to provide for reprints. Provide one copy of each publication to the NOAA Library for reference. Provide records set of each publication to National Archives for permanent retention.

*1605-11 Aeronautical Chart files. Designed for use in navigation through the air above land or water. Shows aids and hazards to navigation. Aeronautical data files are found under 1605-01.

a. Drawings of Aeronautical charts (Enroute Navigation)

These records have archival and historical value. Transfer to National Archives for permanent retention.

b. Manuscripts of
Aeronautical
Charts (Enroute)

1. Hard Copy.

2. Microfilm.*

*Retain in operating office for
4 years. Then transfer to
Federal Records Center for
permanent retention.*

*Destroy when obsolete or
superseded.*

*1605-12 Flight Check files.
Printed maps with
changes of detail
during flight check.
A supplementary
narrative report
regarding the flight
check is included.*

*Retain in operating office for
10 years. Then transfer to
Federal Records Center for
permanent retention.*

*1605-13 FAA Airport Data Card
files. These cards
contain a complete
history of each
airport, compiled from
reports from FAA.*

*Retain data for archival
purposes. Transfer to Federal
Records Center for permanent
retention.*

*1605-14 Requirements and
Technology Data.
Records relating to
IACC reports and
documents, long-range
planning, systems
analyses, and
technology
developments.*

*Retain in operating office for
10 years. Then transfer to
Federal Records Center for an
additional 10 years. Then
destroy.*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK
1607 CHART AND PUBLICATION SALES FILES

These files pertain to the sale and distribution of NOAA charts, related nautical and aeronautical publications, and geodetic publications.*

- 1607-01 Chart Agents files.
Documents relating to the designation of persons as aeronautical or nautical agents, including their privileges, responsibilities, and operating procedures for performing their functions; and designating authorized places for conducting chart sales to meet the needs of marine and air commerce.
- *Retain active files on microfilm system. Retain inactive agent files for three years. Then destroy.*
- 1607-02 Sale Price List files.
Documents relating to the published prices for charts and publications, including percentage discounts for sales agents.
- *Retain price lists master file for 5 years. Then destroy.*
- 1607-03 Agents Inspection Report files.
Documents pertaining to periodic inspections, conducted by authorized persons, to evaluate the sales performance of the chart agents.
- *Retain for 2 calendar years. Then destroy.*
- 1607-04 Subscription files.
Documents relating to revised or new subscriptions for charts and related publications.
- *Maintain current subscription file on microfilm. Destroy source documents after microfilm.*

- *1607-05 Charts and Maps Donation and Exchange files. Documents regarding the donation of new editions and current issues to public libraries, scientific associations, schools, foreign governments and state and local government.*
- 1607-06 Chart Sales files. Documents relating to the sale of nautical and aeronautical charts on a one-time basis.
- 1607-07 Statistical Reports files. Monthly and annual reports on the receipts and issues of NOS charts and publications, including basic papers and printouts from which the raw data was obtained; and additional information printouts.
- 1607-08 Obsolete Chart Distribution files. Documents relating to obsolete nautical and aeronautical charts, and auxiliary maps, donated to schools, students, etc., for instructional use, but not for navigation.
- *Retain in operating office for 3 years. Then destroy.*
- *Retain in operating office for 3 years. Then destroy.*
- *Retain monthly reports for 1 year. Retain annual reports for 5 years. Then destroy.*
- *Retain in operating office for 3 years. Then destroy.*

- 1607-09 Price Quotation and Miscellaneous Inquiries files. Documents relating to information requests on charts or publications, including requests for price quotations or questions on invoicing matters. *Retain source documents for 3 years. Then destroy.*
- 1607-10 Geodetic Data Order files. Documents pertaining to individual orders for geodetic data publications. Includes copies of accounts and related correspondence. *Retain for 3 years. Then destroy.*
- 1607-11 Geodetic Mailing List Agreement files. Mailing List agreements for the automatic distribution of geodetic data publications. *Maintain current subscription lists. Update changes and revisions as appropriate.*
- 1607-12 Geodetic Software Sales files. Documents pertaining to the sale of computer programs for geodetic applications. Includes copies of accounts and related correspondence. *Retain source documents for 5 years. Then destroy.*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK
*1608 HYDROGRAPHIC SURVEY FILES

These files cover the development of plans and technical requirements for marine surveys, the collection and processing of hydrographic data and actual data and products obtained from such surveys.

- 1608-01 *Requirements and Project Planning files. Documents relating to the development of plans, priority schedules, technical requirements, and action requests for hydrographic surveys.*
- 1608-02 *Project Coordination files. Documents coordinating the conduct of hydrographic projects with field parties and offices, including requirements and instructions for specific projects or surveys.*
- 1608-03 *Survey Instrumentation and Equipment files. Documents pertaining to the application and performance of equipment and systems used in marine surveys, including studies to assure that equipment meets program requirements.*
- 1608-04 *Survey Standards files. Documents pertaining to the review and maintenance of quality standards for hydrographic data, the methods and procedures for obtaining the data, and final products.*
- *Retain AWOIS requests for 3 years then destroy. Retain other files in operating office for 10 years then transfer to Federal Records Center for an additional 10 years. Then destroy.*
- *Retain files in operating office indefinitely to satisfy operational needs.
- *Retain correspondence for 3 years, then destroy. Retain technical information relating to systems, equipment and services for 15 years in operating office. Then destroy.*
- *Retain current and previous editions and supporting documentation for 20 years. Then destroy.*

- 1608-05 *Hydrographic Survey Data files. Basic hydrographic data obtained from marine surveys. May include one or all of the following: graphic depth records; sounding volumes and digital sounding data listings; horizontal control data; wire drag data; and data control and calibration reports.
- 1608-06 *Field Sheet (Boat Sheet) files. Field drawings of hydrographic data in intermediate stages which are subject to final verification and correction.*
- 1608-07 *Smooth Sheet files. Formally approved manuscripts of hydrographic surveys.*
- 1608-08 *Digital Hydrographic Survey files. Processed and approved hydrographic surveys on magnetic media.*
- 1608-09 *Hydrographic Descriptive Report files. Narrative reports describing the methods, conditions, control data, and other information that supplement survey sheet data.*
- *These records have archival and historical value. Transfer original surveys to Riverdale facility. Older hydrographic data files transfer to Federal Records Center for permanent retention.*
- *Retain in operating office for 3 years. Then destroy.*
- *Original map files have archival and historical value. A 210 mm negative is produced for reference purposes, and retained. Manuscripts retained in Riverdale facility. Files older than 50 years transfer to National Archives for permanent retention.*
- *Original digital files (on optical disk) permanently retained in headquarters. Second copy provided to NGDC for public distribution.*
- *These records have archival and historical value. Transfer original surveys to Riverdale facility for 10 years. Older hydrographic data files transfer to Federal Records Center for permanent retention.*

- 1608-10 *Reserved for Future Use*
- 1608-11 *Register of Hydrographic Surveys. Descriptive register of survey sheets.* *Retain reference data until superseded or obsolete.
- 1608-12 *Indexes to Hydrographic Surveys. Indexes (in map or other form) that show the extent of survey coverage. Indexes will be updated to reflect current survey data.* *Retain indexes for reference to completed surveys.*

***1609 OCEAN RESOURCES FILES**

These files cover information relating to the Ocean Resources Conservation and Assessment Program, including strategic assessments, oil spills, chemical contaminants, environmental quality monitoring, and damage assessment, and the issuance of technical publications.

- *1609-01 Environmental Assessment Programs.**
Documents relating to the collection, synthesizing, publication, and distribution of information on the resources of the coastal ocean to identify and determine research and management needs and priorities. Files include data bases on characteristics of coastal and estuarine areas.
- *Retain programmatic documents in operating office fo 6 years. Then transfer to Federal Records Center for 6 additional years. Then destroy.***
- *1609-02 Clearance, Editing, Preparation and Issuance of Technical Publications.**
Files and records relating to the issuance of technical Assessment Publications. Documents include manuscript clearance, editing, publication, and distribution of atlases, reports, journal articles, project descriptions and other related material.
- *Retain case files in operating office for 5 years after publication. Then transfer to Federal Records Center for an additional 5 years. Then destroy. Retain file copy of each publication for 5 years to provide for reprints. Provide one copy of each publication to the NOAA Library for reference. Provide records set of each publication to National Archives for permanent retention.***
- *1609-03 Damage Assessment Center***
Case files and documents relating to assessments of damages to NOAA trust resources
- *Retain case files in operating office for 3 years after the case is closed. Then transfer to Federal Records Center for 10 additional years. Then destroy.***

from the discharges of oil or releases of hazardous substances, or other materials affecting the environment.*

*1609-04 Hazardous Materials Response Program
Records relating to planning and operational activities relating to oil and hazardous materials spills, support to on-scene coordinators, chemical data base data, cleanup technologies and other HAZMAT matters such as waste sites, impact on river and basin sensitivities.

Retain general programmatic documents for 5 years. Then transfer to Federal Records Center for an additional 5 years. Then destroy. Case files and expense records relating to Superfund (hazardous waste) sites are to be retained according to the records retention period specified in the interagency agreement between NOAA and EPA. Case files and expense records relating to oil spills are to be retained in the operating office for 5 years after close of case then transfer to Federal Records Center for an additional 5 years. Then destroy.