

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES DO NOT WRITE IN THESE SPACES	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N 370-93-3	
1. FROM (Agency or establishment) Department of Commerce		DATE RECEIVED 5/18/93	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Ocean Service			
4. NAME OF PERSON WITH WHOM TO CONFER Daisy O. Rivers	5. TELEPHONE (301) 443-8967	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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; or has been requested.

DATE 5/16/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE Departmental Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE NATIONAL OCEAN SERVICE See attached pages for records schedule	WITHDRAWN	

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1602 GEODETIC SURVEY FILES

These files cover the establishment, improvement, and maintenance of the basic National Geodetic Reference System. Includes records from field surveys that precisely determine control points by horizontal, vertical, gravimetric, astronomic, and satellite geodetic methods. The files also cover the operation of field parties and cooperative surveying programs with state and local agencies.

- 1602-01 Horizontal Observation and Field Computation Files. Basic field observations, field computations, and descriptions of the stations obtained during horizontal control surveys, such as triangulation, traverse, and electronic distance measuring. The records may be arranged by geographic area, and thereunder by job or internal accession number. NGS class GTZ. Records created before 1978 may be arranged by specific type of observation and format, and thereunder by state and accession number. (NGS classifications GA, GB, GBZ, GGZ, GH, GPZ, GTZ, HV and HVZ.)
- *Permanent. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 30 years old.*
- 1602-02 Mark Maintenance Control Survey Files. Basic field observations and computations made by Mark Maintenance parties for horizontal and/or vertical control at geodetic reference points. The files may be arranged by geographic area, and thereunder by internal accession number.
- *Permanent. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 30 years old.*
- 1602-03 Adjusted Horizontal Control Computations. Office computations for determining the latitude and longitude positions of horizontal control stations. These adjusted data are derived from basic field data. The records may be arranged by geographic area, and thereunder by internal accession.
- *Permanent. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 30 years old.*
- 1602-04 Report on Condition of Survey Mark Files. Field reports and correspondence on the current condition and description of a survey Mark. Pertinent data is used to update the Descriptions of Stations and/or Marks files (see 1602-05 below).
- *Permanent. Transfer to the Federal Records Center 5 years after updating the Descriptions of Stations and/or Mark files. Transfer to the National Archives when 30 years old.*
- 1602-05 Description of Station and/or Mark Files. Master copies (in various sizes) of the descriptions and directions for locating control points used in various types of field surveys, and information on recovery of the points. Cards for horizontal and vertical control points are maintained separately.
- *Permanent. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 30 years old.*

1602-06 Horizontal Control Data Publication Files. Covers sets of published horizontal geodetic data (and related indexes) in both manual and automated formats. Information may include geographic positions, state plane coordinates, azimuths, station descriptions, and recovery notes for each station. This published data is the end result of the basic observation and computation records. Copies are issued for use by other agencies and the public.

A. Geographic Position and Index Files. Listings of control data for each station summarized from the position computations, 1602-03 (GTZ*), including the index for each state/county. Arranged by state. (These records are no longer created. They have been replaced by consolidated issuances described in "b" and "c" below, but must be retained unless disposal is authorized.)

(1) Geographic Positions. Record copy of each issuance.

Permanent. Transfer to the National Archives when 5 years old.

(2) History File. A set of the geographic positions and index cards, arranged by state, annotated with revisions over time to each page.

Transfer to the Federal Records after 5 years. Destroy when 10 years old.

(3) Index to Triangulation Data. Alphabetical index by state/county giving the location of geographic positions, plane coordinates and description date for each station. This covers the indexes which were prepared as a separate publication, not the indexes in format "c" below.

Destroy when superseded/obsolete.

(4) Plane Coordinates of Triangulation Stations. The record copy of each issuance listing the "x" and "y" coordinates for each station, which may also include the azimuth. This type of data is no longer created as a separate series.

Permanent. Transfer to the National Archives when 5 years old.

B. Manual Data publication Files. Record copies of horizontal data sheets (14 x 17") showing all position data and descriptive information for each station. Arrangement is geographical, by quadrangle.

Permanent. Transfer to the National Archives when 5 years old.

C. Automated Data Publication Files. Printed copies from the data base of pertinent geodetic horizontal data. Issued in booklet form by quadrangle.

Transfer to the Federal Records Center after 5 years. Destroy when superseded or obsolete.

d. Unpublished Data. Master copies data from recent projects, made available prior to formal publication.

*Destroy 5 years after verification of formal publication/when superseded or no longer needed.

- 1602-07 Vertical (Leveling) Observation and Computation Files. Basic field observations, field and office computations, descriptions of control points recovered or established during vertical control (leveling) surveys. The records may be arranged by geographic area, and thereunder by job or internal accession number. NGS classification "HGZ." Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and accession number.
- 1602-08 Leveling Adjustment Files. Office computations for adjusting the observed computations for adjusting the observed leveling data into the existing vertical datum. NGS class HGZ'.
- 1602-09 Elevation Summary Files. Record copies of summary lists showing adjusted elevations for points throughout the country.
- 1602-10 Abstracts and Computations of Precise Leveling. Abstracted leveling data, including office computations, used in determining adjusted elevations of the points observed, and adjusted elevations in line order. These are the office copies. For field computations, see 1602-07.
- 1602-11 Geodetic Astronomy Observation and Computation Files. Basic field observations, field and office computations, and office adjustments made to determine the azimuth, latitude, and longitude of control points. These records relate to optical observations of stars, and include chronometric data, selected instrument calibration data, and station descriptions. The records may be arranged by geographic area, and thereunder by job or internal accession number. (NGS class A). Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and internal accession number. (Classifications AA, AAZ, AL, ALO, ALOZ, ALZ, AT, AX.)
- 1602-12 Astronomy, Abstract of Results Files. A summary file giving the position and abstracted data on the latitude, longitude, and azimuth of each astronomic station.
- 1602-13 Gravity Observation and Computation Files. Basic observations and compu-

*1. Paper records: Permanent. Transfer to the National Archives when 30 years old.

*2. Field observations on magnetic tape: Delete after the necessary data have been incorporated into a master file.

Permanent. Transfer to the National Archives when 30 years old.

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tations obtained from gravity surveys. Includes recordings from absolute and relative gravity meters, station descriptions, and instrumental data. Computations and tabulations provide results on the observed gravity force at a station, including comparative data and the anomalies. NGS class PG.

- 1602-14 Gravity, Abstracts of Results Files. A file giving summarized data on gravity stations, the gravity forces and subsequent reoccupation of stations. *Permanent. Transfer to the National Archives when 30 years old.
- 1602-15 Doppler Satellite (DS) Observation Files. Observations and related information for determining point positions (geodetic, geocentric, and relative) from satellite Doppler surveys. Station information. Field related records on station occupation, i.e., site description, observation logs, field reports, etc. *Permanent. Transfer to the National Archives when 30 years old.
- 1602-16 Global Positioning System (GPS) Observation Files. Observations and related information for determining point positions (geodetic, geocentric, and relative) from Global Positioning System surveys.
- a. Station information. Field related records on station occupation, i.e., site description, observation logs, field reports, etc. *Permanent. Transfer to the National Archives when 30 years old.
- b. Raw observations on cassettes or other digital media. *Permanent. Transfer to the National Archives when 30 years old.
- c. Observations on magnetic tape. *Permanent. Transfer to the National Archives when 30 years old.
- d. Point position and/or relative positions on microfilm or magnetic tape. *Permanent. Transfer to the National Archives when 30 years old.
- 1602-17 Accession Register. Registers of incoming geodetic survey records. Each entry gives the geographic number, internal accession number, series, date made, location of work, and other pertinent information on each record. *Permanent. Transfer to the National Archives when 30 years old.
- 1602-18 Geodetic Control Diagrams. One record copy of every map edition (usually in published form) depicting horizontal and/or vertical control. *Permanent. Transfer to the National Archives when 30 years old.
- 1602-19 Project/Progress Sketches. Maps depicting the extent and coverage of a geodetic survey project. Filed by sketch or project number. *Permanent. Transfer to the National Archives when 30 years old.

- 1602-20 Project Reports. Narrative reports on geodetic field projects and field seasons. If a report is filed with the relevant project data, a cross-reference should be made in this file.
- *Permanent. Transfer to the National Archives when 30 years old.
- 1602-21 Field Party Management. Documents relating to the management of geodetic field parties and other field units. The documents may be filed by party name or number, and should be divided into two categories "a" "b" below. the records in the two categories must be maintained in separate folders, or as left and right sides of each folder.
- a. Documents on the administrative management of the party or unit. Contains routine correspondence and other documents on housekeeping matters such as finance, personnel, supply, and mail. May include duplicates of other records kept for administrative purposes. Note: Field parties may use this item instead of Function 100.
- *Destroy when 5 years old or when no longer needed, whichever is sooner.
- b. Field Inspection Report Files: Reports on inspection of surveying operations to assure that instruments and methods conform to national survey standards.
- *Destroy when superseded or no longer needed for reference.
- 1602-22 Mark Maintenance Operations Files. Documents pertaining to overseeing field projects to recover, relocate, or reset survey marks.
- *Destroy when 5 years old or when no longer needed, whichever is sooner.
- 1602-23 Field Party Monthly Report and Journal Files. Documents essential to the history of the geodetic field parties and other field units. Includes a daily journal of occupation and summary of party organizations, status, and accomplishments.
- *Permanent. Transfer to the National Archives when 30 years old.
- 1602-24 Geodetic Instrument Development and Acquisition Files. Documents pertaining to the development and acquisition of geodetic instruments or equipment systems. Includes plans, design studies, standards, specifications, and tests. See 1203-01 for any technical case files on actual research and development conducted on instruments. See 705 for files on routine instrument maintenance, calibration, and repair.
- *1. Final drawings, plans and manuals for equipment designed by, or modified by the National Geodetic Survey: Permanent. Transfer to the National Archives when 30 years old.
- *2. All other material: Destroy when no longer needed for reference.
- 1602-25 Geodetic Instrument Calibration Data. File containing calibration parameters of instruments that have been checked by the NGS equipment laboratory.
- *Permanent. Transfer to the National Archives when 30 years old.

1602-26 Distance Measuring Instrument History Files. Selected data on the calibrations and characteristics of distance measuring equipment actually used in geodetic control surveys. These files are used for reference when questions arise on the accuracy of specific surveys. See 1602-25 for copies maintained by the testing laboratory.

1602-27 Survey Project Management Files. Documents pertaining to the management of reimbursable and nonreimbursable surveying projects conducted with/for federal agencies, state or local governments, and private institutions.

1602-28 Geodetic Data Base Master Files. The record copy of the scientific master file of geodetic values, documenting the state of the data at periodic intervals.

*Permanent. Transfer to the National Archives when 30 years old.

*1. Record copies: Permanent.
Maintain with project case files.
Transfer to the National Archives when 30 years old.

*2. Other copies: Destroy when 5 years old.

*Destroy when 5 years old or when no longer needed, whichever is sooner.

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.*

*Permanent.
a. Transfer paper records and magnetic media to the National Archives every 10 years.
b. Copies. Destroy when no longer needed 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.*

*Permanent.
a. Transfer paper records and magnetic media to the National Archives every 10 years.
b. Copies. Destroy when no longer needed 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.*

*Permanent.
a. Transfer prediction tables and circulation atlases to the National Archives every 15 years.
b. Prediction products. Destroy when no longer needed 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.*
- *Transfer to the Federal Records Center after 20 years. Destroy when 40 years old.*
- *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 in stations.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*
- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*

- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *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.*
- *Permanent. Transfer copy of index and digital database to the National Archives when 20 years old.*
- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*

- *1603-12 Surface Water Temperature and Density Files.
Files of daily recordings of outdoor air temperatures of outdoor air and density readings.*
- *1603-13 Monthly Surface Water Summary Files.
Summaries of monthly means and monthly highest and lowest surface water temperatures and density.*
- *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.*
- *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.*
- *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.*
- *a. Destroy daily recordings when 5 years old.
b. Database. Destroy when no longer needed for reference or to answer inquiries.*
- *a. Transfer paper records to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.
b. Database. Destroy when no longer needed for reference or to answer inquiries.*
- *a. Transfer paper data files to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.
b. Electronic database. Destroy when no longer needed for reference or to answer inquiries.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*

*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 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.*

*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.*

*Permanent.

- a. Paper records.
Transfer to Federal Records Center after 10 years.
Transfer to the National Archives when 20 years old.
- b. Electronic Records.
Destroy when no longer needed for reference or to answer inquiries.*

Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.

Permanent. Cut off case files every 5 years. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 10 years old, including a record set of each publication. Provide the NOAA Library with two copies of each publication when issued.

- *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 readings, times and heights of high and low waters and hourly heights are on a microfiche copy, duplicate and master.*
- *Permanent. Transfer silver master of microfilm to the Federal Records Center for security storage. Transfer to the National Archives when 25 years old.
- Duplicate diazo copy. Destroy when no longer needed for reference.*
- *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.*
- *Permanent. Transfer data to the Federal Records Center every 5 years. Transfer to the National Archives when 10 years old.
- Copies on optical storage media. Destroy when no longer needed for reference.*
- *1603-23 Operational/Technical Correspondence.
Technical correspondence files related to data requested invoices. Operational files and memos include standard operational procedures.*
- *a. Technical correspondence. Destroy after 3 years.
b. Transfer operational files and procedures to Federal Records Center after 5 years. Transfer to the National Archives when 20 years old.*

*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.*

*1603-25 Hourly, Daily, Monthly and Annual Water Level Data Files.

Published water level data from stations in the Great Lakes.*

*1603-26 Leveling Record - Water Level Station Files.

Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great Lakes area.*

*1603-27 Water Level Observation Files.

Water level gage records in three forms; digital rolls, analog rolls, and tri-daily daily readings. The digital and analog rolls indicate in continuous record the water level fluctuation with respect to time.*

*Permanent.

- a. Transfer paper copies of network data to the National Archives when 10 years old.
- b. Database electronic records. Destroy when no longer needed for reference.*

Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.

Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.

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*1603-28 Precipitation on the
Great Lakes Drainage
Basin Files.

This file consists of several tabulations of precipitation containing monthly and annual values for the (1) land basin, (2) lake basin, and (3) entire basin of each lake: (4) monthly means for the period of record, monthly means of previous year, and update of current monthly means on each lake basin, and (5) departures from normal.*

*1603-29 Crustal Movement on
the Great Lakes File.

Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.

Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.

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.
- *Transfer closed files to the Federal Records Center after 10 years. Destroy when 20 years old.*
- 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.
- *Destroy when superseded or obsolete.*

- 1604-03 Marine Mapping Contract Files.
Contracts for marine map compilation including specifications which define and control the contractor's work.
- 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.
- 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.
- *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.
- Nautical chart automated information system.*
- *Destroy 6 years and 3 months after final payment.
- *Permanent. Transfer to the National Archives after 30 years.*
- *Permanent. Transfer to the National Archives after 30 years.*
- *a. Destroy hard copy after 7 years or when microfilm has been inspected and verified.
b. Transfer silver master microfilm to the Federal Records Center for security. Transfer to the National Archives when 20 years old.
- c. Destroy when superseded or no longer needed for reference.*

- 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.
- 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.
- *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.*
- *Transfer silver master microfilm to the Federal Records Center after 5 years. Transfer microfilm copies to the National Archives when 20 years old. Diazo copies. Destroy when no longer needed for reference.*
- *Permanent. Transfer record set of publications to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old. Provide NOAA Library with two copies of each publication.*
- *Permanent.
- a. Hard copy. Destroy after 7 years or when microfilm has been inspected and verified.
 - b. Silver master microfilm. Transfer to the Federal Records Center after 5 years for security. Transfer to the National Archives when 10 years old.
 - c. Diazo copy. Destroy when no longer needed for reference.*

- *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.*
- *Permanent.
- a. Transfer source documents to the Federal Records Center after 10 years. Destroy when no longer needed for reference.
 - b. Update microfilm annually and send silver master to the Federal Records Center for security. Transfer to the National Archives after 10 years.*
- *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.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 30 years old.*
- 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.
- *Transfer to the Federal Records Center after 10 years. Destroy when 30 years old.*
- 1604-13 Reproduction Proof Files.
Film positives of chart negatives, proof copies, and similar media used for review prior to printing.
- *Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.*

- 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 records set to the National Archives when 20 years old. Provide two copies of each publication to the NOAA Library.*
- 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 records set to the National Archives when 20 years old.*
- 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.
- *a. Transfer to the Federal Records Center after 10 years. Destroy when 30 years old.*
- 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.
- *Transfer inactive case files to the Federal Records Center after 10 years. Destroy when 50 years old.*
- 1604-18 Bathymetric Computation Records.
Records comprise survey and plot data on automated media and field plots of verified survey data.
- *Destroy when no longer needed for reference.

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 publications.

- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*
- *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.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *1605-03 Maintenance of Chart Supplements Files.
Documents pertaining to changes to aeronautical information and tabular data as required for the production of supplemental publications.*
- *Destroy when 5 years old.*

- *1605-04 Specifications and Policy Correspondence Files.
Documents planning, directing and evaluating the construction and maintenance of aeronautical charts and related publications.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *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.*
- *Destroy when 5 years old.*
- *1605-06 Change Memos to Enroute Navigation Chart Section.
Documents affecting the planning, construction, and maintenance of Enroute Navigation and associated charts.*
- *Destroy when 5 years old.*
- *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.*
- *Destroy when no longer needed for reference.*

*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.*

Destroy when 10 years old.

*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
2. Microfilm

- *1. Microfilm. Destroy source documents when inspected and verified.
2. Transfer silver master to the Federal Records Center after 3 years. Transfer to the National Archives when 10 years old.

b. Instrument
 Navigation Charts

Permanent. Transfer to the National Archives when 30 years old.*

c. Correspondence
 and Fax copies.*

Destroy source documents when microfilm has been inspected and verified.*

***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.*

- *a. Case Files**
Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.
- b. Publications**
 - 1. Destroy file copy after 5 years.
 - 2. Provide two copies of each to the NOAA Library.
 - 3. Provide a record set to the 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)**
 - b. Manuscripts of Aeronautical Charts (Enroute)**
 - 1. Hard Copy.
 - 2. Microfilm.*
- *a. Permanent. Transfer to the National Archives when 20 years old.***
 - b. Permanent. Transfer to the National Archives when 20 years old.***
 - 1. Transfer to the Federal Records Center after 5 years
Transfer to the National Archives when 20 years old.*
 - 2. Provide silver master to the Federal Records Center for security purposes.*

- *1605-12 Flight Check Files.
Printed maps with changes of detail during flight check. A supplementary narrative report regarding the flight check is included.*
- *1605-13 FAA Airport Data Card Files.
These cards contain a complete history of each airport, compiled from reports from FAA.*
- *1605-14 Requirements and Technology Data.
Records relating to IACC reports and documents, long-range planning, systems analyses, and technology developments.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 25 years old.*
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 25 years old.*

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.
- *a. Destroy inactive agent files when 3 years old.
b. Destroy active case files 2 years after microfilm has been inspected and verified.
c. Transfer silver master of microfilm to the Federal Records Center for security purposes. Destroy when 20 years old.*
- 1607-02 Sale Price List Files.
Documents relating to the published prices for charts and publications, including percentage discounts for sales agents.
- *Destroy when 5 years old.*
- 1607-03 Agents Inspection Report Files.
Documents pertaining to periodic inspections, conducted by authorized persons, to evaluate the sales performance of the chart agents.
- *Destroy when 5 years old.*
- 1607-04 Subscription Files.
Documents relating to revised or new subscriptions for charts and related publications.
- *a. Destroy paper documents after microfilm has been inspected and verified.
b. Destroy microfilm when 10 years old.*

**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.

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|---------|---|--|
| 1608-01 | <u>Requirements and Project Planning Files.</u>
Documents relating to the development of plans, priority schedules, technical requirements, and action requests for hydrographic surveys. | *a. Destroy AWOIS requests when 3 years old.
b. Transfer other records to the Federal Records Center when 10 years old. Destroy when 20 years old.* |
| 1608-02 | <u>Project Coordination Files.</u>
Documents coordinating the conduct of hydrographic projects with field parties and offices, including requirements and instructions for specific projects or surveys. | *Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.* |
| 1608-03 | <u>Survey Instrumentation and Equipment Files.</u>
Documents pertaining to the application and performance of equipment and systems used in marine surveys, including studies to assure that equipment meets program requirements. | *a. Destroy correspondence and non-technical information when 3 years old.
b. Destroy technical equipment and systems data when 15 years old.* |
| 1608-04 | <u>Survey Standards Files.</u>
Documents pertaining to the review and maintenance of quality standards for hydrographic data, the methods and procedures for obtaining the data, and final products. | *Destroy when 20 years old.* |

- 1608-09 Hydrographic
Descriptive Report
Files.
Narrative reports
describing the
methods, conditions,
control data, and
other information that
supplement survey
sheet data.
- 1608-10 Reserved for Future
Use
- 1608-11 Register of
Hydrographic Surveys.
Descriptive register
of survey sheets.
- 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.
- *a. Transfer original surveys
to the Vault in Riverdale
MD.
- b. Transfer older hydrographic
surveys to the Federal
Records Center when 15
years old. Transfer to the
National Archives when 30
years old.*
- *Destroy when superseded or
obsolete.*
- *Transfer indexes to the Federal
Records Center every 5 years.
Transfer to the National
Archives when 15 years old.*

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.*
- *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.*
- *1609-03 Damage Assessment Center.
Case files and documents relating to assessments of damages to NOAA trust resources from the discharges of oil or releases of hazardous substances, or other materials affecting the environment.*
- *Transfer to the Federal Records Center when 6 years old. Destroy when 12 years old.*
- *a. Case Files.
Transfer to the Federal Records Center when 5 years old. Destroy when 10 years old.
b. Publications.
1. Retain file copy for 5 years for reprint purposes.
2. Provide a reference set of each for NOAA Library.
3. Provide a record set of each to the National Archives for permanent retention.*
- *Transfer closed case files to the Federal Records Center when 7 years old. Destroy when 15 years old.*