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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1. FROM (Agency or establishment) U.S. Department of Commerce | |
| 2. MAJOR SUBDIVISION National Oceanic and Atmospheric Administration | |
| 3. MINOR SUBDIVISION | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker | 5. TELEPHONE (301) 413 - 0612 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER NI-370-96-2 | |
| DATE RECEIVED 4-29-96 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| DATE 7-14-97 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |

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 2 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.

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| DATE 4/25/96 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE NOAA's Records Officer |
|-----------------|--|---------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | The attached records disposition schedules are for the Office of NOAA Corps Operations. Chapter 1703 | | |

JUL 25 1997 ~~MP~~ PREVIOUS EDITION NOT USABLE *copy to: NWDD NR*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1703 SHIP AND SHIP BASE OPERATIONS FILES

Operational and engineering files maintained primarily at headquarters offices, marine center offices, research laboratories, and aboard ship, in support of the NOAA fleet. Before any of the records described below are destroyed they should be reviewed for possible inclusion in 1703-03.

- 1703-01 General Administration files. Correspondence concerning the routine internal operation and administration of this function.
- 1703-02 Inspection and Operational Readiness files. Reports on ships' gear and equipment. The hull condition is included when the ship is drydocked. Also includes inspection reports and replies.
- 1703-03 Historical Ship Data files. Files pertaining to the operation, maintenance, acquisition, disposition, and other important events relating to a ship, that the custodian of the records considers to be of permanent historical significance. These records are normally filed under other record series, but are placed under this code when the related material is being destroyed.
- 1703-04 Ship Design and Equipment files.
★ Two types of files are to be retained under this code, and must be maintained in separate folders:
- a. Master Ship Plan files, including original plans, photographs, booklets, profile plans, general arrangement plans (including machinery), and sea-worthiness reports.
- b. Equipment files on ships' deck, electronic, and scientific equipment systems. Includes technical data, procurement selection, priority designation, and logistical support. See 1703-11 for Ship Maintenance and Repair files, and 1703-19 for Equipment Replacement files. ★
- 1703-05 Ships' Logs files. Original deck and engineer logs created on board ship. The deck log gives information regarding the officers attached to the ship, and certain operational/managerial/dimensional aspects pertaining to daily tasks. The engineer log provides details regarding engine RPM, pressure, temperature, fuel, oil, etc., on an hourly basis.
1. Offices: To be determined. Retain records until a disposition instruction is issued.
2. Ships: Cut of at end of calendar year or when superseded. Destroy 2 years later.
- To be determined. Retain records until a disposition instruction is issued.
- The custodian should annually review all records pertaining to ships. Any documents considered to have permanent significance, and which are not already classified as permanent, will be removed and placed under this code. Ships will forward such historical records to marine centers after one year. The centers will retain them for 10 years, and then transfer them to the National Archives (thru the NOAA Records Officer) for permanent retention.
1. Offices: Permanent. When ship leaves service transfer to the National Archives thru the NOAA Records Officer.
2. Ship's copy: Destroy when ship leaves service, or transfer to new owner if ship is sold.
- To be determined. Retain records until a disposition instruction is issued.
1. Deck logs: Permanent. Transfer to the National Archives when 15 years old.
2. Engineer logs. ~~Transfer to the National Archives when 15 years old.~~ *Transfer to FRC after 1 year. Destroy 10 years later.*

Item 1

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

- 1703-06 Ship Schedules. Documents relating to the movements of ships, including arrival and departure times and places.
 - 1. Offices: To be determined.
 - 2. Ships' copies: Cut off at end of calendar year. Destroy 2 years later.
- 1703-07 Monthly Activity Reports. Detailed reports of the monthly activities of the NOAA fleet.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-08 Cruise Report/Season Report files. Narrative reports prepared by the Commanding Officer and/or Chief Scientist at the end of each research cruise or upon completion of annual field operations. ★
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-09 Monthly Ship Accomplishment Reports. Reports documenting the work accomplishments of ships in the NOAA fleet.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-10 Labor Union Activities files. Documents relating to labor union matters concerning the NOAA fleet.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-11 Ship Maintenance and Repair files. Documents relating to repairs of and alterations to ships and their equipment, including logs, schedules, copies of contracts, job control cards, and machine blueprints and specifications.
 - 1. Logs: Destroy when equipment is removed, sold, or otherwise leaves service.
 - 2. Schedules: Destroy when 1 year old.
 - 3. Contracts: If transaction is \$10,000 or less, destroy 3 years after final payment. If transaction is more than \$10,000, destroy 6 years after final payment.
 - 4. Job control cards: Destroy when action is completed.
 - 5. Machine blueprints and specifications: Destroy when superseded or obsolete.
- 1703-12 Mess files. Documents relating to meals provided to officers and crewmembers assigned to ships.
 - Cut off at end of calendar or fiscal year. Destroy 3 years later.
- 1703-13 Project Instruction files. Project instructions and other related material, such as transmittal letters forwarding project data, specimens, etc.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-14 Ship Service files. Material relating to a Ship Service Activity.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★
- 1703-15 Communications files. Includes radio logs, regulations, and other material pertaining to a ship's radio communications.
 - ★ To be determined. Retain records until a disposition instruction is issued. ★

Stew #2

Stew #3

Transfer to FRC after 1 year Destroy 10 years later.

Permanently. Transfer to FRC after 1 year. Transfer to National Archive after 50 years.