

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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

2 MAJOR SUBDIVISION
Office of Finance and Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Annie Baker

5 TELEPHONE
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-370-99-2

DATE RECEIVED
10-21-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
2-18-99

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 7 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
10/15/98

SIGNATURE OF AGENCY REPRESENTATIVE
Annie Baker

TITLE
Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached Page Chapter 100-19		

Chapter 100: Records Common to All NOAA Offices

100-19 Interagency Cooperative Documents/ Agreements

Files created to document Cooperative Agreements, Memorandum of Understanding, Reimbursable Agreements, data sharing, technical support, and program support between NOAA and universities, other Federal agencies, and other public and private agencies.

DISPOSITION

- a. Paper records: Close files at the end of the FY in which the agreement expires and transfer to the FRC. Destroy 5 years after closure.
- b. Word processing and office automation electronic source documents: Delete 90 days after printed as hard copy and filed in record keeping system.
- c. E-mail. Delete 90 days after printout has been filed in record keeping system

NOTE: THIS ITEM DOES NOT COVER INTERNATIONAL AGREEMENTS. REFER TO CHAPTER 600 FOR THE AUTHORIZED DISPOSITION FOR THESE RECORDS.