

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 370

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic & Atmospheric Administration

3. MINOR SUBDIVISION
Management Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Jimmy G. Gwinn

5. TEL. EXT.
496-8571

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 13 1974	JOB NO.
NC 174 - 228	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>10-8-74</u> <u>James P. O'Neil</u> Date <u>Acting</u> Archivist of the United States	

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/7/74 Floyd Sandlin
 (Date) (Signature of Agency Representative)

Management Analyst
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1- 10	The first twenty ^{eighteen} of NOAA's Records Disposition Schedules.		
<p align="center">Copy to Agency 10/10/74 <u>DO</u>.</p>			

285 items

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	RECORDS COMMON TO MOST OFFICES		
1	File plan reflecting all program and non-program records maintained by an office.		Destroy when superseded by a revised plan.
2	Suspense files consisting of papers arranged in a chronological order as a reminder that action is required by a certain date, or that a reply to an action is expected.		Destroy when action is taken or reply is received unless it is the file copy; then transfer to appropriate file.
	Reading files consisting of extra copies of outgoing communications maintained for review by staff members and arranged chronologically.		Destroy after 6 months. Cut-off in six month blocks, hold six months, and destroy in files area. Earlier destruction is authorized.
4	Correspondence concerning routine or temporary internal administrative matters.		Destroy after 2 years. Cut off at end of calendar year, hold 2 years inactive, then destroy in current files area.
5	Office administration records consisting of documents reflecting temporary delegations of authority, duties, hours of duty; and material used in orientations or briefings.		Destroy when superseded, obsolete, or no longer needed.
6	Campaign records reflecting office participation in blood donor programs, savings bond drives, fund solicitations, and similar matters.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
7	Office financial files concerning expenditure of funds incidental to performance of program functions. Includes travel cost estimates, notifications of availability of funds, and similar papers.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
8	Records Management: <ul style="list-style-type: none"> a. Survey reports, inventory reports, correspondence and related papers pertaining to office activities in forms, issuances, records, and reports management. Excluded are papers relating to the initiation of specific forms, issuances, or reports. b. Records reflecting the location and disposition of records retired or transferred out of an office. c. Copy and source papers of Annual Report of Records Holdings and other records management reports. 		<p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy when no longer needed for reference.</p> <p>Destroy after 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
9	Staffing papers indicating personnel authorizations, and extracts from manpower surveys or related data.		Destroy upon supersession or cancellation.
10	Office Personnel Files: <ul style="list-style-type: none"> a. Supervisor's copy of papers concerning employees responsible to him. They consist of, but are not limited to, awards, actions, ratings, attendance, training, and promotions. 		Destroy 1 year after employee leaves. Cut off at end of calendar year, hold one year inactive, and destroy in current

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
10 (Cont'd)	These files may be located in any office responsible for a group of employees, and may duplicate material in the official personnel folder.		files area.
	b. Pending personnel actions-operating officials requests for various personnel actions, such as position changes, separations, and similar matters.		Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	c. Extra copies of position descriptions used in day-to-day supervisory relationships.		Destroy when description is superseded or position is abolished.
	d. Time and Attendance records.		Destroy after 1 year. Cut off at end of leave year, hold one year inactive, then destroy in current files area.
11	Reference and technical publications, consisting of copies of issuances and publications maintained for reference purposes.		Destroy when superseded, obsolete, or no longer needed.
12	Office security and safety papers such as security and safety reports, communications and notices about security and safety methods, and documents concerning security and safety in general.		Destroy after 2 years. Cut off at end of calendar year, hold 1 year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Centers).
	Service and Supply:		
13	a. General service and supply records relating to the acquisition, maintenance, utilization, and control of office equipment, supplies, utilities, and space; also relating to telecommunications, transportation, printing, publication, custodial, or other services. Copies of requisitions are included.		Destroy after 1 year. Cut off at end of calendar year, hold 1 year inactive, then destroy in current files area.
	b. Office equipment controls maintained by offices for equipment within their area of accountability, including cards, lists, or receipts.		Destroy after 2 years. Place in inactive file when equipment is removed from offices control, hold two year and destroy in current files area.
14	Travel files for employees, not including arrangements, reservations, or "payment copies", held by office.		
	a. Authorizing officials files.		Destroy after 4 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. All other copies.		Destroy after 3 months. Cut off after 3 months, hold inactive for 3 months, then destroy in current files area.
RECORDS DISPOSITION SCHEDULE 1		RECORDS COMMON TO MOST OFFICES	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>PERSONNEL RECORDS</p> <p>This schedule covers all personnel records including the Official Personnel Folder and related records that are concerned with recruitment, selection, employment, appointment, placement, orientation, classification, training, promotion, conduct, safety, welfare, incentives, employee relations and services, separations and staffing, and personnel security.</p> <p>Disposition of official personnel records of employees is governed and authorized by instructions in the Federal Personnel Manual and the General Records Schedules.</p>		
1	Civilian personnel folders excluding (a) folders or groups of folders selected by the National Archives; (b) folders covering periods of employment terminated prior to January 1921; and (c) papers on the left or the so-called "temporary" side of the folder, which are authorized for disposal by Item 3.	GS 1:1	(a) See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency. (b) Transfer folders of separated employees to inactive file on separation in accordance with the Federal Personnel Manual, then transfer folder to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis, Missouri, 63118, 30 days after separation.
2	Official NOAA Corps personnel folder files. Basic documents relating to the career of each member of the NOAA Corps. During service this file provides basic documentation for NOAA Headquarters. After completion of service it contains permanent historical documentation. Documents placed in this file are limited to those authorized for filing therein by NOAA Directives. The individual's efficiency file folder and health record are included.	Job No. II NNA-1300: 166	Transfer to National Personnel Records Center (MPR) 9700 Page Boulevard, St. Louis MO. 63132, one year after retirement, resignation, or death of individual.
3	All copies of correspondence and forms maintained as temporary records on the left side of the Official Civilian Personnel Folder in accordance with the Federal Personnel Manual.	GS 1:10	Destroy one year after date of document or upon separation or transfer to another agency, whichever is earlier.
4	Service Record Card.	GS 1:2	
	<p>a. Cards for employees separated or transferred on or before December 31, 1947.</p> <p>(1) Civilian</p> <p>(2) NOAA Corps</p> <p>b. Cards for employees separated or transferred on or after January 1, 1948.</p>		<p>Transfer to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis, MO. 63118.</p> <p>Transfer to National Personnel Records Center (MPR), 9700 Page Blvd., St. Louis, MO 63132.</p> <p>Destroy 3 years after year of employee's separation or transfer to another agency. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
RECORDS DISPOSITION SCHEDULE 2			PERSONNEL RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5	Correspondence and subject files relating to the administration and operation of personnel functions, excluding those of agency staff planning levels.	GS 1:3	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Correspondence, letters, and telegrams offering appointments to potential employees.	GS 1:4	(a) Destroy immediately if appointment is accepted. (b) If appointment is declined: (1) Return to Civil Service Commission with reply and application if name was received from certificate of eligibles: (2) File inside application, if offered as a result of application for temporary or expected appointment and dispose of in accordance with provisions in Item 9. (3) All others destroy immediately.
7	Certificate of eligibles, and requests for them.	GS 1:5	Destroy 2 years after date of certificates. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
8	Employee interview records.	GS 1:8	Destroy 6 mos. after transfer or separation of employee.
9	Applications for employment and related papers of unsuccessful candidates, excluding records relating to appointments requiring Senate Confirmation.	GS 1:15	Destroy upon receipt of Civil Service Commission report of inspection or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.
	Employee record cards used for informational purposes outside the Personnel Division.	GS 1:16 6	Destroy on separation of employee from agency.
11	Duplicate cases files of efficiency rating boards of review, copies of which have been forwarded to the Civil Service Commission.	GS 1:9	Destroy 1 year after completion of case. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
12	Certificates of performance rating.	GS 1:24	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
13	Position descriptions.	GS 1:7	(a) Destroy one copy 5 years after position is abolished or description is superseded. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
14	Position identification strips, used in service control file to provide summary data on each position occupied.	GS 1:11	(b) Destroy other copies when position is abolished or description is superseded. Destroy when position is cancelled or new strip is prepared.
15	Incentive awards case files.	GS 1:12	Destroy 2 years after case is closed. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
16	Reports pertaining to the incentive awards program.	GS 1:13	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
17	Notifications of personnel action, excluding those in Official Personnel Folder. a. Chronological file copies, including face sheets. b. All other copies.	GS 1:14	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
18	Statistical personnel reports in the operating personnel office and subordinate units.	GS 1:16	Destroy 2 years after date of report. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
19	Correspondence and forms in the operating personnel offices relating to individual employees and not maintained in Official Personnel Folders or provided for elsewhere in this schedule. a. Correspondence and forms relating to pending personnel actions and not required to be placed in the Official Personnel Folder. b. Retention registers (including card files and related papers) from which reduction-in-force actions have been taken. c. Retention registers (including card files and related papers) from which no reduction-in-force actions have been taken.	GS 1:17	Destroy when action is completed. Destroy when superseded. Destroy when superseded.
RECORDS DISPOSITION SCHEDULE 2		PERSONNEL RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
20	Copies of documents duplicated in Official Personnel Folders and not provided for elsewhere in this schedule. These include supervisor's copies of papers concerning employees responsible to him, and similar subjects. These files may be located in any office responsible for a group of employees.	GS 1:18	Destroy in 1 year after employee leaves. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
21	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	GS 1:25	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is earlier. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
22	Statements of employment and financial interests, and related papers.	GS 1:26	Destroy 2 years after employee leaves either the agency or the position requiring a statement. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
23	Personnel Security Clearance case files containing a record of investigations of personnel employed by or seeking employment from the government, or whose relationship with the government requires a security clearance, but not including copies of investigative reports and related papers furnished to agencies by the Civil Service Commission, whose disposition is covered by the FPM.	GS 18:23	Destroy 30 years after date of last action. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
24	Personnel security clearance status files showing of individuals, either in lists or rosters, or as individual case files containing copies of documents described in Item 25.	GS 18:24	Destroy lists or rosters when superseded or obsolete; destroy case files upon transfer or separation of related individual.
25	Security violation case files of investigations of alleged security violations, not including files concerning felonies or papers placed in the Official personnel folders.	GS 18:25	Destroy 2 years after completion of final corrective or disciplinary actions. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
26	NOAA copies of security violation case files of investigations of alleged security violations serious enough to be classified as felonies. Record copies are kept by Department of Commerce.		Destroy after 2 years.
RECORDS DISPOSITION SCHEDULE 2		PERSONNEL RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
27	Labor relations files documenting relations between NOAA elements and labor organizations. Includes records pertaining to recognition, elections, union complaints, and related or similar material.		Destroy 2 years after termination of recognition. Cut off at end of calendar year, hold 2 years inactive, then destroy in current files area.
28	Labor negotiation records relating to contract negotiations. Includes proposals, minutes of meetings, drafts, approved agreements, supplements, and related documents.		<p style="text-align: center;">PERMANENT</p> <p>Department of Commerce copy: Destruction not authorized. Retain.</p> <p>Other copies: Destroy 1 year after termination of agreement. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
29	Evaluation reports of personnel management program by Civil Service Commission or other government agencies.		Destroy 1 year after receipt of succeeding report on program area.
30	Case files of appeals and grievances submitted by civil service employees. Includes employee grievance record, decisions delivered, records of grievance committee, review decisions, and similar records.		Destroy after 7 years. Cut off at end of calendar year, hold one year inactive, and transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
31	<p>Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.</p> <p>a. Official Equal Employment Opportunity complaint case files, as described by 5 CFR 713.222:</p> <p>(1) When case is resolved within agency of origin.</p> <p>(2) When case is resolved by U.S. Civil Service Commission.</p> <p>b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in case files retained under Item 32a, above.</p> <p>c. All background documents pertaining to the case but not included in case files retained under Item 32a, above.</p>		<p>Dispose 7 years after final adjustment.</p> <p>The Official case file is retained by USCSC according to their records control schedule.</p> <p>Dispose 1 year after final adjustment.</p> <p>Dispose 3 years after final adjustment.</p>
RECORDS DISPOSITION SCHEDULE 2			PERSONNEL RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>PAYROLL AND PAY ADMINISTRATION RECORDS</p> <p>These records pertain to disbursements to NOAA employees for personal services. This schedule excludes (a) retirement records (Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Bureau of Retirement, Insurance, and Occupational Health of the Civil Service Commission; (b) files physically transmitted to the General Accounting Office or maintained in agency space for audit under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of Treasury Department responsible for the related Government-wide programs; (d) or to Office of Management and Budget files reflecting agency personnel needs and problems.</p> <p>Papers required by the Comptroller General to be maintained for site audit or to be physically transferred to the General Accounting Office for centralized audit are segments of accountable officers' accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General.</p> <p>1 Individual earning and service cards.</p> <p>a. Civilian.</p> <p>b. NOAA Corps.</p> <p>2 Correspondence files maintained by and pertaining to operating units responsible for payroll preparation and processing.</p> <p>3 Copies of budget authorizations to operating units that control personnel ceilings and personnel actions.</p> <p>4 Individual authorization card and record of payroll allotments.</p> <p>a. When record of bond deductions is maintained on earning record card.</p>	<p>GS 2:1</p> <p>GS 2:2</p> <p>GS 2:12</p> <p>GS 2:4</p>	<p>Transfer to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis, MO. 63118, 1 year after audit.</p> <p>Transfer to National Personnel Records Center (MPR), 9700 Page Blvd., St. Louis, MO. 63132, 1 year after audit.</p> <p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy when superseded.</p> <p>Destroy when superseded by new card or on transfer or separation of employee, whichever is earlier.</p>
RECORDS DISPOSITION SCHEDULE 3		PAYROLL AND PAY ADMINISTRATION RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4 Cont'd	b. Where record of bond deductions is not maintained elsewhere.		Destroy ³ / 1 years after superseded or employee is transferred or separated. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Issuing agents' copies of bond registration stubs.	GS 2:5	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Receipts for U.S. Savings Bonds, and checks.	GS 2:6	Destroy 3 months after date of receipt.
7	Reports of deposits and purchases of bonds, and related papers.	GS 2:7	Destroy after ³ / 1 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
8	Applications for leave and supporting papers. a. Applications for leave taken immediately prior to separation. b. All others.	GS 2:8	Destroy with leave record card or 10 years after last date entry on card. Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
9	Leave records cards maintained independently of pay and earning records. a. Pay or fiscal copy. (1) Final cards showing accumulated leave on separation. (a) Civilian. (b) NOAA Corps. (2) All other pay or fiscal copies.	GS 2:9	 Close file at end of year and transfer to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis, MO 63118. Close file at end of year and transfer to National Personnel Records Center (CPR), 9700 Page Blvd., St. Louis, MO. 63132. Destroy after ³ / 1 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

RECORDS DISPOSITION SCHEDULE ³

*changes made per phone conversation
w/ R. Roberts (NOAA). 8-20-74. J. MacCall (NCD)*

PAYROLL AND PAY ADMINISTRATION RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
- 9 Cont'd 10	b. Other copies. Records of leave data transferred.	GS 2:10	Destroy 3 months after end of period covered. Destroy 2 years after end of leave year. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding area (outside Washington Metropolitan area to nearest Federal Records Center).
11	Notifications of Personnel action, excluding those in Official Personnel Folders. a. Pay or fiscal copy. c. All other copies.	GS 2:11	 Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
12	Memorandum copies of payrolls, check lists, and related certification sheets. a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, and related papers. b. All other copies. (1) Where earning record card is maintained. (2) Where earning record card is not maintained. (a) Civilian. (b) NOAA Corps.	GS 2:13	 Destroy when Federal Records Center receives second subsequent payroll or check list covering same payroll units. Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). When 3 years old transfer to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis, MO. 63118. When 3 years old transfer to National Personnel Records Center (MPR), 9700 Page Blvd., St. Louis, MO. 63132.
13	Payroll control registers.	GS 2:14	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
14	Payroll change slips, excluding those in Official Personnel Folders. a. Copy used in General Accounting Office audit. b. Copy used by disbursing officer in preparing checks. c. All other copies.	GS 2:15	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after preparation of check. Destroy 1 month after end of pay period.
15	Memorandum copies of fiscal schedules involved in payroll processing. a. Copy used in General Accounting Office audit. b. All other copies.	GS 2:16	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy 1 month after end of pay period.
16	Administrative reports and data relating to payrolling operations and pay administration. a. Reports and data used for workload and personnel management purposes. b. All other reports and data.	GS 2:17	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after ³ 4 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
17	Withholding tax exemption certificates (such as Internal Revenue Form W-4).	GS 2:18	Destroy ³ 4 years after card is superseded or obsolete. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
18	Returns on income taxes withheld (such as Internal Revenue Form W-2).	GS 2:19	Destroy after ³ 4 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

RECORDS DISPOSITION SCHEDULE

*changes made per phone conversation
3 w/R. Roberts (NOAA), 8-20-74. J. Macell (NCD)*

PAYROLL AND PAY ADMINISTRATION RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
19	Reports of withheld Federal taxes and related papers (including records relating to income and social security taxes).	GS 2:20	Destroy after ³ / 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
20	Retirement reports and registers.	GS 2:21	Destroy after ³ / 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
21	Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	GS 2:22	Destroy after ³ / 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
22	Levy and garnishment records, including official notice of levy or garnishment, change slips, workpapers, and correspondence relating to charge against retirement funds or attachment of salary for payment of back income tax or for other debts of Federal employees.	GS 2:23	Destroy after ³ / 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
23	Wage survey files consisting of wage survey reports and data, working papers and related correspondence concerning area wages paid for each employment class (excluding authorized wage schedules and wage survey recapitulation work sheets).	GS 2:24	Destroy after completion of second succeeding wage survey.
24	Time and attendance reports.	GS 2:3	See item 9.
<div> <div>RECORDS DISPOSITION SCHEDULE</div> <div> <i>changes made per phone conversation</i> ³ w/R. R. R. (NOAA). 8-20-74. J. R. R. (NEB) </div> </div> <div>PAYROLL AND PAY ADMINISTRATION RECORDS</div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
1	<p>ACCOUNTABLE OFFICERS' ACCOUNTS</p> <p>This schedule covers the memorandum copies of all accountable officers' returns and related records created since January 1, 1921. Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. It does not apply to records which are under the cognizance of the General Accounting Office, or to the copies of the schedules and related papers held by the Chief Disbursing Officer, from which he makes payment.</p> <p>This records schedule also does not apply to records held for on-site audit by the General Accounting Office. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for the General Accounting Office auditors. Section 7(a) of General Accounting Office General Regulations No. 115 gives general authority to the agencies, if the records are no longer required for administrative purposes and subject to the written approval of the Comptroller General, to transfer records audited at the site to Federal Records Centers after two years. Because the records heretofore transferred to the General Accounting Office are retained in the agency and available, several agencies have eliminated the creation of memorandum copies.</p> <p>Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule.</p> <p>Accountable officer's returns, comprising memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (excluding freight and payroll records).</p> <p>a. Security copies of payment lists prepared or used for disbursement by Treasury disbursing offices.</p>	GS 6:1	<p>Destroy when NOAA Records Holding Area or Federal Records Center receives second subsequent document covering same type of payment.</p>
RECORDS DISPOSITION SCHEDULE 4		ACCOUNTABLE OFFICER'S ACCOUNTS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
1 Cont'd	b. All other returns files.		Destroy 3 years after period covered by account. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	General Accounting Office notices of exception (formal or informal) and related correspondence.	GS 6:2	Destroy 1 year after exception is reported as cleared by the General Accounting Office.
	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.	GS 6:3	
	a. Certificates covering closed account settlements, supplements, and final balance settlements.		Destroy 2 years after date of settlement, providing certificate is cleared. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Certificates covering periodic settlements.		Destroy when subsequent certificate of settlement is received.
4	Schedules of certificates of settlement of claims settled by the General Accounting Office.	GS 6:4	Destroy 2 years after date of settlement. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Records relating to the availability, collection, custody, and deposit of funds, including appropriation warrants (other than records covered by Item 1).	GS 6:5	Destroy 3 years after date of document. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Administrative correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	GS 6:6	
	a. Files used for workload and personnel management purposes.		Destroy after 2 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. All other files.		Destroy after 3 years. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 4		ACCOUNTABLE OFFICERS ACCOUNTS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
7	<p>Federal personnel surety bond files.</p> <p>a. Official copies of the bond and attached powers of attorney.</p> <p>(1) Bonds purchased prior to January 1, 1956.</p> <p>(2) Bonds purchased after December 31, 1955.</p> <p>b. Other bond files, including other copies of bonds and related papers.</p>	GS 6:7	<p>Destroy 15 years after bond becomes inactive. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 15 years after end of bond premium period. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy when bond becomes inactive or at end of bond premium period.</p>
RECORDS DISPOSITION SCHEDULE 4 ACCOUNTABLE OFFICER'S ACCOUNTS			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>EXPENDITURE ACCOUNTING RECORDS</p> <p>These records are the ledgers and related documents maintained by all agencies to show in summary form the source and nature of receipts, and the manner of expenditures of funds, appropriated and non-appropriated, after allotment by the Office of Management and Budget.</p>		
1	Correspondence files maintained by operating units responsible for expenditure accounting and pertaining to their internal operations and administration.	GS 7:1	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	General accounts ledgers showing debit and credit entries, and reflecting expenditures in summary.	GS 7:2	Destroy 10 years after close of fiscal year involved. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
3	Allotment records showing status of obligations and allotments under each authorized appropriation.	GS 7:3	Destroy 10 years after close of fiscal year involved. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule.	GS 7:4	
	a. Original records.		Destroy after ³ / 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Copies.		Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE ⁵ <i>changes made per phone conversation w/R. Roberts (NOAA). 8-20-74. JDM:ca@NCD)</i>		EXPENDITURE ACCOUNTING RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS These records include files accumulated in formulating the budget for submission to the Office of Management and Budget and the Congress, in justifying its requests for funds before both bodies, and to ensure that the appropriated funds are used in a way as to suffice for the appropriate period of time.		
	Correspondence files of budget offices showing agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.	GS 5:1	PERMANENT Destruction not authorized. Retain. Cut off at end of calendar year hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Correspondence files of budget offices not otherwise covered by this schedule.	GS 5:3	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
3	File copies of budget estimates prepared or consolidated in budget offices, comprising appropriation language sheets, narrative statements, and related schedules and data.	GS 5:2	PERMANENT Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimates (Item 3).	GS 5:4	Destroy 1 year after close of fiscal year covered by budget. Cut off at end of fiscal year, hold one year inactive, then destroy in current files area.
5	Periodic reports on status of appropriation accounts and apportionment.	GS 5:5	
	a. End of fiscal year report.		Destroy 5 years after close of fiscal year involved. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. All other reports.		Destroy ³ years after close of fiscal year involved. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.	GS 5:6	Destroy 2 years after close of fiscal year involved. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE <i>changes made per phone conversation w/R. Roberts (NOAA). 8-20-74. J. Marshall (NCD)</i>		BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>PROCUREMENT AND SUPPLY RECORDS</p> <p>These are records dealing with the obtaining of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are a part of daily procurement operations. The schedule is inapplicable to records which pertain to outstanding exemptions, unsettled claims by or against the U.S. Government, incomplete investigations, or cases under litigation, unless approved by the Comptroller General.</p> <p>1 Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).</p> <p>a. Papers for property acquired prior to January 1, 1921.</p> <p>b. Papers for property acquired since January 1, 1921, other than abstract of certificate of title.</p> <p>c. Abstract or certificate of title.</p> <p>2 Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.</p> <p>3 (NOTE: The following item does not apply to GAO side-audit contract files maintained by the Office of Programs and Budget and the Finance Division).</p> <p>Contract bids, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in Items 1. 10).</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of \$2,500 or less.</p>	<p>GS 3:2</p> <p>GS 3:3</p> <p>GS 3:4</p>	<p><i>Permanent.</i> Destruction not authorized. Retain.</p> <p>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 3 years after final payment. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
RECORDS DISPOSITION SCHEDULE		<p><i>change made per phone conversation w/ R. Roberts (NOAA). 8-20-74. J. Macell (NCD).</i></p>	

PROCUREMENT AND SUPPLY RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
3 (Cont'd)	<p>(2) Transactions of more than \$2,500, except those described in (3) below.</p> <p>(3) Transactions documenting deviations from established general or major procurement precedents.</p> <p>b. Obligation copy.</p> <p>c. Duplicate copies of contracts and other papers defined above (3) and used by procurement offices for administrative purposes.</p>		<p>Destroy 6 years after final payment. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Permanent. Destruction not authorized. Retain. After final payment cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).</p> <p>Destroy when funds are obligated.</p> <p>Destroy upon termination or completion.</p>
4	<p>Bid files</p> <p>a. Successful and unsuccessful bids.</p> <p>b. Lists or cards of acceptable bidders.</p>	<p>GS 3:6 a & b</p> <p>GS 3:6 c</p>	<p>Destroy in accordance with provision for item 3. a (2)</p> <p>Destroy in accordance with provision for item 3. a (1)</p>
5	<p>Files of reports on supply requirements and procurement matters used for supply management purposes.</p> <p>a. Copies received from other units for internal purposes or for transmissions to staff agency.</p> <p>b. Copies in other reporting units, and related work papers.</p>	<p>GS 3:5</p>	<p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
6	<p>Records relating to requisitions on the Public Printer, and all supporting papers.</p> <p>a. Printing procurement unit copy of requisition, invoice, and related papers.</p>	<p>GS 3:7</p>	<p>Destroy ³ years after completion or cancellation of requisition. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington</p>
<p>RECORDS DISPOSITION SCHEDULE</p> <p><i>changes made per phone conversation w/ Roberts (NOAA)</i> <i>8-20-74 JH Macoll (NEB)</i></p> <p>PROCUREMENT AND SUPPLY RECORDS</p>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
6 (Cont'd)	b. Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher and receiving report.		Metropolitan area to nearest Federal Records Center). Destroy ³ / 4 years after period covered by related account. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officer's accounts).	GS 3:8	Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
8	Requisitions for supplies and equipment from current inventory.	GS 3:9	
	a. Stockroom copy (original).		Destroy 2 years after completion or cancellation of requisition. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. All other copies.		Destroy after 6 months. Cut off at end of calendar year, hold six months inactive then destroy in current files area.
9	Inventory Files.	GS 3:10	
	a. Inventory lists.		Destroy 2 years from date of list. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Inventory cards.		Destroy 2 years after card is no longer needed. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered by this schedule.		Destroy 2 years after date of survey action or date of posting medium. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
10	Contractor's payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits, and other related papers.	GS 3:12	Destroy 3 years after date of completion of contract unless performance is subject of enforcement action on such date. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 7 <i>change made per phone conversation w/ R. Roberts (NOAA), 8-20-74. J. MacCall (NCD)</i>			PROCUREMENT AND SUPPLY RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
11	Tax exemption certificates, and related papers.	GS 3:13	Destroy ³ / 4 years after period covered by related account. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
12	Telephone statements and toll slips.	GS 3:11	Destroy ³ / 4 years after period covered by related account. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area(outside Washington Metropolitan Area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE		<i>changes made per phone conversation w/ R. Roberts (NOAA) 8-20-74. J. Macoll (NCS)</i>	

PROCUREMENT AND SUPPLY RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>PROPERTY DISPOSAL RECORDS</p> <p>These records deal with sales of real and personal property declared surplus to the needs of the government. No records should be disposed of if involved in claims which have not been settled unless approved by the Comptroller General.</p> <p>Case files on sales of surplus personal property, comprising invitations, bids, acceptance, list of materials, evidence of sales, and related correspondence, other than those covered in item 2.</p>		
1	a. Transactions of \$2,500 or less.	GS 4:6	Destroy 3 years after final payment. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Transactions of more than \$2,500 except those described in (c) below.	GS 4:6	Destroy 6 years after final payment. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	c. Transactions documenting deviations from established precedents for major disposal programs or general agency disposal practices.	GS 4:1	Permanent. Destruction not authorized. Retain: Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Case files on disposal of surplus real and related personal property.	GS 4:2	Destroy any records not transferred with property after property leaves NOAA's hands.
3	Correspondence files maintained by operating units responsible for property disposal pertaining to their operation and administration, and not otherwise provided for.	GS 4:4	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Reports of excess real property.	GS 4:3	Destroy any records not transferred with property after 2 years.
5	Reports of excess personal property.	GS 4:5	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 8 <i>change made per phone conversation w/ R. Roberts (NOAA). 8-20-74. J. MacCall (NCD)</i> PROPERTY DISPOSAL RECORDS			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
6	Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including site maps and surveys, plot plans, architects sketches, working diagrams, and other papers pertaining to the planning, construction, management and maintenance of the property.	GS 4:7	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.
<div> RECORDS DISPOSITION SCHEDULE 8 PROPERTY DISPOSAL RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>STORES, PLANT, AND COST ACCOUNTING RECORDS</p> <p>These records are maintained to provide accountability for the receipt and custody of materials or to provide data on the direct and indirect costs of production, administration, and performance of program functions.</p>		
1	Plant account cards and ledgers pertaining to physical features, placement, and nature of structures on government areas and installations.	GS 8:1	Destroy the card or ledger when structure is sold, traded, donated, or demolished.
2	Plant account cards and ledgers, other than those described in Item 1.	GS 8:6	Destroy 3 years after item is withdrawn from plant account.
3	Correspondence files of units responsible for plant, cost, and stores accounting operations.	GS 8:2	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Invoices or equivalent papers used for stores accounting purposes.	GS 8:3	Destroy after ³ / ₄ years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Stores accounting returns and reports.	GS 8:4	Destroy after ³ / ₄ years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Work papers used in accumulating stores accounting data.	GS 8:5	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
7	<p>Copies of cost accounting reports.</p> <p>a. Copies in units receiving reports.</p> <p>b. Copies in reporting units, and related work papers.</p>	GS 8:7	<p>Destroy after ³/₄ years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after ³/₄ years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
RECORDS DISPOSITION SCHEDULE <i>change per phone conversation w/ R. Roberts (NOAA). 8-20-74 J. Macell (CNCD)</i>		STORES, PLANT, AND COST ACCOUNTING RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
8	<p>Ledgers, forms, and machine records used to accumulate data for use in cost reports.</p> <p>a. Ledgers and forms.</p> <p>b. Machine records.</p> <p>(1) Detail cards.</p> <p>(2) Summary cards.</p> <p>(3) Tabulations.</p>	GS 8:8	<p>Destroy after ³4 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center.)</p> <p>Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.</p> <p>Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
RECORDS DISPOSITION SCHEDULE		<p><i>change made per phone conversation w/R. Roberts (NOAA). 8-20-74. J. Duran (NED)</i></p>	

STORES, PLANT, AND COST ACCOUNTING RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	SPACE AND MAINTENANCE RECORDS These records document the acquisition, allocation, utilization, maintenance, and release of space. Not covered are records pertaining to accountable officers' accounts or to procurement and supply.		
1	Correspondence files and related papers pertaining to administration and operation of the unit responsible for space and maintenance matters.	GS 11:1	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration. a. Building plan files and related agency records used in space planning, assignment, and adjustment. b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements. (1) Agency reports to General Services Administration regarding space occupied, and related papers. (2) Copies in subordinate reporting units and related work papers.	GS 11:2	Destroy 2 years after termination of assignment, when lease is cancelled, or when plans are superseded or obsolete. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy 2 years after date of report. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy 1 year after date of report. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
3	Correspondence, forms, and other records relating to the compilation of directory service listings.	GS 11:3	Destroy 2 months after issuance of listing.
4	Identification credentials and related papers. a. Identification cards, badges, parking permits, photographs, agency permits to operate motor vehicles, property or visitors passes, and other identification credentials.	GS 11:4	Destroy credentials 3 months after return to issuing office.
RECORDS DISPOSITION SCHEDULE 10		SPACE AND MAINTENANCE RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5	<p>b. Receipts, indexes, listings, and registers used to control and account for the issue of identification credentials.</p> <p>Requests for building and equipment maintenance services, not including the fiscal copies.</p>	GS 11:5	<p>Destroy after all identification credentials are accounted for.</p> <p>Destroy 3 months after work is performed or requisition is cancelled.</p>
<div>RECORDS DISPOSITION SCHEDULE 10</div> <div>SPACE AND MAINTENANCE RECORDS</div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>HOUSING RECORDS The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects.</p> <p>Records relating to supply or fiscal areas are subject to the provisions of other appropriate records schedules, such as schedules 4 and 7.</p> <p>1 Correspondence files pertaining to maintenance and management of housing projects.</p> <p>2 Maintenance and repair records for individual units.</p> <p>a. Summary card or ledger record.</p> <p>b. Work orders, requisitions, and related papers involved in repair and maintenance work.</p> <p>3 Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.</p> <p>4 Lease files, including copies of leases, renewals, termination notices, and related papers.</p>	<p>GS 15:1</p> <p>GS 15:2</p> <p>GS 15:3</p> <p>GS 15:4</p>	<p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 3 years after unit is closed or leaves agency control. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 3 years after work is finished. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 3 years close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
RECORDS DISPOSITION SCHEDULE 11		HOUSING RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5	<p>Assignment and vacancy card files.</p> <p>a. Individual tenant cards.</p> <p>b. Individual housing unit cards.</p>	GS 15:5	<p>Destroy when tenant vacates unit.</p> <p>Destroy 3 years after unit is closed to tenancy or leaves agency control. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
6	Furnishing inventory files pertaining to items included in furnished units.	GS 15:6	<p>Destroy 3 years after inventory is superseded. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
7	<p>Application files (other than copies in lease files).</p> <p>a. Rejected application files.</p> <p>b. All others.</p>	GS 15:7	<p>Destroy 1 year after date of rejection. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
8	Schedules of appraised values and rental charges for all housing accommodations located at field stations.		<p>Destroy after 4 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
<div> RECORDS DISPOSITION SCHEDULE 11 HOUSING RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS</p> <p>Records pertaining to requests for service, control, production and distribution of individual jobs or projects; and correspondence and report files reflecting the activities of the unit responsible for handling the printing, binding, duplication and distribution matters within the agency. Other schedules may apply for specific programs, such as chart printing, and the index should be consulted for these areas. Excluded from the coverage of this schedule are (a) records retained by the agency for on-the-site audit by the General Accounting Office; (b) agency memorandum copies which are part of the accountable officer's accounts.</p>		
1	Copy in duplicating or distribution unit of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, or similar material. (This item does not cover copies and related program material retained in originating office).	GS 13:1	<p><i>Permanent</i></p> <p>Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
2	Correspondence files of the unit responsible for the printing, binding, duplication, and distribution matters, pertaining to its administration and operation, and related papers.	GS 13:2	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
3	<p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers, excluding (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>b. Files pertaining to planning, standards, cost, and related technical matters.</p>	GS 13:3	<p>Destroy 1 year after completion of job. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
4	Control registers pertaining to requisitions and work orders.	GS 13:4	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. Cut off at end of calendar year (or fiscal year) hold one year inactive, then destroy in current files area.
<p>RECORDS DISPOSITION SCHEDULE 12 <i>change made per phone conversation w/R. Roberts (NOAA). 8-20-74 J. Marshall (NCS)</i></p> <p>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS</p>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5	<p>Mailing lists and related material.</p> <p>a. Correspondence, request forms, and other records relating to changes in mailing lists.</p> <p>b. Card lists.</p> <p>c. Plate or stencil mailing lists.</p>	GS 13:5	<p>Destroy after appropriate revision of mailing lists or after 3 months, whichever is earlier.</p> <p>Destroy individual cards when cancelled or revised.</p> <p>Destroy plates or stencils when cancelled or revised.</p>
6	<p>Reports to Congress and related records.</p> <p>a. Agency reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.</p> <p>b. Copies in subordinate reporting units and related work papers.</p>	GS 13:6	<p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
7	Records relating to internal management and operations of the unit.	GS 13:7	<p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
RECORDS DISPOSITION SCHEDULE 12		PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>TRAVEL AND TRANSPORTATION RECORDS</p> <p>These records deal with a movement of goods and persons under government orders.</p> <p>1 Freight records, consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, all supporting documents, and files relating to the shipments of household effects.</p> <p>a. Issuing office memorandum copies.</p> <p>b. All other copies.</p> <p>c. Bills of lading registers.</p> <p>2 Freight records, relating to the administration of Government Losses in Shipment Act, consisting of schedules of valuables shipped and related papers and reports.</p> <p>3 Passenger transportation records, consisting of memorandum copies of vouchers, memorandum copies of transportation requests, travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Issuing office memorandum copy.</p> <p>b. Obligation copy, if different from copy in 3a.</p> <p>c. Unused ticket redemption forms.</p>	<p>GS 9:1</p> <p>GS 9:2</p> <p>GS 9:3</p>	<p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy 3 years after final entry on register. Hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy when funds are obligated.</p> <p>Destroy when administrative needs have been satisfied.</p>
<div> RECORDS DISPOSITION SCHEDULE 13 TRAVEL AND TRANSPORTATION RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4	<p>Passenger transportation records dealing with reimbursements to individuals for official travel of officers, employees, dependents, or others authorized to travel by law (excluding records covered by Item 3), and consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers.</p> <p>a. Travel administrative unit copies.</p> <p>b. Obligation copies.</p>	GS 9:4	<p>Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy when funds are obligated.</p>
5	<p>Records freight and passenger, not otherwise covered in this schedule.</p> <p>a. Correspondence, forms, and related papers pertaining to agency travel and transportation functions.</p> <p>b. Accountability records which document the issue or receipt of accountable documents involved in the travel and transportation functions.</p>	GS 9:5	<p>Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
<div> RECORDS DISPOSITION SCHEDULE 13 TRAVEL AND TRANSPORTATION RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS		
1	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	GS 10:1	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Motor vehicle operating and maintenance records. a. Operating records. b. Maintenance records.	GS 10:2	Destroy after 3 months. Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
3	Motor vehicle ledger and work sheets providing cost and expense data.	GS 10:3	Destroy 3 years after discontinuance of ledger or date of work sheet. Hold one year inactive then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Reports on motor vehicles (other than accident, operating, and maintenance reports).	GS 10:4	Destroy 3 years after date of report. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Records relating to motor vehicle accidents, maintained by transportation offices.	GS 10:5	Destroy 6 years after case ^{is} closed. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Vehicle release files, dealing with transfers of vehicles by sales, donation, or exchange.	GS 10:6	Destroy 4 years after vehicle leaves agency custody. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 14 MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	SECURITY AND PROTECTIVE SERVICES RECORDS		
	Records relating to Personnel Security are covered in the Schedule for Personnel Records.		
1	Manuals, directive, plans, reports and correspondence dealing with policies and procedures for administering and directing security and protective service programs.	GS 18:1	PERMANENT Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Correspondence files dealing with the administration and operation of the security and protective services program, and not covered in Item 1.	GS 18:2	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
3	Classified document receipts, relating to the receipt and issue of classified documents.	GS 18:3	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Classified document destruction certificates.	GS 18:4	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Classified document inventory file (not including document receipts, destruction certificates, and documents relating to Top Secret material), consisting of forms, inventory lists, and registers showing identity, internal routing, and final disposition individual classified documents.	GS 18:5	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6	Top Secret document accounting and control files. a. Registers maintained at central points to keep accountability over top secret documents, reflecting the receipt, dispatch, or destruction of the documents. b. Forms accompanying documents to insure control by showing names of handlers, routing, and similar data.	GS 18:6	Destroy 5 years after documents shown are downgraded, transferred, or destroyed. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area, (outside Washington Metropolitan area to nearest Federal Records Center). Destroy when document is downgraded, transferred, or destroyed.
RECORDS DISPOSITION SCHEDULE 15 <i>change made per phone conversation w/R. Roberts (NOAA) 8-20-74 J. M. McCall (NED)</i> SECURITY AND PROTECTIVE SERVICES RECORDS			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
7	Requests and authorization for individuals to have access to classified files.	GS 18:7	Destroy 2 years after authorization expires. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
8	Classified document container security files, consisting of forms and list of safe and padlock combinations, names of individuals knowing combinations, and similar data used to control access into classified document containers.	GS 18:8	Destroy when list is superseded or when container is turned in.
9	Reports of surveys and inspections conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents; and to safeguard information and facilities against sabotage and unauthorized entry. a. Government owned property. b. Privately owned facilities assigned security status.	GS 18:10-11	Destroy after 3 years or upon discontinuance of facility, whichever is earlier. Destroy after 4 years or when security cognizance is terminated, whichever is earlier.
10	Files dealing with investigations of fires, explosions, and accidents, including a retained copy of reports submitted to other agencies for review, and reports and related papers of incidents minor enough to be settled locally without referral to other organizational elements.	GS 18:12	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
11	Property pass files authorizing removal of property or materials.	GS 18:13	Destroy 3 months after expiration or revocation.
12	Files relating to guard assignment and strength. a. Ledger records. b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	GS 18:14	Destroy 3 years after final entry. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 15		SECURITY AND PROTECTIVE SERVICES RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
.13	Guard service control files. a. Control center key or code records, emergency call cards, and building record and employee identification cards. b. Rounds reports, service reports on interruptions and tests, and punch clock dial sheets. c. Registers of patrol and alarm services. d. Arms distribution sheets, charge records, and receipts.	GS 18:20.	Destroy when superseded or obsolete. Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area. Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area. Destroy after 3 months <i>three months after return forms.</i>
14	Guard logs and registers not covered elsewhere in this schedule. a. Central guard office master logs. b. Individual guard post logs of occurrences entered in master log.	GS 18:21	Destroy 2 years after final entry. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy 1 year after final entry. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
15	Files relating to periodic guard force facility checks. a. Data sheets, door slip summaries, check sheets, and guard reports on security violations. b. Reports of routine after-hours security checks which do not reflect security violations.	GS 18:19	Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area. Destroy after 1 month.
16	Files relating to the exercise of police functions. a. Ledger records of arrests, cars ticketed, and outside police contracts.	GS 18:15	Destroy 3 years after final entry. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
<div> RECORDS DISPOSITION SCHEDULE 15 <i>change made per phone conversation w/R. Roberts (NOAA) 8-20-74</i> <i>Macrell (NCD)</i> SECURITY AND PROTECTIVE SERVICES RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
16 Cont'd	b. Reports, statements of witnesses, and other papers dealing with arrests, commitments, traffic violations, etc.		Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	c. Reports on contacts of outside police with building occupants.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
17	Files relating to accountability for personal property lost or stolen.	GS 18:16	
	a. Ledger files.		Destroy 3 years after final entry. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Reports, loss statements, receipts, other papers relating to lost and found articles.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
18	Files relating to accountability for keys issued.	GS 18:17	Destroy 6 months after turn-in of key; if area is under maximum security destroy 3 years after turn-in.
19	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	GS 18:18	Destroy 2 years after final entry; if area is under maximum security destroy after 5 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
20	Emergency Planning Records accumulating from the formulation and implementation of plans for protection of life and property during emergency conditions.		
	a. Case files consisting of record copy of each plan and directive, with related background papers, concerning emergency planning and issued by the office responsible for issuance.	GS 18:28	PERMANENT. Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	b. Copies of case files in "a".	GS 18:29	Destroy when superseded or obsolete.
	c. Agency comprehensive reports of operations tests conducted under emergency plans.	GS 18:30	PERMANENT. Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
<div> RECORDS DISPOSITION SCHEDULE 15 <div> <i>Changes made per phone conversation w/R. Roberts (NOAA). 8-20-74 J. Maxwell (NCS)</i> </div> </div> <div> SECURITY AND PROTECTIVE SERVICES RECORDS </div>			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
20 Cont'd	d. Operations tests file such as instructions, assignments, messages, etc., accumulated from tests conducted under emergency plans.	GS 18:31	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
RECORDS DISPOSITION SCHEDULE 15 SECURITY AND PROTECTIVE SERVICES RECORDS			

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	INFORMATIONAL SERVICES RECORDS		
	These records deal with the agency's explanation to the public of its program and policies, and includes replies to specific requests from the public.		
1	Formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations, and indexes thereto.	GS 14:1	<i>Permanent.</i> Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	General subject files containing general material on programs, points of contact, and other records on general functions.		Destroy after 2 years.
3	Requests for information and copies of replies thereto, involving no administrative action, no policy decisions, and no special compilations or research; and requests for and transmittals of publications, photographs and other informational literature.	GS 14:3	Destroy 3 months after transmittal or reply.
4	Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.	GS 14:4	Destroy 3 months after acknowledgement and referral.
5	Daily press service teletype news or clippings.	GS 14:5	Destroy after 3 months.
6	Informational service project case files maintained by formally designated informational offices, excluding material described in Items 1 and 2.	GS 14:6	Destroy 1 year after completion of project. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken, and those incorporated in individual personnel records.	GS 14:7	Destroy after 3 months.
8	Bibliographies, check lists, and indexes of agency publications and releases, except those used as indexes to formal informational releases (See Item 1).	GS 14:8	Destroy when superseded or obsolete.
RECORDS DISPOSITION SCHEDULE <i>change made per phone conversation 16 w/ R. Roberts (NOAA). 8-20-74 J. MacCall (NCO)</i>		INFORMATIONAL SERVICES RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	ADMINISTRATIVE MANAGEMENT RECORDS These records deal with staff and management activities such as organizational planning, records management program, forms management, directives, the administration of the management improvement program, etc.		
1	Copy of each internal directive (issued by or for any agency, office, or division head) and its supporting case files; or management project reports (or the manuscript if unpublished) together with its supporting papers documenting the project's inception, scope, procedure, and accomplishments. Working papers are dealt with in item 9.	GS 16 Items 1 & 2	<i>Permanent.</i> Destruction not authorized. Retain. Cut off when obsolete or superseded, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2	Copies of management improvement reports submitted to the Office of Management and Budget: a. Copy of report and related analysis. b. Feeder reports and work papers.	GS 16:5	Permanent. Destroy after 3 years.
3	Records disposition files, including descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions.	GS 16:3	<i>Permanent.</i> Destruction not authorized. Retain. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
4	Statistical reports of records holding.	GS 16:6	Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5	Forms Management Files: records created in the analysis, review, planning, development, standardization, and construction of design and format. Includes assignment of form number and edit date, justification as to use, and the control of distribution information. a. Numerical registry file - register used to record and control the assignment of form numbers in the office responsible for Forms Management.	GS 16:9	Destroy register, or individual sheets, when all forms in the register or on the individual sheets are obsolete or superseded.
RECORDS DISPOSITION SCHEDULE 17 <i>Changes made per phone conversation w/D. Roberts (NOAA). 8-20-74 J. Macall (NCD).</i>			ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5 Cont'd	<p>b. Reports File - correspondence, work sheets, and other documents required to report on the progress, changes in policy or procedures, and statistical data of the Forms Management Program.</p> <p>c. Numerical file (internal):</p> <p>(1) Material covering requests for, approval of, and control of forms created along with instructions, justifications, and a copy of the form.</p> <p>(2) Correspondence, work sheets, and coordinating material used in forms management office.</p> <p>d. Numerical file (external) - Copies of forms created by other agencies, with instructions for their use.</p>	GS 16:10	<p>Destroy 3 years after next report of comparable information. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Permanent.</p> <p>Destroy after 3 years.</p>
6	Project control files showing assignment, progress, and completion of projects (usually consisting of summary cards).	GS 16:9	Destroy after one year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
7	Project control files showing assignment, progress, and completion of projects (usually consisting of summary cards).	GS 16:7	Destroy 1 year after year in which project is closed. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
7	Reports control files - case files on reports maintained for each report created, canceled, or superseded.	GS 16:8	Destroy 2 years after report is discontinued. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
8	Project working papers, including background materials, studies, analyses, notes rough drafts, interim reports, and related papers pertaining to management projects. Excluded is material in items 2,4,6 and 8.	GS 16:10	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.
RECORDS DISPOSITION SCHEDULE 17		ADMINISTRATIVE MANAGEMENT RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	COMMUNICATIONS RECORDS		
	Records documenting communications functions, including the messenger, telephone and postal services, the wire and wireless service, and mail control. Not included are records created before January 1, 1921.		
	Messenger service records including daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related or similar records.	GS 12:1	Destroy after 2 months.
2	Correspondence and report files of the unit responsible for the communication function, pertaining to its own administration and operation, and related papers.	GS 12:2	Destroy 2 years after file is closed or 2 years after date of document. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
3	Wire and wireless service control and operational records.	GS 12:3	
	a. Machine copies of incoming and outgoing messages, message registers, operator's and equipment service logs, performance reports, daily load reports, and similar records.		Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.
	b. Teleautograph and teletypewriters tapes.		Destroy after message is dispatched.
	c. Original copies of outgoing messages retained by wire and wireless service.		
	(1) Authorization copy not duplicated elsewhere showing time of dispatch.		Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	(2) Authorization copy duplicated elsewhere and showing time of dispatch.		Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.
4	Summaries of long distance telephone reports used to indicate authorized use of telephone service as well as to audit expense voucher.	GS 12:4	Destroy after close of fiscal year in which audited.
5	Postal Service records and forms that deal with complaints and control the handling of registered, insured, certified, and other special types of incoming and outgoing mail.	GS 12:5	Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
RECORDS DISPOSITION SCHEDULE 18		COMMUNICATIONS RECORDS	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
6	<p>Mail control records and supporting and related papers.</p> <p>a. Records of receipt and routing of incoming and outgoing mail other than (1) those listed in item 5, (2) records used as indexes to correspondence files.</p> <p>b. Statistical reports of postage used on outgoing mail (airmail, special delivery, registered, foreign and parcel post over 4 pounds.)</p> <p>c. Requisition for stamps, (exclusive of copies used as supporting documents to payment vouchers).</p> <p>d. Production reports of mail handled and work performed, with compilations derived therefrom.</p> <p>e. Record in agency mail units remittances (check, cash, stamps and money orders) and other valuable enclosures received through agency's mail unit in incoming mail.</p> <p>f. Record of and receipts for mail and packages received through the Official Mail and Messenger Service.</p>	GS 12:6	<p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.</p> <p>Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.</p> <p>Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy after 1 year, hold one year inactive, then destroy in current files area.</p> <p>Destroy after 6 months. Cut off at end of calendar year, hold six months inactive, then destroy in current files area.</p>
7	Official penalty mail reports formerly required by statute, and all related papers.	GS 12:7	Destroy after 2 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).