

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>SEP 26 1974</b>	JOB NO <b>NC-370-75-1</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>2/27/75</u> Date	<u>James B. [Signature]</u> Archivist of the United States

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 and Atmospheric Administration

3 MINOR SUBDIVISION

AOD - Management Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Walter V. Barbash Actg Chief, Mgt. Ser. 74-68571

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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

9/11/74 (Date)  
Floyd I. Sandlin (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
	The eight attached schedules.		

*Copy to Agency + WNRC 3/4/75*

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
<u>INTERNATIONAL AFFAIRS RECORDS</u>			
1.	International activities files consisting of correspondence, documents, minutes of meetings, <sup>28 cards</sup> and other papers relating to NOAA participation in international activities, organizations, and policy committees. Included are records of interagency groups developing United States positions on international matters.	104 6 Feb 75 CA 10/1/75	Permanent: Cut off at end of calendar year, hold four years inactive, then transfer to NOAA Records Holding Area for <del>eventual</del> offer to the National Archives <sup>after</sup> 15 years. <sup>14 6 Feb 75</sup>
2.	International organization routine administrative files consisting of <del>correspondence, agendas, records, minutes of meetings, and reports</del> relating to the organizational and technical administration of international organizations and their constituent bodies.	14 6 Feb 75	Destroy after 5 years. Cut off at end of calendar year, hold four years inactive, then destroy in current files area.
3.	Foreign trainee case files on foreign nationals training in the environmental and marine sciences. Includes correspondence, applications, and personal histories; schedules of training, reports of grades, and related papers.		<del>Permanent.</del> <sup>ROR 1-27-75</sup> Master Record Card: <sup>Destroy on termination of program or when no longer needed, whichever is sooner.</sup> Other records: destroy 7 years after case is closed. Cut off at closing, hold two years inactive, then transfer to NOAA Records Holding Area.
4.	Foreign technical assistance and cooperation program files, including correspondence and papers concerning technical assistance and cooperation projects and programs undertaken by U.S. scientists for foreign countries in the field of environmental and marine sciences.	CA 2/1/75	Permanent: Cut off at end of calendar year, hold three years inactive, then transfer to NOAA Records Holding Area for <del>eventual</del> offer to the National Archives. <sup>after 15 years.</sup>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>CONGRESSIONAL AND LEGISLATIVE AFFAIRS RECORDS</p>		
1.	<p><i>Case files relating to NOAA initiated legislation</i>  <del>Legislation case files including proposal, copy of bill, and comments upon it. includes proposals, comments and all related actions</del>  a. <del>Enacted.</del></p>	<p>1 m/2  GDR  1-29-75</p>	<p>Permanent: Transfer to NOAA Records Holding Area when no longer needed for reference. Offer to the National Archives after <del>10</del> years.</p>
2.	<p><del>b. Failed.</del></p> <p>Legislative package containing initiatives of NOAA for Congressional action, <i>includes copies of materials from Stamb, as well as non-record reference materials.</i></p>	<p>GDR  1-29-75</p>	<p><del>Destroy after succeeding Congress.</del></p> <p><del>Permanent.</del> Cut off at end of calendar year, hold four years inactive, then transfer to the NOAA Records Holding Area. <del>Offer to the National Archives after ten years.</del></p>
3.	<p>Hearing files including copies of hearing testimony and any backup material.</p>		<p>Destroy or transfer to library after 2 years. Material may be held up to 5 years if contents warrant.</p>
4.	<p>Congressional correspondence including matters dealing with constituent requests. Correspondence dealing with legislation is covered by item 1.</p>		<p>Destroy after three years. Cut off at end of calendar year, hold two years inactive, then transfer to NOAA Records Holding Area.</p>
5.	<p>Copies of reports to Congress.</p> <p>a. Creating office copy.</p> <p>b. Other copy held by forwarding office.</p>	<p>RH  6/2/75</p>	<p>Permanent: Cut off at end of calendar year hold two years inactive, then transfer to NOAA Records Holding Area for eventual offer to the National Archives <i>after 15 years</i></p> <p>Destroy after 6 months.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
<u>LEGAL AFFAIRS RECORDS</u>			
1.	Formal opinions and interpretations of statutes and regulations. Includes material involved in writing regulations.	14/2	Permanent: Offer to the National Archives when no longer needed.
2.	Material involved in writing of proposed legislation.		Transfer to Office of Congressional and Legislative Affairs after Congress ends. (materials are then included in the Leg. Case files under a different schedule.)
3.	Claims by and against the government and not resulting in litigation.		Destroy 6 years after settlement. 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).
a. Allowed.	b. Disallowed.		Destroy 10 years after claim is disallowed. 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.	Litigation case files (except on patent matters see item 5).	Destroy 10 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.)	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5.	Patent files involving matters pertaining to disclosure or infringement.		Destroy 23 years after action completed. 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.	Potential legal cases - any clearance of actions not involving formal opinions, claims, or litigation.		Destroy after 6 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

LEGAL AFFAIRS RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
<u>NOAA CORPS RECORDS</u>			
1.	Major policy and program planning records, including files on assignment, uniform, and appointment policies and the records of boards establishing such policies.	24/27 144 6 Feb 75	Permanent. Retire to NOAA Records Holding Area when no longer needed for <del>eventual</del> offer to the National Archives <i>after 15 years</i>
2.	General correspondence.		Destroy after 2 years.
3.	Correspondence and reports of organizations NOAA are a part of where such material is not the organization's official copy.		Reference material. Destroy when no longer needed.
4.	<del>Organization and agency files containing</del> Records pertaining to relations with other agencies, industries or groups of industries, professional societies, and related outside organizations	144 6 Feb 75	Destroy after 2 years or earlier if not needed.
5.	Budget and Finance records of NOAA Corps		See Schedule 6 or other appropriate schedules.
6.	Special Studies: a. Record Copy of each special study. b. Special reports and study working papers, including questionnaires, interim reports, and other material providing background for studies.	24/27 144 6 Feb 75	Permanent. Retire to NOAA Records Holding Area when no longer needed for <del>eventual</del> offer to the National Archives <i>after 15 years</i> Destroy after 2 years unless evaluation of material indicates value for a future study.
7.	Career guides written by NOAA Corps staff.		Destroy when superceded or obsolete.

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8.	Official personnel and medical folders, including records to be merged with folders upon retirement, resignation, etc., of individual.		See Schedule 2, item 2.
9.	Regulations, and the background to them, established for NOAA Corps. Not included are reference copies kept by individual offices.	<i>Section 1 u/f</i>	Permanent. To be offered to the National Archives when superseded.
10.	Rejected applications to NOAA Corps for appointment.		Destroy after 6 months unless applicant indicates intention to reapply.
11.	<p>Training:</p> <p><i>Copy of each Training syllabus &amp; other training materials originated by NOAA</i></p> <p>a. <del>Training class folders</del>; class photos, and records of Education and Training Committee.</p> <p>b. Graduate study records containing correspondence with schools, schedules for sending students, and similar material.</p>	<i>Section 1 u/f</i>	<p>Permanent. To be offered to the National Archives <del>when no longer operationally required</del> <i>after 15 years</i>.</p> <p>Destroy after 2 years.</p>
12c	ROTC student appointment records kept to ensure fulfillment of 6 year commitment.	<i>Section 1 u/f</i>	Destroy after 7 years.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<u>VISUAL SERVICES</u>		
1.	Copies of printing bills for printing work performed by the GPO and other printing establishments outside NOAA. Originals of bills are sent to finance for payments		Destroy after 4 years. Hold one year inactive then transfer to NOAA Records Holding Area.
2.	Copies of printing requisitions sent to Dept. of Commerce for printing work.		Destroy after 5 years or when billing is complete.
3.	Record copies of issues of Administrator's Weekly Report, NOAA Magazine, NOAA Week, and similar publications	<i>Cy 3/4/75</i>	Permanent: Offer to the National Archive on a periodic basis.
4.	Art work and graphics prepared for publication art.		Destroy if not reused within 3 years. Selected work may be retained longer.
5.	Other art work, viewgraphs, and drawings.		Destroy any retained material when no longer needed in current work.
6.	Exhibits:		
	a. Photographs of exhibits.		Permanent. Offer to the National Archive at the conclusion of the exhibit. Destroy after 5 years.
	b. Correspondence concerning scheduling of exhibits, space for exhibits, and related matters		Destroy after 3 years.
	c. Exhibit request cards showing date, name, and place of show; what was requested, and photograph of exhibit.		Destroy when exhibit is obsolete.
	d. Exhibit drawings and blueprints.		

RECORDS DISPOSITION SCHEDULE

VISUAL SERVICES RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
7.	Photograph file including portraits of officials of NOAA and its predecessor agencies, and other photo prints and negatives of events, environmental phenomena, instruments, places, and other subjects relating to NOAA activities.		Permanent. Retain for eventual transfer to National Archives.
8.	Photographs of minimal value with little documentary or historical importance.		Destroy after 1 year.
9.	Indexes or logs of photographs.		Permanent. Retain for eventual transfer to National Archives.
10.	Duplication and distribution daily and monthly production reports		Destroy after 2 years.
11.	Requisitions for visual services.		Destroy 1 year after completion of job.

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p><u>MOTION PICTURE RECORDS</u></p> <p>1. Motion picture filmsc  <i>negative, master positive</i></p> <p>a. The original and one positive print of each motion picture film produced and distributed.</p> <p>b. Film footage taken by cameramen as directed. Selected footage is used in motion picture productions described in item (a) above. Includes related sound track footage.</p> <p>2. Motion picture production records consisting of original correspondence, requests for motion picture production, outlines and/or treatments, copies of final scripts, and other reports, certificates, contracts, and notices involved in producing filmsc</p> <p>3. Motion picture distribution records relating to the operation of a film library where film prints are procured, stored, accounted for, and distributed for showing.</p> <p>a. Case files on individual films including correspondence on requirements and distribution, revision, replacement, public exhibition, and similar matters.</p> <p>b. Requests for films.</p>	<p>14 6/24/75</p> <p>GA R 1-29-75</p>	<p>Permanent: Offer to National Archives when film is no longer needed for distribution and sponsoring organizations do not want it returned.</p> <p>Destroy when related motion picture in item (a) above is destroyed or offered to the National Archives.</p> <p><del>PERMANENT</del> <del>Destroy when related motion picture film of item 1 is destroyed or accessioned by the National Archives.</del></p> <p><i>Offer to National Archives with related film under item 1, above.</i></p> <p>Destroy when related film is destroyed or sent to National Archives.</p> <p>Destroy after 2 years.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4.	<p>c. Reports on film distribution and showings.</p> <p>1. Periodic reports.</p> <p>2. Feeder reports used in periodic reports.</p> <p>Motion Picture service administrative records including correspondence and memoranda relating to internal administration and operation.</p>		<p>Destroy when film is withdrawn from distribution.</p> <p>Destroy when information is incorporated into periodic report.</p> <p>Destroy after 2 years.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p><u>SEA GRANT RECORDS</u></p> <p>1. Sea Grant case files consisting of correspondence, memoranda, proposals, evaluation reports, contracts, and other papers relating to each case considered for grants of funds by the Office of Sea Grant.</p> <p>a. Declined or withdrawn cases.</p> <p>b. Awarded cases.</p> <p>2. Grant Record cards and grant proposal cards containing basic summary data on each grant case or proposal.</p> <p>3. Listings of Sea Grant proposals and awards.</p> <p>4. Statistical analyses of grant data.</p> <p>a. Record set.</p> <p>b. Working papers.</p>	<p><i>Few sheets</i></p> <p><i>GRAR 1-29-75</i></p> <p><i>GRAR 1-29-75</i></p>	<p>Destroy 5 years after case is declined or withdrawn. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area.</p> <p>Destroy 15 years after case is closed. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area.</p> <p>Permanent: Offer to the National Archives <del>when operationally no longer needed.</del> <i>after 15 years.</i></p> <p><i>PERMANENT</i> <del>Destroy when superseded or obsolete.</del> <i>Offer to the National Archives after 15 years.</i></p> <p><i>PERMANENT</i> <del>Destroy after 15 years.</del> Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. <i>Offer to the National Archives after 15 years.</i></p> <p>Destroy 1 year after release of superseding report.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
5.	Periodic reports of grant activity.	<i>Few sheets / RAR 1-29-75</i>	<i>PERMANENT. Offer to the National Archives after 15 years. <del>Destroy when superseded or obsolete.</del></i>
6.	Grant proposal log book recording grant proposal number of each case.		Destroy when obsolete.
7.	Grant program planning records. Papers reflecting policies and procedures developed to direct and administer the Sea Grant program.	<i>220 sheets 1 cu/yr KH 6 Feb-75</i>	<i>Permanent: Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area for <del>eventual</del> offer to the National Archives <i>after 15 years.</i></i>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p><u>VESSEL RECORDS</u></p> <p>This schedule covers only those records created and kept upon NOAA vessels. Records sent to Office of Fleet Operations or elsewhere will have dispositions provided for them in the schedules for those offices or functions.</p>		
1.	Deck Logsc	35 ship 15 yr/yr R4 6 Feb 71	Permanent: Transmit to Marine Center at end of each quarter. Marine Center will hold one year inactive, then transfer to Fleet Operations for <del>eventual</del> transfer to National Archives <i>after 15 years.</i>
2.	Engine log.		Destroy when equipment leaves service.
3.	Ship schedules.		Ship's copy: destroy after 2 years
4.	General Correspondence.		Destroy after 2 years. Cut off at end of calendar year, hold two years inactive then destroy.
5.	Vessel records:		
	a. design, drawings, specifications of ship.		Ship's copy: destroy when ship leaves service or transfer to new owner if sold.
	b. repair records		
	1. logs		Destroy when equipment is removed, sold, or otherwise leaves service

RECORDS DISPOSITION SCHEDULE

VESSEL RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	2. schedules		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy.
	3. contracts.		See Schedule 7, item 3.
	c. hull structure reports.		Destroy after 2 years or when superseded.
	d. ship data file - ship maintenance and operations, data cards.		Destroy when ship leaves service.
6.	Equipment records (non-inventory)		
	a. job control cards for maintenance.		Destroy when action is completed.
	b. logs for machine maintenance, repairs.		Destroy when equipment leaves service.
	c. machine blueprints, specifications.		Destroy when superseded or obsolete.
7.	- Reports - ship's copies of reports submitted to Fleet Operations.		Destroy after 2 years.
8.	Communications message file.		Destroy after 1 year.
9.	Mess records		Destroy after 3 years
10.	Temperature control files for refrigeration storage.		Destroy after 2 years.
11.	Personnel records:		
	a. complements, orders, rosters.		Destroy when superseded or obsolete

RECORDS DISPOSITION SCHEDULE

VESSEL RECORDS

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	<p>b. leave feeder reports.</p> <p>c. health records.</p>		<p>Destroy when official leave record is annotated.</p> <p>Transfer with personnel records when employee transfers, retires, etc</p>

RECORDS DISPOSITION SCHEDULE

VESSEL RECORDS