

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION

National Marine Fisheries Service  
~~AOD Management Services Branch~~

4. NAME OF PERSON WITH WHOM TO CONFER

Walter V. Barbash, Actg Chief, Mgt. Ser. 11-68571

5. TEL EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>JUN 24 1975</b>	JOB NO. <b>NC-370-75-5</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 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>2-3-76</u> (Date)	<u>James E. O'Neil</u> Acting 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.

6/18/75 Lloyd Sandlin  
Date Signature of Agency Representative

Robert J. Jordan  
Departmental Records Management Officer  
General Services Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<del>The three attached schedules</del> Records of the National Marine Fisheries Service	RG-22 II-NWA-1745 II-NWA-1792 NN-167-66 RG-115 NN-167-68	

Copies to Agency, NCW, Seattle,

East Point, Boston, San Bruno 2-6-76  
Printed copies to NCW, IOAC,  
4NC, INC, 9NC-S 7-28-76

98 items

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	NATIONAL MARINE FISHERIES SERVICE RECORDS		
1.	Major policy and program planning and development records. Includes reviews and analyses of programs and overall supervision of a program.		Permanent. Offer to NARS when 15 years old.
2.	General correspondence of a routine nature.		Destroy <del>after</del> <sup>when</sup> 2 years old.
	International Activities Records		
3.	International agreements and organization records, including correspondence, memoranda, reports, and documents pertaining to agency participation in and relations with international organizations and conferences dealing with fishery matters.		
	a. All material not duplicated in NOAA-wide office dealing with international affairs.		Permanent. Offer to NARS when 15 years old.
	b. Material duplicated in NOAA level office.		Destroy when no longer needed, obsolete or superseded.
4.	Fishery mission files:		
	a. Published <sup>reports</sup> and unpublished manuscripts of reports on fishery missions.		Permanent. Offer to NARS when 15 years old.
	b. All other records, including manuscripts of published reports.	II-NNA-1745:81	Destroy <del>after</del> <sup>when</sup> 3 years old.
5.	Consular reports on fishery matters.	II-NNA-1745:82	Destroy <del>after</del> <sup>when</sup> 3 years old.

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6.	Records of members of international organizations: a. Material documenting work as United States members of international commissions. b. Information copies of material from such organizations.		<del>Permanent.</del> Destroy on termination of membership, or sooner if no longer needed. <i>obsolete or superseded.</i> <del>Destroy when no longer needed for reference.</del>
7.	<i>Reports on Foreign Fisheries</i> <del>Fisheries foreign intelligence research reports.</del> <i>Published reports concerning the status of foreign fisheries,</i> Vessel Financial Assistance Records	<i>RR per R. Roberts; NOAA 1522475</i>	Permanent. <i>offer to NARS when 15 years old.</i>
8.	Vessel loan case files including applications, case histories, notes, insurance policies, mortgages, and related correspondence and forms.		
	a. Collateral documents.	NN167-68:1	Return to borrower when loan is repaid.
	b. All other records.	NN167-68:1	Destroy 3 years after loan is repaid.
9.	Vessel mortgage insurance case files including applications, case histories, commitments, contract, guarantee agreement, notes, insurance policies, mortgages, and related correspondence, forms, and documents.		
	a. Collateral documents.	NN167-68:2	Return to borrower after payments completed.
	b. All other records.	NN167-68:2	Destroy 3 years after payment completed.
10.	Vessel subsidy case files, including applications, fishery and financial reports, hearing files and decision of examiner, plans, and related correspondence.		Destroy 3 years after contract ends.

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11.	Master Record Books for loan and grant cases. The Master Record Book shows case number, approval or disapproval, dollar amount of loan or grant, dates of pertinent actions, and closing dates or date of payment in full for case files described in items 8, 9, and 10 above.		Permanent. <i>offer to NARS when 15 years old.</i>
12.	Seafood Products Inspection Records Official annual lists of plants under USDC inspection: a. Master set. b. All other copies.	NN167-66:1b	Permanent. <i>offer to NARS when 15 years old.</i> Destroy when superseded.
13.	Inspection contract files containing copies of contracts between processors and the agency for inspection services; and related correspondence, surety bonds, plant survey reports, and quality control plans.  a. All copies except for those maintained for accounting and procurement purposes.  b. Original and/or copies used for accounting or procurement purposes.	NN167-66:2	Destroy 5 years after final payment. Cut off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area (outside Washington metropolitan area to nearest Federal Records Center).  Destroy in accordance with instruction contained in Schedules 4, 5, and 7. <i>Previously submitted NOAA</i> <i>FIS</i>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
14.	<p>Inspection Manuals establishing operational guidelines for the inspection service.</p> <p>a. Master set.</p> <p>b. All other copies.</p>	<p>NN167-66: 3&amp;4</p>	<p>Permanent. <i>Offer to NARS when 15 years old.</i></p> <p>Destroy when superseded.</p>
15.	<p>United States Standards for grades of fishery products, and inspector's instructions for grading fishery products.</p> <p>a. Master set.</p> <p>b. All other copies.</p>	<p>NN 167-66: 5&amp;6</p>	<p>Permanent. <i>Offer to NARS when 15 years old.</i></p> <p>Destroy when superseded.</p>
16.	<p>Inspection certificates and related daily inspection reports and score sheets.</p>		<p>Destroy <del>after</del> <i>when</i> 5 years <i>old.</i></p>
17.	<p>Fishery inspection service financial reports created monthly to detail status of finances.</p> <p>a. All copies except budget and finance copies.</p> <p>b. Budget and finance copies.</p>	<p>NN167-66:8</p> <p>NN167-66:8</p>	<p>Destroy 1 year after close of fiscal year in which prepared. Cut off at end of the fiscal year, hold one year inactive, then destroy in current files area.</p> <p>Destroy 2 years after close of fiscal year in which prepared. Cut off at end of fiscal year, hold two years inactive, then destroy in current files area.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
18.	Requests for label approvals and related correspondence, approved label lists, and sample labels.	NN167-66:9	Destroy 1 year after termination of inspection agreement or contract. Cut off at termination, hold one year inactive, then destroy in current files area.
	Regulations governing processed fishery products.		
	a. Master set.		Permanent. <i>offer to NARS when 15 years old.</i>
	b. All other copies.	NN167-66: 10	Destroy when superseded.
20.	Federal specifications for fishery products. Copies of approved specifications, related drafts, correspondence, etc.		
	a. Master set of approved specifications.		Permanent. <i>offer to NARS when 15 years old.</i>
	b. Related drafts, correspondence, and other papers.	NN167-66:11	Destroy 3 years after approval of specifications.
	Marketing and Economic Records		
21:	Fishery cooperative marketing agreements made in accordance with provisions of the Fishery Cooperative Marketing Act.		Permanent. <i>offer to NARS when 15 years old.</i>
22.	Consumer test project records consisting of questionnaires completed by selected consumer groups regarding their preferences for various types of fish and methods of preserving them, and related compilations and reports.		Destroy 3 years after publication of related report.

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23.	<p>Demonstration survey reports and related papers, including statistical and narrative reports on the findings and results of demonstrations, such as fish cookery, given in various localities.</p> <p>General economic study files.</p> <p>a. Records set of published and unpublished reports and fishery leaflets, <del>also unpublished data files containing valuable information.</del></p> <p>b. Schedules and other papers used as source materials, published reports, and associated administrative and operational correspondence.</p>	<p>II-NNA-1745:62</p> <p>II-NNA-1745-61d</p>	<p>Destroy 3 years after publication of report.</p> <p>Permanent. <i>offer to NARS when 15 years old.</i></p> <p>Destroy <del>after</del> <sup>when</sup> 1 year <i>old.</i></p>
25.	<p>Fishery statistical records.</p> <p>a. Record set of <sup>published</sup> statistical bulletins, digests, and leaflets.</p> <p>b. Unpublished statistical summary tables.</p> <p>c. Statistical reports, schedules, machine punch cards, machine tabulations, and data files containing unpublished information.</p> <p>(1) Punch cards, other tabulations and data containing information of temporary value.</p> <p>(2) Reports <sup>and data of continuing value.</sup> <del>schedules, remaining material.</del></p> <p>d. Routine administrative correspondence.</p>	<p>PH 15 Dec 75</p> <p>PH 15 Dec 75</p>	<p>Permanent. <i>offer to NARS when 15 years old.</i></p> <p><del>Permanent. Destroy when superseded or obsolete.</del></p> <p>Destroy <del>after</del> <sup>when</sup> 5 years <i>old.</i></p> <p><del>Permanent. Destroy when superseded or obsolete.</del></p> <p>Destroy <del>after</del> <sup>when</sup> 2 years <i>old.</i></p>

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26.	<p>Fishery Market News Records.</p> <p>a. Record set of the daily Market News Reports and the Annual Market News Summaries.</p> <p>b. Administrative and operational correspondence.</p> <p>c. Price and other records used as source material for published reports and summaries.</p>		<p>Permanent. <i>offer to NARS when 15 years old.</i></p> <p>Destroy after 2 years. Cut off at end of calendar year, hold 2 years inactive, then destroy in current files area.</p> <p>Destroy after publication of related report or summary.</p>
27.	<p>Market News Issuances and related records.</p> <p>a. Record set of issuances.</p> <p>b. Daily production and other reports received from fish dealers.</p> <p>c. Feeder reports received from various sources giving reports on fish imports receipts, cold storage data, railroad receipt forms on fish arrivals, and similar industry reports.</p> <p>d. Information issuances of other offices in different localities.</p> <p>Pribilof Islands Records</p>	<p>II-NMA-1792 83b</p> <p>II-NMA-1792 83c</p> <p>II-NMA-1792 84</p>	<p>Permanent. <i>offer to NARS when 15 years old.</i></p> <p>Destroy <del>after</del> <sup>when</sup> 6 months <i>old.</i></p> <p>Destroy <del>after</del> <sup>when</sup> 2 years <i>old.</i></p> <p>Destroy <del>after</del> <sup>when</sup> 6 years <i>old.</i></p>
28.	<p>Pribilof Islands native resident files. Includes Policy and correspondence on personal affairs and health matters.</p>		<p>Permanent. <i>offer to NARS when 15 years old.</i></p>



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29.	Sealing operations records. Includes annual killing reports, annual statistical summary reports of seal catch, tallies of skins shipped, seal meal and oil produced, specimens given for research, etc.		Permanent. <i>offer to NARS when 15 years old.</i>
<i>29</i>	Monthly reports of activities on islands.		Permanent. <i>offer to NARS when 15 years old.</i>
31.	Daily seal killing records.		Destroy <del>after</del> <i>when</i> 20 years old.
32.	Fur seal contract files.		
a.	Contracts and summary of fur seal accounts.		Permanent. <i>offer to NARS when 15 years old.</i>
b.	Correspondence on contracts.		Destroy <del>after</del> <i>when</i> 6 years old.
33.	Correspondence on complaints about sealing practices.		
a.	From public.		Destroy <del>after</del> <i>when</i> 3 months old.
b.	From Congress.		Destroy <del>after</del> <i>when</i> 3 years old.
<i>25</i>	Studies by veterinarians on humane killing methods.		Permanent. <i>offer to NARS when 15 years old.</i>
	Resource Management Records		
36.	Annual report to Congress.	<i>RH Per R. Roberts NOAA, 15 Dec 75</i>	<del>Permanent.</del> <i>Destroy when obsolete or superseded.</i>
37.	Congressional correspondence.		Destroy <del>after</del> <i>when</i> 3 years old. Cut off at end of calendar year, hold three years inactive, then destroy in current files area.

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38.	Coordination with other agencies. a. Record copies of interagency agreements. b. Minor coordination records.		Permanent, <i>offer to NARS when 15 years old.</i> Destroy <del>after</del> <i>when</i> 3 years <i>old.</i>
39.	Records Pertaining To Law Enforcement, Protection of Endangered Species.  International Commission files. a. Regulations written in participation with international commissions, and background material involved. b. Reports of international commissions. c. Charts of territorial limits and control areas for selected species.		Permanent, <i>offer to NARS when 15 years old.</i>  Destroy when <i>obsolete or superseded,</i> <del>no longer needed for reference.</del>  Destroy when superseded <i>or</i> obsolete, <del>or no longer needed.</del>  Destroy <del>after</del> <i>when</i> 3 years <i>old.</i>
40.	Enforcement regulations, rules, quotas, etc., developed and published in the Federal Register. These regulations are of limited duration and are changed frequently.		Destroy <del>after</del> <i>when</i> 3 years <i>old.</i>
41.	Violation case files detailing actions taken against violators. <i>a. Cases having unusual or precedent setting significance.</i> <i>b. Other cases.</i>	<i>41a.</i> <i>41b.</i> RH 15 Dec 75	<i>PERMANENT, offer to NARS when 15 years old.</i> Destroy 5 years after case is closed. Cut off at close of case, hold one year inactive, then transfer to the NOAA Records Holding Area (outside the Washington area to the nearest Federal Records Center). This disposition should be reexamined after computerization of the file.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
42.	Claims involving fishing gear damaged by foreign vessels.		<p style="text-align: right;"><i>after close of case.</i></p> Destroy <del>after</del> 3 years. Cut off at close of case, hold one year inactive, then transfer to NOAA Records Holding Area (outside the Washington Metropolitan area to nearest Federal Records Center).
	Interagency agreements on use of vessels and other related matters.		Permanent. <i>offer to NARS when 15 years old.</i>
44.	Reports.  a. Reports to International Commission for Northwest Atlantic Fisheries on catches of certain species.  b. Reports from regions and agents on locations of foreign vessels, boardings of vessels, etc. Includes sea and flight reports.		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).  Destroy after 5 years. Cut off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area (outside the Washington metropolitan area to nearest Federal Records Center).
45.	Procedures for surveillance and other activities. These are not major program decisions but day-to-day direction.		Destroy <del>after</del> <sup>when</sup> 3 years <i>old.</i>
46.	General correspondence including minor pieces of coordination with other agencies.		Destroy <del>after</del> <sup>when</sup> 2 years <i>old.</i>
47.	Correspondence answering questions from the public.		Destroy <del>after</del> <sup>when</sup> 3 months <i>old.</i>
48.	Annual reports to Congress.	<i>RK R. Roberts per NOAA, 15 Dec 75</i>	<del>Reporting office: permanent</del> <i>Destroy when superseded or obsolete.</i>

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49.	Marine mammal regulations, <del>and background material.</del>		Permanent, offer to NARS when 15 years old.
50.	Inventories of marine mammals held in captivity.		Destroy <del>after</del> when 5 years old.
51.	Marine mammal permit applications, or applications for exemptions to Marine Mammal Act.  State-Federal Relations in Resource Management		<del>Destruction</del> not authorized at this time. Material is to be reevaluated <sup>in five (5)</sup> <del>at a later</del> <sub>years</sub> date when value can be better determined.
52.	Grant-in-aid records pertaining to grants to states for specific projects relating to fishery resource management. Record copies of publications are micro-filmed by the National Technical Information Service.		Central office copy: destroy <del>after</del> when 3 years old.  Field copy: destroy 3 years after program audit.
53.	Studies on management of fish species and their conservation.		Permanent, offer to NARS when 15 years old.
54.	State-Federal relations program files containing formal contacts in states, audits of funds spent, and other oversight matters not related to specific projects.		Destroy <del>after</del> when 5 years old.
55.	Legislation case files giving background to legislative proposals. Includes contacts with industry and other groups, and other information aiding the preparation of a bill.  Environmental Assessment Records	RFA Per R. Roberts; NAAA 15 Dec 75	<del>Destruction not authorized at this time. Records to be reviewed for scheduling at a later date in five (5) years.</del> Transfer to RHA when 4 years old. DESTROY when 15 years old.
56.	Agreements and compacts with other agencies.		Record copy: permanent, offer to NARS when 15 years old.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
57.	Reviews of license and permit requests, Environmental Impact Statements, and water development projects for potential impact or effects on the marine and anadromous fish environment.	<i>excludes 15 Dec 75</i>	<del>Disposition Not Authorized at this time</del> <del>Review</del> records after 5 years to determine value. <del>Destroy material not documenting precedents or significant cases. Reevaluate retained material at next appraisals. and</del> <b>submit to NARS on SF115.</b>
58.	Reports from regions.		Destroy <del>after</del> <sup>when</sup> 2 years old.
59.	Salmon hatchery program operating records.  Fishery Drawings and Publications		Destroy <del>after</del> <sup>when</sup> 7 years old
60.	Record set of fishery publications, Abstracts, and Fishery Reviews (not including Market News records).		Permanent. <b>offer to NARS when 15 year old.</b>
61.	Manuscript of publications.  a. Manuscripts (printer's copy).  b. Photographs used in publications.	II-MNA-1745 105	Destroy 2 years after publication. Destroy when <sup>obsolete or superseded,</sup> <del>no longer needed.</del>
62.	Record Set of fishery drawings.  Fishery Research and Development Records (These items supplement Schedule 19, which deals with general research and development records. If an item below conflicts with an item within that schedule the item below should take precedence.)	<i>excludes per R. Roberts, NOAA, 15 Dec 75</i>	<del>Permanent.</del>  WITHDRAWN
63.	Exploratory fishing and gear development records.  a. Boat and facility plans.		Permanent. <b>offer to NARS when 15 years old.</b>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
63. (cont)	b. Survey reports.	<i>Revised per R. Roberts, NOAA, 15 Dec 75</i>	<del>Destroy 2 years after publication in leaf- let or report.</del> <b>WITHDRAWN</b>
64.	Technical data files for technology development records.		Destroy <del>after</del> <i>when</i> 3 years <i>old</i> .
65.	Hydrographic records.		Destroy <del>after</del> <i>when</i> 5 years <i>old</i> .
a.	Pathythermograph readings file.		<del>Permanent.</del> <i>Destroy when research value ceases.</i>
b.	Drift bottle logs.	<i>Revised 15 Dec 75</i>	Destroy 10 years after publication of related report.
c.	Drift bottle files, other than logs described in "b" above.		<del>Permanent.</del> <i>Destroy when research value ceases.</i>
d.	Temperature recordings file consisting of observations of air and water temperatures used to study effects upon fish stocks.	<i>Revised 15 Dec 75</i>	<del>Permanent. Retain for eventual offer to the National Archives.</del> <i>Offer to NARS when 15 years old.</i>
66.	Photographs and related indexes showing aspects of fishery investigations.		<del>Permanent. Retain for eventual offer to the National Archives.</del> <i>Offer to NARS when 15 years old.</i>