

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(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  
**Management Services Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Walter V. Barbash**

5. TEL EXT  
**49(14)68571**

LEAVE BLANK

JOB NO  
**NC - 370-76-2**

DATE RECEIVED  
**JAN 7 1976**

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 U.S.C. 3303c the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**1-15-76** *Janev B Rhoads*  
Date Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>1-7-76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>July V. Parr</i>	E. TITLE <i>Departmental Records Management Officer</i>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	NOAA input for Commerce Annual Report. File contains input from the agency's major line components, key correspondence and a copy of the final report.  Permanent. Offer to NARS when 15 years old.		
2.	Management Studies Files containing copy of the final report and accompanying correspondence. These studies are usually done on request, and the requesting office decides on whether to impliment any suggested changes. The studies often deal with internal office working procedures. If the study recommendations lead to organization or functional changes these would be reflected in items 3, 4, or 6 below.  Destroy when 2 years old.		
3.	Reorganization Proposal Case Files. Includes proposals, justifications, appraisals, new organization pattern, codes, and any personnel changes are outlined. These are internal reorganizations that require only NOAA approval to be implimented. The changes made would be reflected by the Organizational Manual (item 4a below).		
<i>Copy to Agency 1-19-76</i>			<i>15 items</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>Destroy when 5 years old.</p> <p>Organizational Manual.</p> <p>a. Record Copy.</p> <p>Permanent. Offer to NARS when 15 years old.</p> <p>b. Extra copies, such as printer's copy.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>		
5.	<p>Position Management Files. These files contain data on each position in NOAA, listed by organization location. Data includes position title, job series, grade, location, organizational code, and other position data used by NOAA management for information and data analysis.</p> <p>a. Request for changes in complement. All position changes - new positions, changes in files series, grades, etc. - must be preceded by this request. It is used to maintain a check over changes and provide the information for "b" below.</p> <p>Destroy when 5 years old.</p> <p>b. Printout Listings.</p> <p>1. Listing of changes in complement. These are printouts listing the added, changed, or deleted position and new information on those position.</p> <p>Destroy when 2 years old.</p> <p>2. Monthly Reports.</p> <p>Destroy when 1 year old.</p> <p>3. End-of-year listing or reports reflecting all NOAA position management information as it exists at the end of the fiscal year. It is not a listing of all the changes during a year, but compared with last years report will reflect these changes.</p> <p>Destroy when 10 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. Position Management Summaries - these are irregular special reports created out of the information in "b" above. An example would be a report on the changing percentage of administration positions compared to total personnel. The summaries provide special information on any combination of information listed in "b".</p> <p>Destroy when 2 years old.</p>		
6.	<p>Case files of NOAA comments on DOC or Presidential reorganization plans, or requests for changes in Department Administrative Orders. Both concern changes affecting NOAA that depend upon external decisions.</p> <p>Permanent. Offer to NARS when 15 years old.</p>		
7.	<p>Equal Employment Opportunity Files (excluding complaint files.</p> <p>a. Affirmative actions plans, EEO reports and statistics.</p> <p>Destroy when 5 years old.</p> <p>b. Correspondence and operational records concerning conferences, committees, and related records.</p> <p>Destroy when 3 years old.</p>		
8.	<p>Intern/Trainee Files relating to special programs for upward mobility, cooperative education, and similar programs.</p> <p>a. Folders concerning individuals in the programs.</p> <p>Transfer relevant material to OPF, destroy remainder 1 year after employee leaves program.</p> <p>b. Administrative and operational records, such as correspondence with universities, and related records.</p> <p>Destroy when 3 years old.</p>		