

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-370-76-5
DATE RECEIVED MAR 31 1976
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>8-6-76</i> Date <i>acting</i> James E. O'Neil Archivist of the United States

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 **All NOAA organization elements**
~~NOAA Management Staff~~

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

5. TEL. EXT
443-8571

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 6 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 3-23-76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Walter V. Barbash</i>	E. TITLE Departmental Records Management Officer
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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
	<p>The attached Records Disposition Schedule.</p> <p>Transfer of NOAA records to FRCs listed in this schedule is to be determined by NOAA and is based upon (1) reference usage and (2) availability of agency records holding space.</p> <p style="text-align: center;">RCT/TWW/NARS & RR/NOAA 8-03-76</p> <p style="text-align: center;">RG-370; 36 items</p>		

*Copies to Agency,
NCW & SNC-D 8-12-76Q*

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
UPPER LEVEL MANAGEMENT RECORDS		
1.	<p><u>Policy and Program Files.</u> Files of the Administrator, Deputy Administrator, Assistant Deputy Administrators, Associate Administrators, Directors of major line components, and equivalent management levels containing material reflecting policy formation, analyses, and studies; and program development, procedures, and execution. Includes correspondence with private sources, foreign governments, and other agencies.</p>	<p>Permanent. Cut off at end of calendar year, transfer to NOAA Records Holding Area when no longer needed. Transfer to WNRC. Offer to National Archives when 20 years old.</p>
2.	<p><u>Executive Files.</u> Personal paper files of officials listed "1" above and reflecting decisions, events, and transactions made by officials in their positions. These are not the official record copies and are retained separately and identified by the official's name. They reflect the official's decisions and actions rather than the program development.</p>	<p>Permanent. Transfer to NOAA Records Holding Area when no longer needed. Offer to the National Archives when individual leaves NOAA.</p>
3.	<p><u>Policy, Program Oversight and Development Files.</u> Policy plans, and procedures, establishing the above for agency programs, and direction and guidance given on such policy, accumulated at the Office responsible for oversight and development of major NOAA programs.</p>	<p>Permanent. Cut off at end of calendar year, hold until inactive, then transfer to NOAA Records Holding Area. Transfer to WNRC. Offer to the National Archives when 20 years old.</p>
4.	<p><u>Reviews of Programs and Program Plans</u> to identify problem areas, to measure program impact, to determine program balance, to assure development of proper operational services, and to ensure compliance with projections, laws, and programs. Include special studies. These files accumulate in Offices responsible for program oversight.</p>	<p>Permanent. Cut off at the end of the calendar year, hold until superseded or obsolete, then transfer to NOAA Records Holding Area. Transfer to WNRC. Offer to National Archives when 20 years old.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
5.	<p><u>Interagency, National, or Advisory Boards, Panels, or Committee Files.</u></p> <p>a. Files of NOAA Secretary to board, panel, or committee containing correspondence, agendas, minutes of meetings, reports, or studies.</p> <p>b. Individuals member's copies of material in "a" above.</p> <p>c. Membership files containing biographical data on members of advisory committees.</p> <p>d. Other files relating to committee's operation.</p>	<p>Permanent. Cut off at end of calendar year, hold inactive until no longer needed, then transfer to the NOAA Records Holding area. Transfer to WNRC. (outside Washington metropolitan area to nearest Federal Records Center). Offer to National Archives when 20 years old.</p> <p>Destroy when no longer needed for reference.</p> <p>Destroy 5 years after member leaves the committee. Cut off when member leaves committee, hold one year inactive, then transfer to NOAA Records Holding area (outside Washington metropolitan area - destroy in current files area).</p> <p>Destroy when 3 years old. Cut off at end of calendar year, hold three years, then destroy in current files area.</p>
6.	<p><u>International Organization Files.</u></p> <p>a. Files containing official NOAA copies of documents relating to NOAA international affairs.</p> <p>b. Duplicate copies kept for individual's reference.</p>	<p>See Schedule 24; items 1 (permanent) and 2 (temporary).</p> <p>Destroy when no longer needed for reference.</p>
7.	<p>Report files to federal agencies other than Commerce on NOAA originated programs or actions. This includes final copies of NOAA written Environmental Impact Statements.</p>	<p>Permanent. Cut off at end of fiscal or calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. Transfer to WNRC. (outside Washington metropolitan area to nearest Federal records Center). Offer to NARS</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
8.	<u>Program Coordination Files</u> documenting program coordination with other governmental and non-governmental bodies.	when 20 years old. Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. Transfer to WNRC. (outside Washington metropolitan area to nearest Federal Records Center). Offer to National Archives when 20 years old.
9.	<u>Projections of Resources</u> required to impliment major agency programs, and made by the office responsible for oversight of this program area. a. Projections not duplicated in budget submissions and dealing with overall program. b. Projections which are "feeder" reports to those in "a" above or which are duplication in budget submissions.	Destroy when 10 year old. Destroy when 5 years old.
10.	<u>Determinations of Impact of Proposed Legislation.</u>	Destroy when 2 years old. (The final copy of such determinations is filed in the case file for that piece of legislation and kept in the office handling legislative affairs as a permanent record).
11.	<u>Focal Point Files</u> - records accumulated in serving as a focal point for information within NOAA that has been requested by an outside source.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
12.	<p>a. Records dealing with continuing relationships with groups and organizations.</p> <p>b. Routine requests for information.</p>	<p>Destroy when 5 years old. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington metropolitan area destroy in current files area).</p> <p>Destroy when three months old.</p>
12.	<p><u>General Correspondence</u> of a routine nature and not covered by other items.</p>	<p>Destroy when 2 years old.</p>
13.	<p><u>Speeches by NOAA Officials.</u></p> <p>a. If no copy is kept by office responsible for public affairs.</p> <p>1. Made by Administrator or other officials listed in "1" above.</p> <p>2. Made by other officials.</p> <p>b. If extra copy is kept by office responsible for public affairs.</p> <p>The following records relate to the operation of the Coastal Zone Management Program.</p>	<p>Transfer record copy to public affairs office, Schedule 16, item 1 (permanent).</p> <p>Destroy when 5 years old.</p> <p>Destroy when no longer needed.</p>
14.	<p><u>Case Files of Grants to States</u> for: (1) development and implimentation of Coastal Zone Management Programs; and (2) in acquiring, developing, or operating estuarine sanctuaries. Files may contain application, aware, plans, financial reports, and related correspondence.</p>	<p>Destroy 8 years after close of grant. Cut off at close of grant, hold three years inactive, then transfer to NOAA Records Holding area.</p>

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15.	<u>Current Grants Listings.</u> Periodic reports which include the status of funds.	Destroy when superseded or obsolete.
16.	<u>Special Studies</u> conducted in support of the Coastal Zone Management Program, including proposal, copy of contract, activity reports, and final reports.	Reevaluate records 5 years after date of this schedule and resubmit item with disposition instruction based upon evaluation results.
	The following records relate to the operation of the Manned Undersea Science and Technology Program (MUST).	
17.	<u>Grants for Research and Operations.</u>	
	a. Case files for accepted proposals.	Destroy 15 years after close of grant. Cut off at close of grant, hold one year inactive, then transfer to the NOAA Records Holding Area for transfer to WNRC.
	b. Record copy of final report resulting from grant.	Permanent. Transfer to NOAA Records Holding Area when no longer needed for transfer to WNRC. Offer to National Archives when 20 years old.
	c. Rejected proposals for grants.	Destroy when 5 years old.
18.	<u>Diving Program Records.</u>	
	a. Diving Manual and handbooks (record copies).	Permanent. Transfer to NOAA Records Holding Area when superseded. Offer superseded issues to National Archives at 15 year intervals.
	b. Operational records including designations of diving officers.	Destroy when 5 years old.

DISPOSAL NO.
APPROVED

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	<p>c. Special studies on diving and its effects.</p> <p>d. <u>NOAA diving report</u> containing summary of NOAA diving activities and reports from the NOAA Safety Board meeting. The latter contain policy recommendations.</p>	<p>Permanent. Transfer to NOAA Records Holding Area when no longer needed. Hold five years then offer to National Archives.</p> <p>Permanent. Transfer to NOAA Records Holding Area when no longer needed. Offer to the National Archives when 15 years old.</p>
19.	<p><u>Symposia and Conference (MUST sponsored) Files.</u></p> <p>a. Agendas, by-laws, and othe records pertaining to operations and plans.</p> <p>b. Published reports resulting from sessions and related to MUST activites.</p>	<p>Destroy when 8 years old. Cut off at end of calendar year, transfer to NOAA Records Holding Area when no longer needed.</p> <p>Permanent. Cut off at end of calendar year, transfer to NOAA Records Holding Area when no longer needed for transfer to WNRC. Offer to National Archives when 20 years old.</p>
20.	<p><u>Submersible Program Files</u> concerning status of submersibles of educational institutions, industry, other agencies, etc.</p> <p><u>Photographs and Motion Pictures</u> made by MUST program.</p> <p>a. Photographs. S</p> <p>b. Motion Pictures.</p>	<p>Destroy 5 years after related submersible is scrapped.</p> <p>See disposition instruction in NOAA record schedule 21; items 7 (Permanent) and 8 (Temporary). Forward to public services br.</p> <p>See disposition instruction in NOAA record schedule 22; items 1a (Permanent) and 1b (Temporary). Forward to public affairs off.</p>