

Red NCO 29 Jan 79 AM

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-370-79-3	
DATE RECEIVED 29 JAN 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) **DOC/
National Oceanic & Atmospheric Administration**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
**Richard Roberts, and
Martha B. Lindstrom**

5. TEL EXT
443-8595

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 20 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 1-22-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jerry V. Parr</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
	The file series under the following file codes on the attached pages. 33 items total.		
	1201-02	1401-02	
	1201-03	1401-03	
	1201-04	1401-04	
	1201-06	1401-06	
	1201-08b	1401-08	
	1201-09	1401-09	
	1201-10	1401-10	
	1201-11	1401-11	
	1201-13	1401-13	
	1201-14	1401-14	
	1201-17	1401-17	
	1201-18	1401-18	
	1201-19	1401-19	
	1202-05		
	1202-08		
	1202-12		
	1202-13		
	1203-01c		
	1203-01e		
	1203-01g		

Withdrawn: 1-25-82: R.T.D.

This submission contains two groupings called "Common Mission Files"; 1201 and 1401. Although these relate to two different functions, their descriptions and recommended dispositions are substantially the same, and in fact are the same as the "01" areas in our last SF-115 and in our future SF-115's. This fact may help speed the review process, since the scheduling of one of these areas should make future reviews a formality.

MAINTENANCE AND DISPOSITION
OF
RESEARCH AND DEVELOPMENT
FUNCTIONAL FILES

FUNCTION NUMBER 1200

Function number 1200 deals with research and development program files developed throughout the agency. The first subfunction, 1201, contains files which are common to more than one subfunctional area. See 100 for Office Housekeeping Files.

Subfunctions described are:

- 1201 - Common Mission Files
- 1202 - Research and Development Control Files
- 1203 - R&D Project Case Files

(2)

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1201 COMMON MISSION FILES

These files relate to more than one of the subfunctions of this functional area or pertain to the performance or oversight of the overall function. See Function 100 for Office Housekeeping Files.

1201-01 Policy, Programs, and Plans files. Documents relating to the development of plans and programs pertaining to research and development functions, and the oversight of the performance of programs which are in operation. For plans and related records which deal with more than just this functional area, or which relate to planning for the agency as a whole, see Function 200.

These files may be subdivided by program, and if necessary contain the following material (which should be maintained in separate folders):

- | | |
|--|--|
| a. Policy and plans development. Documents relating to the development of plans and policies for programs under this function. Includes published plans that may be developed, but not budget plans (see 1201-15). | Cut off at end of calendar year when created. Permanent. |
| b. Resource projections. Resources needed to meet program plans or goals in the future. These are any projections which are not created as part of the budget process. | Projections duplicated in budget files: Cut off at end of fiscal year when created. Destroy 5 years later. Projections not duplicated: Cut off at end of fiscal year when created. Destroy 10 years later. |
| c. Coordination files. Documents pertaining to coordinating related programs and policies, including those of other agencies (see 1201-10 for formal agreements). | Cut off at end of calendar year when created. Permanent. |
| d. Guidance files. Guidance given to operating offices on policies or procedures. | Cut off at end of calendar year when created. Permanent. |
| e. Report files. Reports made to the office responsible for the oversight of this function, and dealing with program accomplishments or problems. | Cut off at end of calendar year when created. Permanent. |
| f. Program and policy reviews examining accomplishments and the utilization of resources, and the overall program balance. | Cut off at end of calendar year when created. Permanent. |
| g. Recommendations for alternative policies or programs. If recommendations become reality transfer to "a" above. | Cut off at end of calendar year when created. Permanent. |

1201-01 cont'd h. Reference files containing background information accumulated to keep staff up-to-date on developments in programs areas or on actions being taken. This includes courtesy copies received from which no actions are required or taken. This material should be maintained separate from the other files under this code by clearly marking it as reference material.

Cut off at end of calendar year when received. Annually review of disposal. Material may be destroyed at any point after being received, whenever the information is obsolete or no longer of current value.

1201-02 Special Studies files. Studies conducted on subjects or matters related to this function, but which are not described under one of the sub-functions, and not a part of oversight studies described in 1201-01 above.

Cut off at end of calendar year when created. Destroy 2 years later. Selected studies pertaining to unresolved problems or issues may be retained until resolved or until no action has taken place for 5 years (whichever is sooner), then destroyed.

1201-03 Audit files. Copies of audits conducted on the performance of programs under this function. See 202-02 for filing of central NOAA copy of all outside audits.

Cut off at end of calendar year when created. Destroy 2 years later if all audit problems have been resolved. Destroy remaining material upon resolution.

1201-04 Management Studies files. Copies of management improvement studies conducted on the performance of programs under this function.

Cut off at end of calendar year when created. Destroy 2 years later.

1201-05 Laws, Regulations, and Instructions files. Copies of laws, regulations, instructions, or guidance from higher level offices, concerning the performance of this function.

Destroy when superseded or obsolete.

1201-06 Instruction and Regulation Development files. Documents pertaining to the development, issuance, and interpretation of regulations and instructions. See 1201-07 for comments on proposals.

1. Copy in office of issuance: Permanent.*
2. Other copies: Destroy when 2 years old or sooner if no longer needed.

1201-07 Legislation, Regulation, and Reorganization Proposal and Review files. Recommendations for legislation or reorganizations; or reviews of proposed legislation, regulations, or reorganizations.
Note: this item does not apply to record copies maintained by central NOAA offices responsible for reviews and comments, but on input made to these offices.

Cut off at end of calendar year when created. Destroy 2 years later.

* See attached page for additional information of this series

Additional information of files series recommended for permanent retention:

1201-06 1. Annual accumulation: 2-3 cu. ft. per year.

Arrangement: By type of program document.

Transfer to National Archives: 15 years after supersession or obsolescence.

1201-08 Congressional Relations files. Documents accumulated in operating offices in their relations with Congress, members of Congress, or the public through members of Congress. See 1201-07 for matters pertaining to legislation. This file code may be used for the following material, which should be maintained in separate folders:

- a. Congressional correspondence.
- b. Briefings and related material prepared for members of Congress.
- c. Reports for submission to Congress or its committees.

Cut off at end of calendar year when created. Destroy 3 years later.

Destroy when 2 years old. Material still applicable should be transferred to current file.

Creating office: Permanent.

Other copies held: Destroy after 6 months.

1201-09 Public Relations and Correspondence files. Material prepared for news articles, press releases, and related issuances; speeches made by staff members; and correspondence with members of the public. This item applies to files accumulated by operating offices and not the office which is responsible for NOAA public affairs. See 202-03 for agency level coordination with public groups.

1. Correspondence with public on inquiries: Destroy when 6 months old.
2. Other material: Cut off at end of calendar year when created. Destroy 2 years later. Earlier disposal is authorized if material is no longer needed.

1201-10 Agreement files. Documents relating to and including agreements with other agencies, organizations within NOAA, and non-governmental bodies. Does not include international agreements.

1. Originating office copy of formal agreements affecting program content, basic methods of operation and coordination, or matter of similar importance: Permanent.*
2. Originating office copy of agreements pertaining to day-to-day operations, minor operational matters, and similar matters of limited impact: Cut off when agreement ends. Destroy 2 years later.
3. Copies of agreements: Copies of agreements: destroy when agreement ends.
1. Originating office copy of reports concerning major program accomplishments or actions: Offer to the National Archives when 15 years old. Destroy those not accepted.*
2. Reports on routine activities or events, copies of reports in "1" above: Cut off at end of calendar year when created. Destroy 3 years later.

1201-11 Reports to Federal Agencies files. Reports to Federal Agencies concerning NOAA-originated programs and actions. See 202-04 for Environmental Impact Statements.

1201-12 Interagency and National Board, Panels, or Committee files. The following material may be retained under this code, and should be filed in separate folders. See 202-06 for material on Advisory Committees.

* See attached page for additional information of this series.

Additional information on file series recommended for permanent retention:

1201-10 1. Annual accumulation: About 1 cu. ft. per year.

Arrangement: by agency or program involved.

Transfer to National Archives: 15 years after agreement ends.

1201-11 1. Annual accumulation: 2 cu. ft. or less per year.

Arrangement: By subjects.

Transfer to National Archives: when 15 years old.

- 1201-12 cont'd a. Files of NOAA Secretary to or for board, panel, or committee, and containing correspondence, agendas, minutes of meetings, reports, or studies. Cut off at end of calendar year when created. Permanent.
- b. Individual member's copies of material in "a" above, kept for reference purposes. Destroy when no longer needed for reference.
- c. Files relating to committee's operation but not described in "a" above. Cut off at end of calendar year when created. Destroy 3 years later.
- 1201-13 Intra-agency Committee files. Documents accumulated in operation or attendance of committees dealing with this function and made up only of NOAA personnel. Cut off at end of calendar year when created. Destroy 2 years later.
- 1201-14 Public Organization files. Documents relating to official participation by NOAA employees in public organizations or societies; societies; or dealings with such societies or states if not related to a specific project or activity. See 202-03 for agency level coordination with public groups. Cut off at end of calendar year when created. Destroy 2 years later.
- 1201-15 Budget files. Documents created as part of budget cycle, in planning as part of future budget, or copies of approved budget. Subdivide by program as needed. This file item should not be used by formal budget offices (see 203). Cut off at end of fiscal year when created. Destroy 2 years later.
- 1201-16 Publication Record Set files. One copy of each publication issued by the office. These publications should be marked "Record Set" and should not be posted or loaned out for reference purposes. Cut off annually and retire periodically in blocks to the NOAA Records Holding Area or to the appropriate Federal Records Center. Permanent.
- 1201-17 Briefing files. Documents relating to briefings prepared for agency or departmental personnel. See 211-08 for agency resource review briefings. Destroy when superseded or obsolete.
- 1201-18 Training files. Documents pertaining to general training material developed or used for this function. See 304 and for files pertaining to formal training programs or schools. Destroy when superseded or obsolete.
- 1201-19 Review and Comment files. Comments on material sent by another office for review because of its relationship to functions performed by commenting office. Does not include material in 1201-07 or reviews described in specific subfunctional areas. Cut off at end of calendar year when created. Destroy 2 years later.

1202 RESEARCH AND DEVELOPMENT CONTROL FILES

These files relate to the control of research and development programs, record sets of notebooks, etc., and all similar records. For case files on specific projects see 1203.

- 1202-01 Planning files. Documents relating to the development of objectives, plans, and schedules to achieve plans, for a research program. These are long range plans, and not plans for a specific project.
1. MLC level planning office: Permanent.
 2. Contributing offices: Destroy 5 years after superseded.
 3. Other offices: Destroy 2 years after superseded.
- 1202-02 Resource Projection files. Projections of resources needed for R&D projects, including information about program objectives in terms of projects, tasks, status and time phasing for development, and funds required.
1. Office of origin: Permanent.
 2. Headquarters office: Cut off at end of fiscal year when created. Destroy 3 years later.
 3. Other offices: Destroy when no longer needed for current reference.
- 1202-03 R&D Technical Committee and Board files. Documents pertaining to committees or boards which meet to determine the establishment, revision, or termination of projects.
1. Official file of board: Permanent.
 2. Copies held by members: Destroy when superseded, obsolete, or no longer needed.
- 1202-04 Project Proposal files. Proposals for R&D projects, and related investigations as to their feasibility.
1. Accepted proposals: transfer to 1203-01, the project case file.
 2. Rejected proposals: Destroy 5 years after completion of investigation.
- 1202-05 Project Register files. Registers listing projects and assigning project numbers.
- Cut off at end of calendar year.
Destroy 2 years later.
- 1202-06 Project Control files. Documents accumulated in program office or by heads of labs, to supervise, manage, and evaluate project operations.
1. Headquarters program office: Destroy after completion or termination of project.
 2. Lab chief or director: Destroy 2 years after completion or termination of project.
- 1202-07 Summary Progress Report files. Reports made by labs or other project offices to show the initiation and degree of completion of projects; and resulting consolidated reports.
1. Reporting office copy: Destroy 1 year after completion or cancellation of project.
 2. Feeder reports: destroy upon submission of consolidated report.
 3. Consolidated report and any feeder information not included in that report: Permanent.
- 1202-08 International Data Exchange Agreement files. Agreements with other countries or with international bodies pertaining to the exchange of R&D data.
- Permanent.* Offer to National Archives, through AD126, 5 years after termination of agreement.

* See attached page for additional information of this series.

Additional information on file series recommended for permanent retention:

1202-08 Annual Accumulation: About 1-2 cu. ft. per year.

Arrangement: By country/station

Transfer to National Archives: "Offer" in disposition.

1202-09 Test Scheduling file. Documents pertaining to the approval, scheduling, and control of tests by a testing facility. See 1203-01 for test material documenting progress of specific projects.

Cut off at end of calendar year when created. Destroy 4 years later.

1202-10 Technical Report files. Record set of one copy of each preliminary progress, or final technical report or publication prepared or issued by an installation or activity, or received from contractors.

Permanent. (Destroy any extra copies when no longer needed for reference.)

1202-11 Drawing and Specification files. Record set of each preliminary, experimental, and final design; "as built" drawings; and specification or technological requirements created in the design, engineering development, or modification of an item.

File with case file (see 1203-01).

1202-12 Lab Notebook files. Record set of lab notebooks containing scientific or technical data from projects. May be filed with case file (1203-01).

1. Notebooks containing data determined by competent scientific or technical personnel to be duplicated in the case file or reports, or to be so routine or fragmentary that their retention would not aid significantly to the case file: Destroy 6 months after the termination or completion of the related project or projects.

2. Other notebooks for projects of historical, political or technological significance: Permanent. *

3. Remaining notebooks for other projects: Destroy 6 years after the end of the project.

1202-13 R&D Raw and Intermediate Data files. Raw and intermediate data accumulated, maintained, or used by R&D personnel in research or testing. Raw data consists of source data, including analog tapes, notes, etc., which has not yet been organized. Intermediate data consists of raw data which has been organized (possibly with some preliminary analysis) for comparison and development of final data. See 1202-12 for data placed into Lab Notebooks, and the project case file (1203-01) for final experiment or project data.

1. Data on magnetic tape: Destroy after raw data is satisfactorily processed into final or reduced data. If designated to serve as basic source data in place of hard copy, use disposition for "3" below.

2. Hard copy data fully incorporated into reports: Destroy when report is released.

3. Other data: Destroy when competent agency R&D personnel determine that all research purposes have been served.

NOTE: Due to the wide possible value of research data this disposition leaves much to the discretion of the researchers involved. Please use it wisely.

* See attached page for additional information of this series.

Additional information on file series recommended for permanent retention:

1202-12 2. Annual Accumulation: About 15 cu. ft. per year. This is a very rough estimate with extreme variability.

Arrangement: By project.

Transfer to National Archives: Offer to National Archives when 15 years old.

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1203 R&D PROJECT CASE FILES

These files relate to the case files maintained for R&D projects.

1203-01

Project Case files. Documents created or maintained in connection with a specific project and reflecting its history. The file may contain the following segments, each of which should be maintained in separate folders (but under the same file code) when feasible:

a. Administrative file, including authorization for project, procurement or grant files, meeting files, status reports, and correspondence.

Projects of historical, political, or technological significance: Permanent.

Other projects: Destroy 6 years after the end of the project.

Working or reference papers: Destroy when no longer needed for reference.

Same as "a" above,

b. Specification and drawings. Copies of preliminary, experimental, and final designs; "as built" drawings; and specifications or technical requirements created in the design, engineering development, or modification of an item.

c. Lab notebooks containing scientific and technical data.

Describes Lab Notebook files when filed with the relevant case files. Apply the disposition of 1202-12 above.

Same as "a" above.

d. Technical reports. Includes preliminary, progress, or final technical report prepared for project or received from contractors.

e. Data files (except for those in "c" above). Consist of final experimental data for experiments or projects.

Same as "a" above except when: (1) the data is fully incorporated or summarized in a report; and (2) the data is determined by competent R&D personnel to be of value in field of inquiry, transfer to new project file.

f. Test scheduling files and plans. Includes testing of numerical models.

Same as "a" above.

g. Films and photograph files.

Same as "a" above. (Reference GRS 21, 1.b. and 2.b.)

h. Models developed for testing. Includes numerical models as well as models of equipment.

Same as "a" above.

Maintenance and Disposition
of
Environment Satellite Services
Functional Files
Function Number 1400

Function number 1400 deals with programs related to the gathering of Environmental data through the use of Satellites. The first subfunction, 1401, contains files which are common to more than one of the other subfunctional areas. Office House-keeping and Research and Development files have been assigned separate functional numbers. The table of contents and index should be consulted.

Subfunctions described are:

- 1401 Common Mission Files
- 1402 Spacecraft Operations Files
- 1403 Spacecraft Products Files

1400 COMMON MISSION FILES

These files relate to more than one of the subfunctions of this functional area or pertain to the performance or oversight of the overall function. See Function 100 for Office Housekeeping Files.

- 1401-01 Policy, Programs, and Plans files. Documents relating to the development of plans and programs pertaining to functions, and the oversight of the performance of programs which are in operation. For plans and related records which deal with more than just this functional area, or which relate to planning for the agency as a whole, see Function 200. These files may be subdivided by program, and if necessary contain the following material (which should be maintained in separate folders):
- a. Policy and plans development. Documents relating to the development of plans and policies for programs under this function. Includes published plans that may be developed but not budget plans (see 1401-15). Cut off at end of calendar year when created. Permanent.
 - b. Resource projections. Resources needed to meet program plans or goals in the future. These are any projections which are not created as part of the budget process. Projections duplicated in budget files: Cut off at end of fiscal year when created. Destroy 5 years later. Projections not duplicated: Cut off at end of fiscal year when created. Destroy 10 years later.
 - c. Coordination files. Documents pertaining to coordinating related programs and policies, including those of other agencies (see 1401-10 for formal agreements). Cut off at end of calendar year when created. Permanent.
 - d. Guidance files. Guidance given to operating offices on policies and procedures. Cut off at end of calendar year when created. Permanent.
 - e. Report files. Reports made to the office responsible for the oversight of this function, and dealing with program accomplishments or problems. Cut off at end of calendar year when created. Permanent.
 - f. Program and policy reviews examining accomplishments and the utilization of resources, and the overall program balance. Cut off at end of calendar year when created. Permanent.
 - g. Recommendations for alternative policies or programs. If recommendations become reality transfer to "a" above. Cut off at end of calendar year when created. Permanent.

- 1401-01 h. Reference files containing background information accumulated to keep staff up-to-date on developments in programs areas or on actions being taken. This includes courtesy copies received from which no actions are required or taken. This material should be maintained separate from the other files under this code by clearly marking it as reference material.
- 1401-02 Special Studies files. Studies conducted on subjects or matters related to this function, but which are not described under one of the subfunctions, and not a part of oversight studies described in 1401-01 above.
- 1401-03 Audit files. Copies of audits conducted on the performance of programs under this function. See 202-02 for filing of central NOAA copy of all outside audits.
- 1401-04 Management Studies files. Copies of management improvement studies conducted on the performance of programs under this function.
- 1401-05 Laws, Regulations, and Instructions files. Copies of laws, regulations, instructions, or guidance from higher level offices, concerning the performance of this function.
- 1401-06 Instruction and Regulation Development files. Documents pertaining to the development, issuance, and interpretation of regulations and instructions. See 1401-07 for comments on proposals.
- 1401-07 Legislation, Regulation, and Reorganization Proposal and Review files. Recommendations for legislation or reorganizations; or reviews of proposed legislation, regulations, or reorganizations.
Note: this item does not apply to record copies maintained by central NOAA offices responsible for reviews and comments, but on input made to these offices.
- Cut off at end of calendar year when received. Annually review for disposal. Material may be destroyed at any point after being received, whenever the information is obsolete or no longer of current value.
- Cut off at end of calendar year when created. Destroy 2 years later. Selected studies pertaining to unresolved problems or issues may be retained until resolution or until no action has been taken for 5 years (whichever is sooner), then destroyed.
- Cut off at end of calendar year when created. Destroy 2 years later if all audit problems have been resolved. Destroy remaining material upon resolution.
- Cut off at end of calendar year when created. Destroy 2 years later.
- Destroy when superseded or obsolete.
1. Copy in office of issuance: Permanent.*
2. Other copies: Destroy when 2 years old, or sooner if no longer needed.
- Cut off at end of calendar year when created. Destroy 2 years later.

*See attached page for additional information on this series.

Additional information on files series recommended for permanent retention:

1401-06 1. Annual accumulation: 1 c.ft./year or less.

Arrangement: subject of instruction.

Transfer to N.A.: 15 years after supersession or obsolescence.

1401-08 Congressional Relations files. Documents accumulated in operating offices in their relations with Congress, members of Congress, or the public through members of Congress. See 1401-07 for matters pertaining to legislation. This file code may be used for the following material, which should be maintained in separate folders:

a. Congressional correspondence.

b. Briefings and related material prepared for members of Congress.

c. Reports for submission to Congress or its committees.

Cut off at end of calendar year when created. Destroy 3 years later.

Destroy when 2 years old. Material still applicable should be transferred to current file.

Creating office: Permanent.

Other copies held: Destroy after 6 months.

1401-09 Public Relations and Correspondence files. Material prepared for news articles, press releases, and related issuances; speeches made by staff members; and correspondence with members of the public. This item applies to files accumulated by operating offices and not the office which is responsible for NOAA public affairs. See 202-03 for agency level coordination with public groups.

1. Correspondence with public on inquiries: Destroy when 6 months old.

2. Other material: Cut off at end of calendar year when created. Destroy 2 years later. Earlier disposal is authorized if material is no longer needed.

1401-10 Agreement files. Documents relating to and including agreements with other agencies organizations within NOAA, and non-governmental bodies. Does not include international agreements.

See attached page for disposition.

1401-11 Reports to Federal Agencies files. Reports to Federal Agencies concerning NOAA-originated programs and actions. See 202-04 for Environmental Impact Statements.

See attached page for disposition.

1401-12 Interagency and national Board, Panels, or Committee files. The following material may be retained under this code, and should be filed in separate folders. See 202-06 for material on Advisory Committees.

a. Files of NOAA Secretary to or for board, panel, or committee, and containing correspondence, agendas, minutes of meetings, reports, or studies.

Cut off at end of calendar when created. Permanent.

Additional dispositions for series:

- 1401-10 1. Originating office copy of formal agreements affecting program content, basic methods of operation and coordination, or matters of similar importance: Permanent.*
- 2. Originating office copy of agreements pertaining to day-to-day operations, minor operational matters, and similar matters of limited impact: Cut off when agreement ends. Destroy 2 years later.
- 3. Copies of agreements in other offices: Destroy when agreement ends.

- 1401-11 1. Originating office copy of reports concerning major program accomplishments or actions: Offer to National Archives, thru AD126, when 15 years old. Destroy those not accepted.*
- 2. Reports on routine activities or events, copies of reports in "1" above: Cut off at end of calendar year when created. Destroy 3 years later.

* Additional information on files series recommended for permanent retention.

- 1401-10 1. Annual accumulation: 1 c.ft. or less/year.
- Arrangement: by agency or program involved.
- Transfer to N.A.: 15 years after agreement ends.

- 1401-11 1. Annual accumulation: 1 c.ft. or less/year
- Arrangement: by subject.
- Transfer to N.A.: when 15 years old.

- 1401-12 cont'd. b. Individual member's copies of material in "a" above, kept for reference purposes. Destroy when no longer needed for reference.
- c. Files relating to committee's operation but not described in "a" above.
- 1401-13 Intra-agency Committee files. Documents accumulated in operation or attendance of committees dealing with this function and made up only of NOAA personnel. Cut off at end of calendar year when created. Destroy 2 years later.
- 1401-14 Public Organization files. Documents relating to official participation by NOAA employees in public organizations or societies; or dealings with such societies or states if not related to a specific project or activity. See 202-03 for agency level coordination with public groups. Cut off at end of calendar year when created. Destroy 2 years later.
- 1401-15 Budget files. Documents created as part of budget cycle, in planning as part of future budget, or copies of approved budget. Subdivide by program as needed. This file item should not be used by formal budget offices (see 203). Cut off at end of fiscal year when created. Destroy 2 years later.
- 1401-16 Publication Record Set files. One copy of each publication issued by the office. These publications should be marked "Record Set" and should not be posted or loaned out for reference purposes. Cut off annually and retire periodically in blocks to the NOAA Records Holding Area or to the appropriate Federal Records Center. Permanent.
- 1401-17 Briefing files. Documents relating to briefings prepared for agency or departmental personnel. See 211-08 for agency resource review briefings. Destroy when superseded or obsolete.
- 1401-18 Training files. Documents pertaining to general training material developed or used for this function. See 304 for files pertaining to formal training programs or schools. Destroy when superseded or obsolete.

1401-19 Review and Comment files. Comments on material sent by another office for review because of its relationship to functions being performed by the commenting office. Does not include material in 1401-07.

Cut off at end of calendar year when created. Destroy 2 years later.