

Rec'd NCO 10 Dec 79

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)

DOC/National Oceanic & Atmospheric Admin.

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Richard Roberts

5. TEL. EXT.

443-8595

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
12-10-79	NCL-370-80-1
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 "with-drawn" in column 10.	
12-14-79	<i>Walter M. Steender</i>
(Date) <i>acting</i>	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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12-6-79 *Jerry V. Perry*
Date (Signature of Agency Representative)

Departmental Records Management
Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>NOAA File Code 102-03: Time and Attendance Card Files.</u> Equivalent to GRS 2: 9b.</p> <p>Recommended Disposition: Cut off at end of leave year, hold six months inactive, then destroy as a Privacy Act record.</p> <p>This disposition was approved in NC-174-228, 1:10d, but it does specify a longer retention period than the GRS. It meets office requests for having the entire leave year's records for a short time, and the space requirements are inconsequential.</p>		
2.	<p><u>NOAA File Code 904-13: Police Function Files.</u> Documents pertaining to performance of police functions (arrests, ticketing, etc.), including reports, statements of witnesses, and related material. Also reports of contacts of outside police with building occupants. Equivalent to GRS 18: 15 b&c.</p> <p>Recommended Disposition: Cut off at end of calendar year when created. Destroy 2 years later.</p> <p>° This item mixes two GRS items for ease of reference by location, and this results in an additional year's retention of reports of outside contacts. The volume</p>		3 items

sent copy to Agency 12-18-79 *MS*

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TO DISPOSE OF RECORDS**

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Date	(Signature of Agency Representative)	(Title)	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>involved is very small.</p> <p><u>NOAA File Code 1109-01: Mail Production and Statistics Reports Files.</u> (Equivalent to GRS 12: 6 b&d).</p> <p>Recommended Disposition: Cut off at end of calendar year when created. Destroy 1 year later.</p> <p>This item mixes two GRS items for ease of reference by location, and this results in an additional 6 month's retention of some reports. The volume is small.</p>		

ALL INFORMATION
VERIFIED AS CORRECT

J. M. Sullivan
12/1/79

Attachment 1 - Shorter Retention Periods Being Retained

1. NOAA File Code 102-01b: Supervisors' Personnel Files. Copies of papers pertaining to individuals within the supervisor's unit. Protect as Privacy Act records.
 - b. Other copies of official actions initiated by supervisors, such as nominations for awards, recommendations, or proposals for adverse actions.

Disposition: Destroy as Privacy Act record when final action is taken.

NARS job/item numbers: NC1-370-78-2/10a(2)

Equivalent to GRS 1:18a

2. NOAA File Code 102-02: Pending Personnel Action Files. Supervisors' requests for personnel actions such as position changes, separations, and related matters. Protect as a Privacy Act record.

Disposition: Destroy when action is completed. If any personal information is reflected destroy as a Privacy Act record.

NARS job/item numbers: NC1-370-78-2/10b

Equivalent to GRS 1:18a

3. NOAA File Code 205-02: Forms Reports Files. Documents relating to reports made on the forms management program, including statistical data. Does not include productivity reports or forms reports to OMR.

Disposition: Cut off when next comparable report is made. Destroy 3 years later.

NARS job/item numbers: NC 174-228/17:5b

Equivalent to GRS 16:11

Attachment 1 - Shorter Retention Periods Being Retained (Cont'd)

NOAA File Code 304-11: Training School and Course Files. Documents relating to courses or training facilities operated by NOAA.

4. b. Class schedule files pertaining to when classes will meet and related travel plans to meet the schedule.

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

NARS job/item numbers: NCI-27-76-1/43e

Equivalent to GRS 1:30b(1)

5. c. Equipment resources files, relating to use of visual aids or of equipment for demonstrations or "hands on" experience.

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

NARS job/item numbers: NCI-27-76-1/43c

Equivalent to GRS 1:30b(1)

6. d. Trainee selection files. Documents relating to the selection of trainees for courses. Includes resumes and applications, notifications ensuring prerequisites are met, acceptance, and related records.

Disposition: 3. All other copies: Cut off at end of fiscal year when created. Destroy 2 years later.

NARS job/item numbers: NCI-27-76-1/43d

Equivalent to GRS 1:30c

7. e. Certificate of Training files, including certificate issued to students who have satisfactorily met course standards, or waivers and delayed certificates.

Disposition: 3. All other copies or records: Cut off at end of fiscal year when created. Destroy 3 years later.

NARS job/item numbers: NCI-27-76-1/43f

Equivalent to GRS 1:30c

Attachment 1 - Shorter Retention Periods Being Retained (Cont'd)

NOAA File Code 304-11 (Cont'd)

8. g. Area facilities files, containing information for students on transportation, housing, food, and other services near training site.

Disposition: Cut off at end of calendar year when created or when superseded. Destroy 1 year later.

NARS job/item numbers: NC1-27-76-1/43g

Equivalent to GRS 1:30b(1)

NOAA File Code 1606-01: Stereo-photogrammetric Drawings and Related Material Files. Documents resulting from topographic and planimetric surveys.

9. c. Film negative of manuscripts.

Disposition: Destroy after "registered copy" is prepared.

NARS job/item numbers: NC 370-75-4/134

Equivalent to GRS 17:2

10. d. Positives of manuscripts.

Disposition: Destroy after "registered copy" is prepared.

NARS job/item numbers: NC 370-75-4/135

Equivalent to GRS 17:2

11. e. Offset press plates.

Disposition: Destroy after "registered copy" is prepared.

NARS job/item numbers: NC 370-75-4/136

Equivalent to GRS 17:2