

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NCl-370-84-1	
DATE RECEIVED  11-2-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-14-83 <i>Date</i>	<i>Robert J. Ward</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
National Oceanic and Atmospheric Administration

2. MAJOR SUBDIVISION  
National Ocean Service

3. MINOR SUBDIVISION  
Distribution Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Larry Patlen

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 1 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 10/20/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Rooney</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
1607-06	<p><u>Chart Sales Files*</u> - Correspondence and copies of accounts and orders in the automated data system (IADS) concerning chart sales on a one-time basis. Includes one-time and "standing order" sales to chart agents. See 1607-04 for Subscription files.</p> <p>1. <u>Original Records</u>: Destroy when microfiche is determined to be adequate substitute. If not microfilmed, cut off annually and destroyed when 3 years old.</p> <p>2. <u>Microfiche</u>: Cut off at end of calendar year or fiscal year, or when all frames are filled; whichever is sooner. Destroy 3 years later.</p>		

**NO MASS DATA SHEET REQUIRED**

*2 items*

115-107  
*NINP & Agency sent 12-21-83 by DMW.*