

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

NCL-370-85-3

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

DATE RECEIVED

6-28-85

1 FROM *(Agency or establishment)*

DOC/National Oceanic & Atmospheric Administration

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Richard Roberts

5 TELEPHONE EXT

443-8595

DATE

6-17-87

ARCHIVIST OF THE UNITED STATES

*James J. Burke*

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
6-4-85	<i>Naisy O. Lines</i>	NOAA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The attached seven items.</p> <p>All of these items have approved retention periods, although one item's description has been broadened. NOAA seeks approval to expand the application of the retention periods from the subdivisions listed on the original SF-115s to any NOAA element creating the records described. No retention period has been changed. The number of the previous SF-115 is listed with each item.</p>		<p><i>7 items</i></p>

*Agency & N.A.F.  
22 Jan 86 RSK*

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

All references to "file codes" refer to the NOAA Filing-Disposition Handbook.

Item #1: NOAA file codes 201-07, 301-06, 401-07, 501-07, 601-07, 701-07, 801-07, 901-07, 1001-07, 1101-07, 1201-07, 1301-07, 1401-07, 1501-07, 1601-07, 1701-07, 1801-07 1901-07, 2001-07, 2101-07. (Each functional area in the NOAA filing system contains the description below; all these codes refer to the same record series.)

Legislation, Regulation, and Reorganization Proposal and Review files.

Recommendations for legislation or reorganizations; or reviews of proposed legislation, regulations, or reorganizations.

Note: this series does not apply to record copies maintained by central NOAA offices responsible for reviews, comments, or proposals, but to input made to those offices.

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

Previous SF-115# was NCI-370-76-5, item 10. That item was limited to determinations of impact of proposed legislation where the record copy of such determinations are retained in a central office (and under different file codes). The files described in this item are broader, including regulations and reorganizations, but have the same documentary status.

Note - The next five items all relate to training courses and facilities operated by NOAA. They were all listed on SF-115# NCI-27-76-1, which dealt with the National Weather Service's training facility. This SF-115 attempts to expand that coverage to any such operation; an example of other programs would be the NOAA Corps training program. The retention periods are unchanged.

Item #2: NOAA file code 304-11b.

Class Schedule files, pertaining to when classes will meet, and related travel plans to meet the schedule.

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

Previous SF-115# was NCI-27-76-1: item 43e.

Item #3: NOAA file code 304-11c.

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

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

Previous SF-115# was NCI-27-76-1: item 43c.

Item #4: NOAA file code 304-11d.

Training Selection files. Documents relating to the selection of trainees for courses. Includes resumes and applications, notifications ensuring prerequisites are met, acceptances, and related records.

Recommended dispositions: 1. NOAA and other domestic students: Send one copy of selection approval to OPF.

2. Foreign trainees: Send one copy of all records to office responsible for the relevant international program.

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

Previous SF-115# was NCI-27-76-1: item 43d.

Item #5: NOAA file code 304-11e.

Certificate of Training files, including all files relating to the issuance of certificates, waivers, or delayed certificates to students.

Recommended disposition: 1. NOAA and other domestic students: Send one copy of certificate to OPF.

2. Foreign trainees: Send one copy of all records to office responsible for relevant international program.

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

Previous SF-115# was NCI-27-76-1: item 43f.

Item #6: NOAA file code 304-11g.

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

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

Previous SF-115# was NCI-27-76-1: item 43g

Item #7: NOAA file code 1102-16.

System Index and Responsibility files. Index of NOAA's communications systems and who is responsible for them. Also system status reports and station codes.

Recommended disposition: Destroy when superseded, obsolete, or  
no longer needed for reference purposes.

Previous SF-115# was NCI-27-76-1: item 55. That item was limited  
to National Weather Service files. This SF-115 seeks to expand  
that coverage to all telecommunications offices in NOAA.