

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

9/12/80

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Naval Oceanographic Office

2 MAJOR SUBDIVISION
Hydrographic Department

3 MINOR SUBDIVISION
Hydrographic Division

4 NAME OF PERSON WITH WHOM TO CONFER
Lewis H. Robertson/William Harris

5 TEL EXT
8-494-4112 (FTS)
601-688-4112

LEAVE BLANK	
JOB NO	NC1-298-80-2
DATE RECEIVED	September 12, 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	1-21-81 <i>Paul R. Wenz</i> Archivist of the United States

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 2 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 SEP 5 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>W. Harris</i>	E TITLE Naval Records & Information Management Division
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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 Hydrographic Division plans and conducts geodatic and hydrographic surveys in coastal harbors, strategic straits and submarine trial areas on a world-wide basis, and reduces the data by mathematical adjustment procedures to final form (smooth sheet). The smooth sheet shows soundings and contours which represent the survey depths located according to precise positions of latitude and longitude. The final product is sent to Defense Mapping Agency Hydrographic Topographic Center (DMAHTC) who makes nautical charts which support Department of Defense charting. This data is made available to the primary users (U.S. Navy, Marines, and private citizens) and geodatic data libraries <u>SOUNDING JOURNAL</u> -is a time record of the events of the survey, with the hydrographic data recorded chronologically in a separate series of sounding journals for each survey day. <u>ECHOGRAM</u> -is the graphic record of the bottom profile, produced by the echo sounder. <u>RTS LOG</u> -hour by hour manual account of REAL TIME SYSTEM computer (survey) operations. <u>RTS PRINTOUT</u> -a teletype print out which gives the operator a means of monitoring the system-- includes general information about the survey, sensor data, and headings for the data. <u>SIDE SCAN SONAR ROLL</u> -graphic record of the bottom profile produced by the side scan sonar. <u>SURVOPS REPORT</u> -a cruise report prepared for each survops	SSIC 3169 New Process sample attached " " " " "	<i>J. Jones</i>

Closed Out: 1-22-81: KTD
Copy to Agency; NNT

Request for Records Disposition Authority - Continuation

JOB NO

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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>stating the accomplishments, problems, and condition of the equipment during the survey operations (including summary of the survey, summary of the shipboard activity, statements of utilization of the vehicles, helicopter and boats).</p> <p>DISPOSITION</p> <p>(1) Microfilm Copies <i>(including master): Destroy when no longer needed for reference.</i></p> <p>(a) Silver halide master copy plus 1 diazo copy.</p> <p>Permanent. Offer to NARS within 10 years after completion of result map.</p> <p>(b) Reference Copy: Destroy when no longer needed for reference.</p> <p>(2) Hard Copy: Destroy after microfilm has been verified for completeness and accuracy.</p> <p>Enclosure (1) is a list of Hard Copy records.</p> <p>This certifies that the records described in this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. The silver original microfilm plus one positive copy of each microfilm, which is vesicular microfilm, shall be stored at the U.S. Naval Oceanographic Office in facilities which meet the standards of 101-11.507 and 101-11.508. The first inspection of this microfilm will be conducted in June 1982.</p>	GRS 17/9	