

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-NU-07-7
1 FROM (Agency or establishment) Department of Navy		DATE RECEIVED	6/25/07
2 MAJOR SUBDIVISION Naval Meteorology and Oceanography Command		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER Ginger Riemann	5 TELEPHONE 228-688-4162	DATE	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached (pages) 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.		8-28-08	Adrienne C. Thomas
DATE 6-13-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of Records	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHMENT		

SA 10/7/08 copies sent to Agency, emailed to NARA, NARA NR, NARA

Naval Oceanographic Office (NAVO) proposes big bucket schedules for SSICs 3140-3148 to replace items previously scheduled and documented in the Navy Records Management Manual, SECNAV M-5210.1, December, 2005. Records reflect scientific disciplines relative to naval oceanography disciplines. Oceanographic section below was formatted for manual survey/processing methods and radio navigation aids, last used in 1980s.

Changes proposed reflect GPS navigation, internet, electronic products, and more current collection and processing software methods.

The proposed schedule is media neutral.

SSIC 3140-3148

GEOPHYSICAL, OCEANOGRAPHIC, HYDROGRAPHIC, BATHYMETRIC, METEOROLOGICAL, AND OTHER ENVIRONMENTAL SUPPORT

Records in this series (3140-3148) relate to all phases of oceanographic; meteorological; hydrographic functions. These records are accumulated by field activities and by departmental headquarters, major commands and offices that formulate or prescribe policies and/or procedures to the Naval Meteorology and Oceanography Command.

SSIC 3140

NAVAL OCEANOGRAPHY PROGRAM RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence and other records of Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM), and the following fourth echelon commands: Naval Oceanographic Office (NAVOCEANO), Fleet Numerical Meteorology and Oceanography Center, Naval Oceanography Operations Command, and Naval Meteorology and Oceanography Professional Development Center; and other NAVMETOCCOM facilities that document primary mission responsibilities for the development and execution of procedures pertaining to oceanography, meteorology, hydrography, or bathymetry related operations and to the performance of these operations. Examples of records include, but are not limited to, the records and files of Navy offices having liaison with interdepartmental, international, and treaty organizations consisting of reports, minutes, agendas and supporting papers. Also included are documentation records related to electronic records and their format, information, and use that must accompany each transfer of permanent records. The official copy of these records will be preserved and transferred to NARA in hardcopy form.

Official Record.

Permanent. Transfer records in hardcopy format to NARA when 5 years old.

2. GENERAL RECORDS. Files of third echelon and subordinate oceanography commands. Files and records documenting the organization of the command;

accomplishment of plans, studies, projects; essential transactions of the command (ship riders guides, procedures, reports, report templates, logs and specifications, survey technical specifications, CONOPS, ship schedules, ship parameters, ship CASREPs, SITREPS survey data, product and product dissemination transmittals), data/information product archiving.

Destroy after 2 years.

3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.

Permanent. Transfer to NARA when 5 years old.

SSIC 3141

OBSERVATION/MEASUREMENTS RECORDS

4. WEATHER OBSERVATIONS (Fleet Numerical Meteorology and Oceanography Center)

These observations include monthly observations that are routine observations from naval units; monthly observations from units attached to special missions or expeditions; reconnaissance observations and other observations not covered by specific directives, worldwide unclassified observations; NATO classified observations; and satellite observations.

Temporary. Destroy when 30 years old unless needed longer for reference.

5. LITTORAL SURVEY RECORDS

These surveys are conducted in littoral regions from ship, launch, aircraft, spacecraft, or other platforms using a variety of electronic survey equipment. These surveys may include physical, chemical, optical, and biological oceanography; multidiscipline environmental investigations; ocean engineering and marine acoustics; marine geology and geophysics; and hydrographic, bathymetric, and gravity surveys. Oceanographic data, in the form of raw observations, climatologist, databases or (after assimilation into physics-based numerical models or analyses) predictions, can be used for planning, executing, or analyzing naval operations or exercises. These surveys can be conducted as needs or opportunities arise, or when it is determined that environmental conditions have changed enough to warrant reinvestigation of a particular geographical area.

Records may include setup files areas, line plans, predicted tide heights, tide zones, observed tide files, sound velocity profiles, ship parameters, raw sensor data, acoustics data, final field validated data, cruise reports, reports of survey, airborne surveys and related files, geodetic records, MC&G records, preliminary 2

temperature/salinity data archive (raw/QC/climo/load), analyzed current records, optics properties records, bottom characteristics, geology and geophysics records, gravity records, magnetic records, XBT/CTD records, sound velocity profiles, and biology.

Temporary. Destroy when 30 years old unless needed longer for reference.

6. **DEEP OCEAN SURVEY RECORDS**

These surveys are conducted in the deep ocean from ship, aircraft, spacecraft, or other platforms using a variety of electronic survey equipment. These surveys may include physical, chemical, optical, and biological oceanography; multidiscipline environmental investigations; ocean engineering and marine acoustics; marine geology and geophysics; and bathymetric and gravity surveys. Data can be used for surface/subsurface navigations. Oceanographic data, in the form of raw observations, climatologies, databases, or (after assimilation into physics-based numerical models or analyses) predictions, can be used for planning, executing, or analyzing naval operations or exercises.

Records may include set-up files, areas, line plans, predicted tide heights, tide zones, sound velocity profiles, ship parameters, intermediate collection files, raw sensor data, intermediate processing files, final field validated files, field reports, preliminary temperature/salinity data archive (raw/QC/climo/load), analyzed current records, optics properties records, bottom characteristics, geology and geophysics records, gravity records, magnetics records, XBT/CTD records, sound velocity profiles, satellite records (Ocean Optics etc.), and biology.

Temporary. Destroy when 30 years old unless needed longer for reference.

SSIC 3142

7. **DATA COLLECTION RECORDS**

Correspondence reports and other papers documenting the make-up, revisions, and use of codes or formats in collecting, storing, and transmitting environmental information.

Temporary. Destroy when 25 years old unless needed longer for reference.

SSIC 3143

DATA ANALYSIS RECORDS

This is a qualitative and quantitative analysis function intended to validate the raw data surveyed from various survey projects. A working copy of the raw data is made and then edited and corrected. Once validated, the corrected copy is then released for use in providing products to various NAVOCEANO customers.

Records may include:

8. **OPERATIONAL ANALYSIS, OFFICE BATHYMETRY VALIDATION**
Area Based Editor files (.PFM), SABRE files, Fledermaus/cube files, surfaces, BHPP files, hydrographic product creation, Caris files, Smooth Sheet history

report, and sounding data in various formats shared with other agencies and used in various NAVOCEANO products (edited area based editor files (PFM)s, validated multibeam GSF files, final thinned XYZ files, Bathymetric Attributed Gridded Surfaces (BAGS), Smooth Sheets).

Temporary. Destroy after 75 years old unless needed longer for reference.

9. NAVIGATION DATABASE (track plots, coverage plots)

Destroy data when no longer needed.

10. QUALITY-CONTROLLED PHYSICAL OCEANOGRAPHIC DATA SETS
(Oceanographic data sets with QC flags set by OcnQC, NOPEDS, MOODS QC, acoustics, and other quality control systems and processes)

Destroy when no longer needed.

SSIC 3144

DATA PREDICTION RECORDS

These are predictions of observable phenomena that can be directly compared with data.

Records may include ocean or atmospheric circulation (current or wind speed and direction), ocean wave height, speed and direction, ocean tidal heights and water levels, ocean temperature, and salinity structure, etc.

11. OPERATIONAL ENVIRONMENTAL PREDICTIONS,
ATMOSPHERIC/WEATHER PREDICTIONS, OCEAN PREDICTIONS
(to include waves, circulation)

Temporary. Destroy after 30 years old unless needed longer for reference.

12. TIDE ANALYSIS
Tide Zone files
Tide Height files
Tide Reports

Temporary. Destroy after 30 years old unless needed longer for reference.

13. **SSIC 3145**
INFORMATION PRODUCTS

Operational support products and databases may include, geospatial information and system (GIS) products, and environmental analyses, etc. Also included are information products disseminated via web interface.

Records may include climatological information, seafloor datasets, Digital Bathymetric Data Base (DBDB-V) Variable resolution, Tactical Electronic Charts and Overlays

(TECO), other raster products, GISP database (storehouse for imagery analysis, Derived Bathymetry, Terrain Categorization, Geospatial Vector products, Two-Color Multi-View, AGI Derived Essential Elements of Information), Shallow Water Bathymetry Collections Database, Commercial Imagery Collections Database, 3D Fly-throughs, charts (Geotiff, PDF, Published Chart Imagery/Internet Viewable/Thinned), other vector products, Bathymetric Navigation Planning Chart (BNPC), Tactical Ocean Data –Level 2 (TOD2), digital charts, Hydro Reconnaissance Chart Database, SSBN – Quick Look Reports, Digital Nautical Chart (DNC) updates, field charts, (hard copy, PDF printable image, GEOTIF image, GIS placeable in decimal degrees, WGS-84.), Smooth Sheets, and validated field data provided to other agencies and host countries by prior agreement.

Permanent. Transfer to NARA when 5 years old.

SSIC 3146 (Refer to 3145)

DATA/INFORMATION/PRODUCT DISSEMINATION

SSIC 3147 (Refer to 3143)

DATA/INFORMATION QUALITY ASSURANCE

SSIC 3148 (Refer to 3140.2)

DATA/INFORMATION/PRODUCT ARCHIVING

SSIC 3149

SOFTWARE DEVELOPMENT

Software required for processing, analysis, or viewing of environmental data or numerical environmental model output, the source code of numerical environmental models, and the scripts necessary to manipulate files in complex systems of models and data used for analyses and predictions.

Examples of records include:

GOTS IN-HOUSE CREATED APPLICATIONS

To include government sponsored and government funded software. Could include source code, Makefiles, and necessary run-time scripts.

14. DBDB-V software, by version/date
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.
15. BHPP software, by version/date
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.
16. Data Warehouse software, by version/date
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.

17. Area Based Editor
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.

18. UNISIPS
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.

19. Environmental Modeling and Analysis software
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.

20. Scripts supporting Environment Modeling and Analyses
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.

~~GOTS IN-HOUSE CREATED SOFTWARE DOCUMENTATION
Would include documentation needed for product production.~~

~~Software descriptions, usage. (To include file format descriptions.)
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.~~

~~Processing guides
Temporary. Destroy or delete 25 years after related software is superseded or obsolete.~~

Naval Oceanographic (NAVO) proposes big bucket schedules for SSICs 3140-3148 to replace items previously scheduled and documented in the Navy Records Management Manual, SECNAV M-5210 1, December 2005. Records reflect scientific disciplines relative to naval oceanography disciplines. Oceanographic section below was formatted for manual survey/processing methods and radio navigation aids, last used in 1980s.

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SSIC 3140-3148

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SSIC 3140

NAVAL OCEANOGRAPHY PROGRAM RECORDS

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a. Official Record.

Permanent. Transfer to NARA when 5 years old.

All associated metadata should accompany permanent record.

2. GENERAL RECORDS. Files of third echelon and subordinate ocean commands. Files and records documenting the organization of the command;

Encl (2)

accomplishment of plans, studies, projects; essential transactions of the command (ship riders guides, procedures, reports, report templates, logs and specifications, survey technical specifications, CONOPS, ship schedules, ship parameters, ship CASREPs, SITREPS survey data, product and product dissemination transmittals), data/information product archiving

Destroy when no longer needed.

3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena, records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.

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1. WEATHER OBSERVATIONS (Fleet Numerical Meteorology and Oceanography Center)

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2. LITTORAL SURVEY RECORDS

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temperature/salinity data archive (raw/QC/climo/load), analyzed current records, optics properties records, bottom characteristics, geology and geophysics records, gravity records, magnetics records, XBT/CTD records, sound velocity profiles, and biology.

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report, and sounding data in various formats shared with other agencies and used in various NAVOCEANO products (edited area based editor files (PFM)s, validated multibeam GSF files, final thinned XYZ files, Bathymetric Attributed Gridded Surfaces (BAGS), Smooth Sheets).

Permanent.

2. NAVIGATION DATABASE (track plots, coverage plots)

Destroy when no longer needed.

3. QUALITY-CONTROLLED PHYSICAL OCEANOGRAPHIC DATA SETS (Oceanographic data sets with QC flags set by OcnQC, NOPEDS, MOODS QC, acoustics, and other quality control systems and processes)

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DATA PREDICTION RECORDS

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1. OPERATIONAL ENVIRONMENTAL PREDICTIONS, ATMOSPHERIC/WEATHER PREDICTIONS, OCEAN PREDICTIONS (to include waves, circulation)

Destroy when no longer needed.

2. TIDE ANALYSIS

Tide Zone files

Tide Height files

Tide Reports

Permanent.

SSIC 3145

INFORMATION PRODUCTS

Operational support products and databases may include atmospheric/weather dynamics, geospatial information and system (GIS) products, and environmental analyses, etc. Also included are information products disseminated via web interface.

Records may include climatological information, seafloor databases, Digital Bathymetric Data Base (DBDB-V) Variable resolution, Tactical Electronic Charts and Overlays (TECO), other raster products, GISP database (storehouse for imagery analysis, Der

Bathymetry, Terrain Categorization, Geospatial Vector products, Two-Color Multi-View, AGI Derived Essential Elements of Information), Shallow Water Bathymetry Collections Database, Commercial Imagery Collections Database, 3D Fly-throughs, charts (Geotiff, PDF, Published Chart Imagery/Internet Viewable/Thinned), other vector products, Bathymetric Navigation Planning Chart (BNPC), Tactical Ocean Data –Level 2 (TOD2), digital charts, Hydro Reconnaissance Chart Database, SSBN – Quick Look Reports, Digital Nautical Chart (DNC) updates, field charts, (hard copy, PDF printable image, GEOTIF image, GIS placeable in decimal degrees, WGS-84.), Smooth Sheets, and validated field data provided to other agencies and host countries by prior agreement.

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DATA/INFORMATION/PRODUCT DISSEMINATION

SSIC 3147 (Refer to 3143)

DATA/INFORMATION QUALITY ASSURANCE

SSIC 3148 (Refer to 3140.2)

DATA/INFORMATION/PRODUCT ARCHIVING

SSIC 3149

SOFTWARE DEVELOPMENT

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Examples of records include:

1. GOTS IN-HOUSE CREATED **APPLICATIONS**

To include government sponsored and government funded software. Could include source code, Makefiles, and necessary run-time scripts.

a. DBDB-V software, by version/date

Permanent. Transfer to NARA when 5 years old.

b. BHPP software, by version/date

Permanent Transfer to NARA when 5 years old

c. Data Warehouse software, by version/date

Permanent Transfer to NARA when 5 years old

d Area Based Editor

Permanent. Transfer to NARA when 5 years old.

e. UNISIPS

Permanent. Transfer to NARA when no longer needed.

f Environmental Modeling and Analysis software

Permanent. Transfer to NARA when no longer needed.

g. Scripts supporting Environment Modeling and Analyses

Permanent. Transfer to NARA when no longer needed

2. GOTS IN-HOUSE CREATED **SOFTWARE DOCUMENTATION**

Would include documentation needed for product production.

a. Software descriptions, usage. (To include file format descriptions.)

Permanent. Transfer to NARA when 5 years old.

b. Processing guides

Permanent. Transfer to NARA when superseded.