

## Request for Records Disposition Authority

Records Schedule Number           DAA-0370-2012-0001  
 Schedule Status                    Approved

Agency or Establishment           National Oceanic and Atmospheric Administration  
 Record Group / Scheduling Group   Records of the National Oceanic and Atmospheric Administration  
 Records Schedule applies to       Major Subdivision  
 Major Subdivision                 National Environmental Satellite, Data and Information Services  
    (NESDIS)  
 Minor Subdivision                 Joint Polar Satellite System (JPSS)  
 Schedule Subject                   Non-disclosure agreements  
 Internal agency concurrences will be provided   No

Background Information            Non-disclosure agreements (NDA) are agreements signed by NOAA staff and contractors which prohibit unauthorized disclosure of information related to satellite systems and vendors; including but not limited to, trade secrets, proprietary data, confidential commercial or financial data, or other information related to NOAA satellite programs and systems to unauthorized persons

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0370-2012-0001

Sequence Number
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1
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Original Non-disclosure agreements
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Disposition Authority Number DAA-0370-2012-0001-0001
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## Records Schedule Items

Sequence Number						
1	<b>Original Non-disclosure agreements</b>					
	Disposition Authority Number	DAA-0370-2012-0001-0001				
	Final Disposition	Temporary				
	Item Status	Pending				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1401-02</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	1401-02	
Manual Citation	Manual Title					
1401-02						
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Cut off at the end of the calendar year in which the employee completed engagement or termination of employment, under contract, whichever occurs first				
	Retention Period	Destroy 5 year(s) after cut-off				
	<b>Additional Information</b>					
	GAO Approval	Not Required				

## 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 for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
08/02/2012	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
10/10/2012	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/16/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist