

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0370-2024-0004

Status: APPROVED
Date Approved: 05/19/2026

General Information

Agency or Establishment	National Oceanic and Atmospheric Administration
Record/Scheduling Group	0370 - Records of the National Oceanic and Atmospheric Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	National Ocean Service
Minor Subdivision	Office of Response and Restoration
Schedule Subject	Natural Resource Damage Assessment (NRDA) Records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 9

Number of Temporary disposition items: 7

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0370-2024-0004

Item #	Title	Disposition
0001	Incident Response Financial Records	Temporary
0002	Emergency Response Division (ERD) Records-Major Spills	Permanent
0003	Emergency Response Division Records-Medium and Minor Spills	Temporary
0004	Natural Resource Damage Assessment (NRDA) Pre-Settlement Administrative Record Documents	Permanent
0005	Natural Resource Damage Assessment (NRDA) Pre-Settlement Case File document- Official Records Set	Temporary
0006	Natural Resource Damage Assessment (NRDA) Matters Evaluated and Dismissed.	Temporary
0007	Multi-case Evidence Tracking Records	Temporary
0008	Natural Resource Damage Assessment (NRDA) Cost Accounting and Documentation Records- Case Specific Files	Temporary
0009	Natural Resources Damage Assessment (NRDA) Cost Accounting and Documentation Records- Non-Case Specific files	Temporary

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Records Schedule Items

DAA-0370-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Incident Response Financial Records	
Item Description	<p>The Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) established the Hazardous Substance Response Trust Fund (Superfund) to provide monies for the identification, prioritization, and remediation of the nation's uncontrolled hazardous waste sites. CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery from responsible parties of all response costs incurred by the Federal Government. The Oil Pollution Act of 1990 (OPA) authorizes recovery of damages from responsible parties for oil discharges from vessels or facilities into navigable waters or adjoining shorelines. Response costs generally include expenses for investigatory, cleanup, enforcement and administrative activities. Financial Documents include, but are not limited to, payroll, travel, contractor services, construction (in-house), supplies and equipment, indirect costs and administrative interagency agreement costs.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1605-01	
Manual Title	National Ocean Service	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-370-03-001/1605-1/A	No	
N1-370-03-001/1605-1/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after case has been billed and payment received	

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Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2024-0004-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Emergency Response Division (ERD) Records-Major Spills
Item Description	Major Spills exceed 10,000 gallons in inland waters or 100,000 gallons in coastal waters. Records includes case files relating to Emergency Response Division (ERD staff response to spills, or other activities requested by the Unified Command. Documents in a given case file will vary, depending on the magnitude of the spill; but may include: One-page summaries Daily Hotline (including safety reports) Information management reports Incident data residing in ResponseLink, and related documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1605-04A
Manual Title	Chapter 1600- National Ocean Service- Response and Restoration
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-370-03-001/1605-4/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after completion of cleanup activity
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff

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ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 GB ; Paper-based textual records:10 cf
Approximate first year of records covered by this authority	1991
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1991 To: 12/31/2015
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0370-2024-0004-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Emergency Response Division Records-Medium and Minor Spills	
Item Description	Case files relating to ERD staff response to medium or minor spills, or other activities requested by the Unified Command. Documents in a given case file will vary, depending on the magnitude of the spill; but may include: One-page summaries Daily Hotline (including safety reports) Information management reports Incident data residing in ResponseLink, and related documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1605-04B	
Manual Title	National Ocean Service- Office of Response and Restoration	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-370-03-001/1605-4/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when cleanup is completed	

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Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2024-0004-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Natural Resource Damage Assessment (NRDA) Pre-Settlement Administrative Record Documents
Item Description	<p>Records selected by the Natural Resource Damage Assessment (NRDA) trustees that are entered in an Administrative Record. The Administrative Record documents the information that the trustees relied upon to make determinations regarding injury assessment and restoration. These records may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Assessment plans, restoration plans, and other formal documents required under the NRDA regulations, including notices and public comments on such documents Relevant data, assessment reports, scientific studies, work plans, quality assurance plans, and literature Non-privileged agreements among the participating trustees, potentially responsible parties, or other relevant parties. Other key documents relied upon during the assessment.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1605-09
Manual Title	National Ocean Service-Response and Restoration
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-370-01-001/1605-9/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent

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Cutoff Instructions	Cut off when the case is no longer subject to appeal
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 TB ; Paper-based textual records:15 cf
Approximate first year of records covered by this authority	1991
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/1999 To: 12/31/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0370-2024-0004-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Natural Resource Damage Assessment (NRDA) Pre-Settlement Case File document- Official Records Set	
Item Description	<p>Case Files capture substantive information and activities that NOAA used to support Administrative Record determinations regarding injury assessment and restoration planning. Case Files exclude records that are in the Administrative Record (1605-09) or are non-substantive records, such as Transitory or Intermediary Records (GRS 5.2). These records may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Discussion and communications on issues related to injury assessment and restoration planning Meeting minutes and agendas Case-related attorney files, e.g., legal correspondence and legal analysis Data compilations Draft documents containing significant revisions and/or comments Records related to settlement negotiations 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1605-10A	
Manual Title	National Ocean Service-Office Response and Restoration	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-370-01-001/1605-10/A	No
N1-370-01-001/1605-10/C	No
N1-370-01-001/1605-10/D	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case is no longer subject to appeal
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2024-0004-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Natural Resource Damage Assessment (NRDA) Matters Evaluated and Dismissed.
Item Description	Substantive documents of Natural Resource Damage Assessment (NRDA) activities for matters in which an evaluation resulted in a decision that NOAA will not pursue the matter as a NRDA case. This excludes non-substantive records, such as Transitory or Intermediary Records (GRS 5.2).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1605-12
Manual Title	National Ocean Service- Office of Response and Restoration
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-370-01-001/1605-12/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after a formal decision is made not to pursue a damage assessment for that case	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0370-2024-0004-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Multi-case Evidence Tracking Records	
Item Description	These access and security-related records may consist of bound lab notebooks or individual paper charts. They include items such as the Key Log for Access to Sample Freezers and the Temperature Verification Log for Freezers and Refrigerator, which track access and conditions of the freezers and refrigerators housing NRDA case samples.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1605-13	
Manual Title	National Ocean Service- Office of Response and Restoration	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-370-01-001/1605-13	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Cut off when the book or notebook are full and no longer subject to appeal
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2024-0004-0008		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Natural Resource Damage Assessment (NRDA) Cost Accounting and Documentation Records- Case Specific Files		
Item Description	Cost accounting and documentation records supporting NRDA activities. These may include letters requesting reimbursement of costs; summary cost spreadsheets; labor cost summaries and details, e.g., certified time and attendance reports or activity reports; travel cost summaries and details, e.g., travel order, travel voucher, supporting or related documentation; contractor costs, vouchers, supporting and related documents e.g., contractor summaries and detail, and other non-PERMANENT files, etc.; documentation for transportation of things, rents, communication, utilities, printing, reproduction, leases, supplies, materials, equipment, and interest and dividends - as applicable, e.g., cost summaries and details are downloaded from various financial systems; and other similar cost records.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	1605-14A		
Manual Title	National Ocean Service- Office of Response and Restoration		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-370-01-001/1605-14/A	No		
Is this item a deviation from the GRS?	No		

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case is no longer subject to appeal
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2024-0004-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Natural Resources Damage Assessment (NRDA) Cost Accounting and Documentation Records- Non-Case Specific files	
Item Description	Cost accounting and documentation records supporting NRDA activities. These may include letters requesting reimbursement of costs; summary cost spreadsheets; labor cost summaries and details, e.g., certified time and attendance reports or activity reports; travel cost summaries and details, e.g., travel order, travel voucher, supporting or related documentation; contractor costs, vouchers, supporting and related documents e.g., contractor summaries and detail, and other non-PERMANENT files, etc.; documentation for transportation of things, rents, communication, utilities, printing, reproduction, leases, supplies, materials, equipment, and interest and dividends - as applicable, e.g., cost summaries and details are downloaded from various financial systems; and other similar cost records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1605-14B	
Manual Title	National Ocean Services- Office of Response and Restoration	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	
	Item Superseded in Part?	Explanation
N1-370-01-001/1605-14/B	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/19/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.