

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0370-2025-0002

Status: APPROVED
Date Approved: 07/15/2026

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 Marine Fisheries Service
Minor Subdivision	National Appeals Office (NAO)
Schedule Subject	Appeal Case Files
Additional Schedule Information	The National Appeals Office (NAO) is a division of National Marine Fisheries Service's (NMFS) Office of Management and Budget. The NAO adjudicates appeals of persons affected by initial administrative determinations (IAD), including those related to implementation of the Magnuson-Stevens Fishery Conservation and Management Act. The NAO may also adjudicate appeals for other offices within the Department of Commerce. Appeals may include hearings, during which an administrative judge accepts testimony, and receives evidence into the record. The NAO also responds to motions and other requests related to the administrative appeals process. The NAO ensures due process is afforded to all participants in the appeals process and ensures sound and consistent jurisprudence in the appeals process. The NAO determines the regulatory issues to be resolved, evaluates the evidence, and prepares written appellate decisions. For each appeal, the NAO provides the decision to the appellant and relevant program office within NOAA. The NAO may publish redacted versions of its decisions on the Internet. The NAO maintains a database of current and historical caseload data and responds to requests for statistical data about appeals. The NAO is responsible for drafting, publishing and applying procedural regulations consistent with due process requirements.
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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0370-2025-0002

Item #	Title	Disposition
0001	Appeal Case Files	Temporary
0002	Appeals Tracking Database	Temporary

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Records Schedule Items

DAA-0370-2025-0002-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Appeal Case Files		
Item Description	The Appeal Case File documents the appeal of an initial administrative determination (IAD)-as defined above in this document, by a NMFS' office, as well as offices in the Department of Commerce. The office that rendered the decision forwards the records relevant to the appeal to the National Appeals Office (NAO). A typical adjudication involves an initial letter to the parties allowing them to submit supporting documents. A typical case file includes, but is not limited to, appeal letter/petition, acknowledgement letter, IAD, evidence, pleadings, decision rendered by an Administrative Judge, and appeals correspondence and audio recordings of hearings, including witness testimony.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	1504-22		
Manual Title	National Marine Fisheries 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	
N1-370-12-002/ 1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Calendar year when the final decision is issued.		
Retention Period	Other: Destroy records six (6) years after cutoff date, if no court action has been initiated. If court action has been initiated, destroy records one (1) year after final court action. All appeals processes must have been either exhausted or waived. Retention of records may be extended to support ongoing business or research needs.		

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0370-2025-0002-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Appeals Tracking Database		
Item Description	The National Appeals Office (NAO) uses a database to track cases through the appeal process. The software used to create the database assigns case numbers, and allows NAO to maintain other information such as, judge who is assigned, case/program type, number of days a case is open, appellant contact information, and their attorney, if applicable.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	1504-22		
Manual Title	National Marine Fisheries 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	
N1-370-12-002/ 2	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Calendar year when in which final decision is issued.		
Retention Period	Other: Destroy records six (6) years after cutoff date, if no court action has been initiated. If court action has been initiated, destroy records one (1) year after final court action. All appeals processes must have been either exhausted or waived. Retention may be extended for data that has ongoing statistical value and other business purpose.		
ADDITIONAL INFORMATION			

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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)	07/15/2026



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.