

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-370-00-2
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		DATE RECEIVED	8/7/2000
2 MAJOR SUBDIVISION National Ocean Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Response and Restoration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 for disposal on the attached _____ 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,

is not required; is attached; or has been requested.

DATE 8-4-0	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1605 and 1601 See attached		<p style="font-size: 1.2em; margin: 0;"><i>Withdrawn per e-mail from agency dated 6/21/2002.</i></p> <p style="margin: 0;"><i>JWB 6/21/02</i></p>

NOAA/NOS
Office of Response and Restoration
Records Disposition Schedule

The Office of Response and Restoration documents prevention and mitigating risks to coastal habitats and resources from oil and hazardous material releases. Responsibilities include responses to oil and hazardous materials releases and providing support to the cleanup for spills occurring in U. S. coastal and navigable waters. The Office provides training and conducts research to improve the Nation's capabilities to respond more effectively to spill events.

1611-01 Training and Outreach Program Files (New Item)

General information covering the overall training and outreach programs in a programmatic area. Includes, but is not limited to, requests and justifications to present a subject area, financial and budget issues, reports and statistics for the overall program, advisory committee meeting minutes, plans and estimates for resources.

Authorized Disposition:

Paper: Destroy when 10 years old or when program no longer exists, whichever is later.

1611-02 Training Course Materials (New Item)

Documents the initial development and successive revisions of course materials which are presented to internal and external groups/individuals, some of which result in individuals being "certified". Records are generally maintained by subject area or course name and includes, but is not limited to: lesson plans, instructor scripts, computer based training modules, visual aids, exercises, reference materials, test materials manuals/handouts and background research materials.

Authorized Disposition:

Paper: Destroy previous revisions when course is updated. Maintain current course materials as long as program exists.

1611-03 Individual Training Records (New Item)

Records which document the completion of initial training, remedial training and any retesting or re-certifications for an individual. This includes on-the-job training and certifications for specific programmatic areas. Information is typically maintained by individual name.

Authorized Disposition:

Paper: Destroy when 5 years old.

1611-04 Attendance Rosters (New Item)

Documents the attendance or participation of individuals or groups attending outreach or training opportunities presented. Information is maintained by activity name.

Authorized Disposition:

Destroy when related training course or outreach program is revised or no longer presented.

1611-05 Superfund Financial Records (New Item)

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. 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 IAG Costs.

Authorized Disposition:

Paper: Destroy 10 years after submission of a final SF 1080/1081 or SF 133 for the site, provided that written permission from the appropriate regional award official has been obtained prior to the disposal of any records. (Source: EPA Superfund Financial Management and Recordkeeping Guidance for Federal Agencies, EPA/220/N30/001, January 1989)

1611-06 Query Manager Database(s) (QM) (New Item)

This system is applied to numerous watersheds around the country to increase coordination, and to make data available to other agencies and the public. The system contains spatial data on sediment (surface and subsurface) chemistry, tissue chemistry, and sediment toxicity. These data are used in many different ways to support decision-making in remediation and restoration.

Authorized Disposition:

- A. *Information within System (data)*: Delete when corresponding watershed project is no longer active, or when no longer needed for future research, whichever is later.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (agency surveys and individual site investigations): Destroy

when corresponding watershed project is no longer active, or when no longer needed for future research, whichever is later.

- D. *System Outputs* (results of database query): Destroy when no longer needed for reference.

1611-07 Coastal Resource Coordinator (CRC) Electronic Inventory/Document Tracking System (New Item)

System is used to find communications between NOAA/CPRD and EPA. The System contains document or memo names, author of document, recipients of document, who was copied, comments, type of document and location of document. This data is used to find paper copies of memos or letters to agencies.

Authorized Disposition:

- A. *Information within System (data)*: Delete when 30 years old.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (Copies of communications at field locations): Destroy when 30 years old.
- D. *System Outputs* (Online searches and screen printouts): Destroy when no longer needed for reference.

1611-08 Response & Restoration Photograph Database (New Item)

This system is used to archive, access and retrieve images of incidents and cases throughout the history of the Office of Response and Restoration. The system consists of 15,000 digital images, used for presentations, publications, and field guides. The system can be accessed by the public through a web server, for use in private research.

Authorized Disposition:

- A. *Information within System (data)*: Delete 1 year after migrating to and successfully operating with a new system.
- B. *System Documentation*: Destroy 6 months after system is terminated.
- C. *System Inputs* (Photographs (100-06)): Follow disposition instructions for related records.
- D. *System Outputs* (Digital Images): Destroy when no longer needed for reference.

1601-10 Electronic Models and Expert Systems

PC-based computer models and expert systems used in the evaluation, scoring, or interpretation of information or data in support of NOAA's mission. Expert systems are used to guide users through a process and assist them in reaching a decision, or to complete an application or other process.

Authorized Disposition:

- A. Application software: Destroy when new version or software is successfully implemented.
- B. Source code: Destroy 6 months after a new version or software is successfully implemented.
- C. Data: Destroy 6 months after a new version or software is successfully implemented.
- D. Technical documentation (scientific basis on which the program is based): Destroy 6 months after system is terminated.

1601-05 Electronic Copies

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

Authorized Disposition:

Delete when recordkeeping copy has been produced.