

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 71-370-02-4	DATE RECEIVED 9/6/2002
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION National Ocean Service			
3 MINOR SUBDIVISION Alaska Region			
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540	DATE 9-23-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 8-27-2	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NOAA Disposition Handbook Chapters 1610 Please see attached		

cc Agency + none

NOAA
National Ocean Service (NOS)
Office of Coastal Resource Management (OCRM)
Records Disposition Schedule

Coastal Program Division

The Coastal Program Files are used within NOS to monitor state Coastal Zone Management Programs. The programs themselves are run by the states, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.

1610-01 Coastal Zone Management Program Documents (New Item)

The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state

Authorized Disposition:

- A. Designation Files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approvability: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program Transfer to NARA 10 years after cut off
- B. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan: **Temporary**. Cut off on approval of the plan or update. Destroy 5 years after cut off.

1610-02 Program Change Files (New Item)

Documents all proposed changes to an approved coastal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change

Authorized Disposition:

- A. Change Files consisting of state legislation or other change to approved plan, NOAA analysis of change, and approval/rejection: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.

- B. Supporting materials consisting of Federal Register notices, public comments, correspondence and e-mail, and similar documentation accumulated during the review of the change: **Temporary**. Cut off on completion of review of the change Destroy 5 years after cut off

1610-03 Coastal Non-point Pollution Control Program (New Item)

Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-authorization Amendments of 1990. These documents include the Environmental Assessment, approved state plan and NOAA's findings of approvability.

Authorized Disposition:

- A. Designation Files consisting of the approved state plan, any approved update to the plan, and NOAA's conditional and final findings of approvability. **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program Transfer to NARA 10 years after cut off.
- B. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan **Temporary** Cut off on approval of the plan or update. Destroy 5 years after cut off.

1610-04 Federal Consistency (New Item)

Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions.

Authorized Disposition:

- A. Regulations and Guidance: **Temporary**. Destroy when superseded or obsolete
- B. Consistency objection letters: **Temporary** Cut off at the end of the calendar year in which the corresponding state is no longer designated part of the Coastal Zone Management Program. Destroy 30 years after cut off.

1610-05 Program Administrative Guidance (New Item)

Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions.

Authorized Disposition:

Temporary. Cut off annually. Destroy 12 years after cut off.

1601-05 Electronic Copies

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

Authorized Disposition:

Temporary Delete when recordkeeping copy has been produced.

NOAA
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Records Disposition Schedule

Coastal Program Division

The Coastal Program Files are used within NOS to monitor state Coastal Zone Management Programs. The programs themselves are run by the states, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.

1610-01 Coastal Zone Management Program Documents (New Item)

The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state.

Authorized Disposition:

- A. Designation Files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approval: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
- B. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan: **Temporary**. Cut off on approval of the plan or update. Destroy 5 years after cut off.

1610-02 Program Change Files (New Item)

Documents all proposed changes to an approved coastal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change.

Authorized Disposition:

- A. Change Files consisting of state legislation or other change to approved plan, NOAA analysis of change, and approval/rejection: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.

SUPERSEDED
VERSION

- B. Supporting materials consisting of Federal Register notices, public comments, correspondence and e-mail, and similar documentation accumulated during the review of the change: **Temporary**. Cut off on completion of review of the change. Destroy 5 years after cut off.

1610-03 Coastal Non-point Pollution Control Program (New Item)

Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-authorization Amendments of 1990. These documents include the Environmental Assessment, approved state plan and NOAA's findings of approvability.

Authorized Disposition:

- A. Designation Files consisting of the approved state plan, any approved update to the plan, and NOAA's conditional and final findings of approvability: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
- B. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan: **Temporary**. Cut off on approval of the plan or update. Destroy 5 years after cut off.

1610-04 Federal Consistency (New Item)

Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions

Authorized Disposition:

- A. Regulations and Guidance: **Temporary**. Destroy when superseded or obsolete.
- B. Consistency objection letters: **Temporary**. Cut off at the end of the calendar year in which the corresponding state is no longer designated part of the Coastal Zone Management Program. Destroy 30 years after cut off

1610-05 Program Administrative Guidance (New Item)

Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions.

Authorized Disposition:

Temporary. Cut off annually. Destroy 12 years after cut off

1601-05 Electronic Copies

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

Authorized Disposition:

Temporary. Delete when recordkeeping copy has been produced.

NOAA
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Coastal Program Division

The Coastal Program Files are used within NOS to monitor the state Coastal Zone Management Programs. The programs themselves are run by the state's, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.

1610-01 Coastal Zone Management Program Documents (New Item)

The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state.

Authorized Disposition:

- A. Designation Files other than Administrative: Paper: Permanent. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
- B. Designation Administrative Files: Temporary. Cut off annually. Destroy 30 years after cut off.

1610-02 Program Change Files (New Item)

Documents all proposed changes to an approved coastal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change.

Authorized Disposition:

Paper: Permanent: Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.

1610-03 Coastal Non-point Pollution Control Program (New Item)

Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-authorization Amendments of 1990. These documents include the generic EIS and program development and approval guidance.

SUPERSEDED

Authorized Disposition:

Paper: Temporary. Cut off every three years. Destroy 100 years after cut off.

1610-04 Federal Consistency (New Item)

Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions.

Authorized Disposition:

- A. Regulations and Guidance: Temporary. Paper. Destroy when superseded or obsolete.
- B. Consistency objection letters. Temporary. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Destroy 10 years after cut off.

1610-05 Program Administrative Guidance (New Item)

Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions.

Authorized Disposition:

Temporary. Paper: Cut off annually. Destroy 12 years after cut off.

1610-06 The Coastal and Marine Management Program Information System - Grant Application and Reporting System (CAMMP - GARS) (New Item)

This system is used for grant management, program evaluation, management support, data mining, support for a corporate database, and public access. The data is used in the grant process to evaluate program performance, to assess expenditure trends, to document where funding goes, and to approve awards and changes to awards. The system includes Grant Applications (currently) Unfunded Actions and Performance Reports.

Authorized Disposition:

- A. *Information within System (data)*: Permanent. Cut off annually. Transfer to NARA as flat files.
- B. *System Software*: Destroy when successfully replaced with new version or software program.
- C. *System Documentation*: Permanent. Transfer to NARA with associated data files described in 1610-06 (A).

D. *System Inputs* (Text and budgetary data from grant applicants (state partners) (Grants Working Files 1601-01)): Follow disposition instructions for related records.

E. *System Outputs* (PDF grant applications, unfunded action and performance report documents, SQL queries) Destroy 6 months after system is terminated or eliminated.

1601-05 Electronic Copies

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

Authorized Disposition:

Temporary. Delete when recordkeeping copy has been produced.