| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  1 FROM (Agency or establishment) National Oceanic and Almospheric Administration  2 MAJOR SUBDIVISION National Ocean Service  3 MINOR SUBDIVISION Office of Coastal Resource Management  4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker  6 AGENCY CERTIFICATION 1 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 needed now for the business for 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.    SIGNATURE OF AGENCY REPRESENTATIVE   SIGNATURE OF AGENCY REP | REQUEST FOR RECORDS D. OS                              | SITION AUTHORITY                 | JOB N JER                   |   |
|--|--|----------------------------------|-----------------------------|---|
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration  2 MAJOR SUBDIVISION National Ocean Service  3 MINOR SUBDIVISION Office of Coastal Resource Management  4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker  301-713-3540  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 needed now for the business for 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.  DATE SIGNATURE OF AGENCY REPRESENTATIVE  DATE SIGNATURE OF AGENCY REPRESENTAT        | .*   |                                  | ni-370-                     | 03-7                                      |
| NOTIFICATION TO AGENCY National Oceanic and Atmospheric Administration    Record Company   Record   Record   | To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION         |                                  | Date received               |   |
| NOTIFICATION TO AGENCY National Oceanic and Atmospheric Administration    Record Company   Record   Record   |  | RK, MD 20740-6001                | 3-21-2003                   |   |
| ARCHIVIST OF THE UNITED STATES.  |  |                                  | NOTIFICATION TO AGENCY      |   |
| except for items that may be marked "disposition not approved" or "withdrawn" in column 10    MAJOR SUBDIVISION   National Ocean Service   | National Oceanic and Atmospheric Administration        |                                  |                             |   |
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| 3 MINOR SUBDIVISION Office of Coastal Resource Management  4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker  5 TELEPHONE NUMBER 301-713-3540  7 2 2 - 0 3  ARCHIVIST OF THE UNITED STATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES.  ARCHIVESTATES |  |                                  | approved or withdrawn in    | column 10                                 |
| A. NAME OF PERSON WITH WHOM TO CONFER  4. NAME OF PERSON WITH WHOM TO CONFER  5. TELEPHONE NUMBER  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  ARCHIVIST OF THE UNITED STATES.  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  ARCH | National Ocean Service                                 |                                  |                             |   |
| Annie Baker  4. NAME OF PERSON WITH WHOM TO CONFER  5 TELEPHONE NUMBER  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  ARCHIVIST OF THE U | 2 MINOR SUPPLIVICION                                   |                                  |                             |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  Annie Baker  301-713-3540  7-22-03  ARCHIVIST OF THE UNITED STATES.  ARCHIVIST OF THE UNITED STATES.  ARCHIVIST OF THE UNITED STATES.  1 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 needed now for the business for 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,    Signature of Agency Representative   Title   |  |                                  |                             |   |
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| 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  | I hereby certify that I am authorized to act           | t for this agency in matters per | rtaining to the disposition | this agency or will not be                |
| provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,    Is not required   | needed after the retention periods specific            | ed. and that written concurren   | ice from the General Acc    | ounting Office, under the                 |
| SIGNATURE OF AGENCY REPRESENTATIVE  3/21/03  Records Officer  7 ITEM NO  8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  9 GRS OR SUPERSEDED JOB CITATION  10 ACTION TAKEN (NARA USE ONLY)   |  |                                  |                             |   |
| SIGNATURE OF AGENCY REPRESENTATIVE  3/21/03  Records Officer  7 ITEM NO  8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  9 GRS OR SUPERSEDED JOB CITATION  10 ACTION TAKEN (NARA USE ONLY)   |  |                                  |                             |   |
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| 3/21/03 Per Record Officer  7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB (NARA USE ONLY) CITATION  |  |                                  |                             |   |
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| 7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB (NARA USE ONLY) CITATION  | 3/21/03 Char   |                                  | Kecont                      | 2 officer                                 |
| CITATION   | ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION |                                  | 9 GRS OR                    | 10 ACTION TAKEN                           |
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| Please See Attached  |  |                                  | 011111011                   |   |
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#### NOAA

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

## Marine Sanctuaries and Estuarine Reserves

Records supporting the functions created as a result of the Coastal Zone Management Act (CZMA) and the Marine Protection, Research and Sanctuaries Act. Supports effective management of multiple uses of the nation's coastal and ocean resources protecting and conserving specially designated areas, working with partners at all levels, balancing economic, environmental, and cultural activities, adapting the system to changing conditions and needs; enabling others to practice coastal stewardship, and promoting science-based resource management decisions.

# 1609-15 NOAA's ARCH (National Marine Sanctuary Archeological Site Database) (New Item)

The purpose of this database is to maintain an inventory of historical properties/archeological sites in the National Marine Sanctuaries as directed by of Federal Programs managing public lands in the National Historical Preservation Act. The system contains historical accounts of shipwreck losses within National Marine Sanctuary regions, and an inventory of known shipwrecks (histories) and submerged archeology sites. This data is used to maintain the inventory of known wrecks with each site profile, and for identification of site sensitivity, threats to a site, and documentation and management needs.

### **Authorized Disposition:**

- A. *Information within System*: Permanent. Cut off annually. Transfer to NARA as flat files.
- B. System documentation: Permanent. Transfer to NARA with associated data files described in 1609-15 (A).
- C. System Inputs (Info from salvage permit applications (1609-03), and research studies(1601-02)): Follow disposition instructions for related records.
- D. System Outputs (Online files and printouts) Follow disposition instructions for related records.

S:\WG3\NOAA\NOS\Schedules\SCH-ARCH Database