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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>71-370-04-2</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>7-2-2004</i> | |
| 1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION NOS | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker | 5 TELEPHONE NUMBER 202-482-5958 | DATE <i>7/19/04</i> | ARCHIVIST OF THE UNITED STATES WITHDRAWN |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 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE <i>4/29/04</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i> | | TITLE <i>Records Officer</i> |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | See Attached | | WITHDRAWN |
| WITHDRAWN | | | |

1608-05 Hydrographic Surveys (Smooth Sheet Files) (Supersedes 1608-07; 1608-08, excludes surveys covered under job N1-370-89-2). Formally approved manuscripts of hydrographic surveys, i.e. registered surveys beginning with H or F

Authorized Disposition:

- A. Recordkeeping copy (Linen/Mylar). Permanent. Transfer to NARA after verification of scanned image
- B. Digital Image Files (PDF, TIFF working files). Delete when no longer needed for reference or updating.

WITHDRAWN

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files (Supersedes 1608-09, N1-370-89-2)

Narrative reports describing the methods, conditions, control data, and other information that supplements the approved survey sheet (1608-05) For Topographic Descriptive Reports, see 1606-04.

Authorized Disposition:

- A. Recordkeeping paper copy: Permanent. Transfer to NARA with related survey(s) after verification of scanned image
- B. Digital Image Files (PDF working files). Delete when no longer needed for reference or updating

WITHDRAWN

From: Henry Wolfinger
To: Baker, Anne J
Date: 7/19/04 11 22AM
Subject: 1608-05, 1608-06 revised v2 doc

Annie -

Attached is an electronic copy of the updated version of 1608-04 thru -06 on which we agreed at last week's meeting with Coast Survey. We have determined that the Archivist need not approve the SF-115 submitted for these changes, as the changes involve only minor modifications in the description of the records and no change in their disposition. We are therefore withdrawing Job No N1-370-04-2, which covered these changes, and you can proceed to implement these changes on the basis of this e-mail.

Once you have updated these entries in the NOAA Filing-Disposition Handbook, please forward me a copy that can be distributed to interested NARA stakeholder units. We need to ensure that the Record Center Program and our Special Archives Division are using the same version of the manual as NOAA, as these units will be receiving records under the manual.

Henry Wolfinger
Appraisal Archivist
Life Cycle Management Division (NWML)
National Archives at College Park
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henry.wolfinger@nara.gov

CC: Smith, Richard

1608-04 Hydrographic Survey Data Files (Supersedes 1608-05, 1608-06, 1608-10)

Basic hydrographic data obtained from surveys. May include one or all of the following: graphic depth records, sounding volumes and digital sounding data, horizontal control data; wire drag data; Field (Boat) Sheets; field reports on corrections and adjustments to survey data, and digital field sheets

Authorized Disposition:

Recordkeeping copy (paper, electronic): Cut off annually. Destroy 100 years after cut off, or when no longer needed for research purposes, whichever is later

1608-05 Hydrographic Surveys (Smooth Sheet Files) (Supersedes 1608-07, 1608-08; excludes surveys covered under job N1-370-89-2). Formally approved manuscripts of hydrographic surveys, i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys

Authorized Disposition:

- A. Recordkeeping copy (Linen/Mylar) Permanent. Transfer to NARA after verification of scanned image.
- B. Digital Image Files (PDF, TIFF working files): Delete when no longer needed for reference or updating

1608-06 Hydrographic Descriptive Report Files and Field Examination Report Files (Supersedes 1608-09; N1-370-89-2)

Narrative reports describing the methods, conditions, control data, and other information that supplements the approved survey sheet (1608-05). For Topographic Descriptive Reports, see 1606-04.

Authorized Disposition:

- A. Recordkeeping paper copy: Permanent. Transfer to NARA with related survey(s) after verification of scanned image.
- B. Digital Image Files (PDF working files): Delete when no longer needed for reference or updating