

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-370-06-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/18/2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Marine Fisheries Service			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Anne J. Baker	5 TELEPHONE NUMBER 202-482-5958	DATE 9/18/06	ARCHIVIST OF THE UNITED STATES Allen Wentz
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 <u>2</u> 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/31/06	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Change to 1514-11, Species Data Base Files attached		

2/12/19/06 copies sent to Agency, NWM, NWM, NWM, NR

## 1514-11 Species Incident, Status, and Survey Databases

Databases containing species information for incidents, biological status, and surveys collected under NOAA's responsibilities for the Marine Mammal Protection Act and/or the Endangered Species Act. These databases are created and maintained by NOAA programs that track and evaluate species information to manage species and report upon them. The databases may contain data on strandings, incidents of disease and mortality, species spatial data, species abundance data, multispecies interaction information, species behavior, and other types of data used to track, analyze, or model species characteristics.

### a ) Databases

#### a(1) Project Databases

Species incident, status, and survey (data files) used to support and track research, survey, and monitoring activities that are limited in scope, size, or relevance to the specific purpose or program they support and have little long-term utility for supporting new or different research.

Retention Destroy when no longer needed to support or validate the reports, studies, and other significant records created by the study or program element that the database supports.

#### a(2) Historically Significant Databases

Species incident, status, and survey (data files) selected by a national project director as permanent because they are large-scale, national or multi-regional in scope, and have sufficient informational content on such topics as species distribution and sightings, species health, and species behavior to support new research and document long-term species research information not necessarily recorded elsewhere.

These databases include collections such as the Marine Mammal National Database maintained by the Office of Protected Resources' Marine Mammal Health and Stranding Response Program, and the Platforms of Opportunity Program Database maintained by National Marine Mammal Laboratory's Cetacean Assessment and Ecology Program.

Retention PERMANENT Transfer a copy of the master file to NARA every five years. The first transfer will include all previous data sets and take place upon approval of this schedule and validation and verification of the database. Consult with NARA to determine the applicable format standards at the time of transfer.

### b ) Input documents

Draft working copies, raw data, input forms, and other materials used solely as source data for database entries.

Retention TEMPORARY Destroy after data has been input and documents are no longer needed for verification or validation of database entries.

### c ) Reports

#### c(1) Convenience and Reference Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.

Retention TEMPORARY Destroy when no longer needed

c(2) Record and Case File Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision

Retention Retain for the specified retention period of case file or records where reports are filed

d ) Historically Significant Databases Documentation

Current system documentation for historically significant databases (item a(2)), such as data dictionaries, table structures, manuals, description of coded information and other system documentation

Retention PERMANENT Transfer current copy of system documentation to NARA when transferring historically significant databases