

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Commerce	
2. MAJOR SUBDIVISION National Oceanic and Atmospheric Administration	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5. TELEPHONE (301) 413 - 0612

* LEAVE BLANK (NARA use only)	
JOB NUMBER 11-376 963	
DATE RECEIVED 4-29-96	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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	WITHDRAWN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 4 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 4/25/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>	TITLE NOAA's Records 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The attached records schedules are for the National Marine Fisheries Service:</p> <p>1504, 1507</p> <p><i>cc Agency</i></p>		<p><i>Job withdrawn per e-mail from agency dated 4/1/02.</i></p> <p><i>JMB</i></p>

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1504 FISHERIES MANAGEMENT AND COORDINATION FILES

These files relate to programs to coordinate plans and research of the Federal government in the area of fisheries management with those of the states; to obtain maximum uniformity of regulations; to institutionalize cooperation; to issue permits to foreign and domestic fishing vessels; and award related grants.

- 1504-01 Program Correspondence files. Correspondence on program operations, including designations of formal contacts in the states. ~~Cut off at end of calendar year when created or superseded, whichever is appropriate. Destroy 5 years later. Transfer to FRC after 1 year. Destroy 10 years later~~
- 1504-02 Fishery Management Guidelines files. Guidelines developed to aid states in the management of fisheries. * Cut off at end of calendar year. Review annually. Destroy when superseded or obsolete.
- 1504-03 Regulation Coordination files. Documents relating to programs to coordinate Federal and state regulations to obtain maximum uniformity, and any recommendations resulting from this coordination. * Retain until regulation is passed or until no longer needed for reference purposes.
- 1504-04 Research Coordination files. Correspondence and reports relating to program that coordinate research programs of the states and the Federal government. * Cut off at end of calendar year. Review annually. Destroy when obsolete or superseded.
- 1504-05 Grant Application files. Material submitted by states applying for grants described in 1504-06 below.
1. Accepted applications. Transfer file to 1504-06 below.
 2. Rejected applications. Destroy 3 years after grant is rejected or withdrawn.
- 1504-06 Closed Grant Case files. Case files on grants made to states for the development, implementation, administration, monitoring, or evaluation of fishery management plans or resources. * Break files annually and transfer to FRC. Destroy when 6 years and 3 months old.
- 1504-07 Closed Grant Financial Data files. Any financial reports, summaries of financing, and related material. May be filed with case file in 1504-06 above. * Break files annually and transfer to FRC. Destroy when 6 years and 3 months old.
- 1504-08 Program Audit files. Reports on audits made on state programs or disbursement of funds. * Cut off at end of year when received. Destroy 5 years later.

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- 1504-09 Fisheries Management Studies files. Special studies conducted on the management and conservation of fish species. Permanent. Transfer to FRC when no longer needed for frequent reference. Offer to NARA after 25 years.
- 1504-10 Institutional Coordination files. Correspondence, reports, and other documents relating to programs to institutionalize arrangements for federal-state cooperation in fisheries management. * Permanent files for originating office. Transfer to FRC when 5 years old. Offer to NARA after 25 years old. Other offices: Destroy when superseded or obsolete.
- 1504-11 Fishing Vessel Permit files. Applications and permits for vessels to fish in the economic zones.
- a. Permits for foreign vessels to fish in the U.S. zone. Cut off when permit expires or application is rejected. Destroy 15 years late.
- b. Permits for U.S. ships to fish in foreign zones. * b. Cut off at end of calendar year. Destroy 6 years after expiration of permit.
- c. Permits for U.S. ships to fish in the U.S. zone. * c. Cut off at end of calendar year. Destroy 6 years after expiration of permit.
- 1504-12 Legislation Review files. Reviews of proposed legislation, incorporating views of states and industry. This file pertains to coordination of reviews for fishery management legislation. Permanent. Transfer to the FRC when no longer needed for reference, or when superseded. Transfer to the National Archives when 20 years old.
- 1504-13 Fishery Management Plan files. Plans developed for the management of fisheries within a region. Headquarters: Permanent. Transfer to the FRC when no longer needed for reference or when superseded. Transfer to the National Archives when 20 years old. Regional FMC files: Permanent. Transfer to FRC when no longer needed for reference. Transfer to the National Archives when 20 years old.

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1507 FISHERY STATISTICS AND MARKETING NEWS REPORTING FILES

These files relate to the reporting of statistical information concerning fish and the fishery industry, and related publications. Not included are statistics involved in assessing the resources (those files are covered in 1502).

- 1507-01 Statistic Agreement files. Agreements with companies to obtain statistics. * Destroy when superseded or obsolete.
- 1507-02 Statistic Reporting Procedures files. Procedures for the reporting of statistics in the most usable form. * Destroy when reporting system is superseded or 3 years after report is canceled.*
- 1507-03 Market News Report files. Record set of the Market News Reports and the Annual Market News Summaries. * Cut off at end of calendar year. Permanent. Transfer to FRC after 5 years. Offer to NARA 20 years later.*
- 1507-04 Market News Source files. Correspondence, price, and other data used as source material for published Market News Report or Summaries. 1. Correspondence: Cut off at end of calendar year when created. Destroy 2 years later.
2. Source material: Destroy after publication of related report or summary.
- 1507-05 Market News Issuances files. * Cut off at end of calendar year when created. Permanent. Transfer to FRC after 5 years. Offer to NARA 20 years later.
- a. Record set of issuances.
- b. Copies of issuances kept by office for reference purposes and to answer questions from the public. Cut off at end of calendar year when created. Destroy 6 years later.
- 1507-06 Market News Issuance Source files. 1. Daily production and similar reports from fish dealers; Destroy when 6 months old.
2. Import receipts, cold storage data, railroad receipt forms on arrivals, and similar industry report; Cut off at end of calendar year when created. Destroy 2 years later.
- 1507-07 Market News Subscription files. Subscriptions from industry and public for market news reports or issuances. * Destroy after 2 years.*
- 1507-08 Special Reports files. Special reports on statistical or marketing information or problems. * Destroy 3 years after issuance of report, for reference purposes, whichever comes first.
- 1507-09 Statistical Publications files. Record set of fishery publications other than described in 1507-03 and 1505-05 above. Subdivide by type of publication. * Cut off at end of calendar year when created. Permanent. Transfer to FRC after 5 years. Offer to NARA 20 years later.

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1507-10 Marine Recreational Fisherman's Catch files. Statistics on catches by species, length, weight, etc. A Privacy Act record.

~~* Destroy when superseded by new statistical information or when no longer needed for reference purposes.*~~

Transfer to FRC after 5 years. Destroy

1507-11 Statistical Data files. Statistical reports, schedules, and data other than that described in 1507-04.

~~* Destroy when superseded by new statistical information or when no longer needed for reference purposes.*~~

20 years later

1507-12 Public Information files. Reference material gathered to aid responses to common information requests from the public. Also any minor research done for such requests.

Destroy when no longer needed for reference purposes.

1507-13 Survey Operations files. Documents relating to the operation of both one-time and continuing data-gathering and processing projects. Includes work done by contractors and grantees. See 1507-02 for procedures of on-going applicability, and Subfunction 1502 for resource assessment surveys.

a. One-time survey files. Proposals, procedures, operational and guidance, and other material relating to the conduct of one-time survey or data-gathering projects.

* Destroy 3 years after survey data is released.*

b. Continuing survey files. Documents relating to the day-to-day operations of an on-going project. Use 1501-01 for files pertaining to the establishment of major collection systems.

~~* Destroy when no longer needed for reference purposes.*~~

Transfer to FRC after 5 years. Destroy 20 years later

1507-14 Industry Relations files. Correspondence and other documents concerning relations with individual companies or an industry, and relating to general statistical needs, problems, procedures, etc. See 1507-01 for formal agreements, and 1507-13 for dealings which are part of a specific data-gathering project.

Cut off at end of calendar year. Destroy after 2 years.

Laurence Brewer - Re: Request to withdraw Job No. N1-370-96-3 (RE-SEND)

From: "Anne J Baker" <Anne.J.Baker@noaa.gov>
To: Laurence Brewer <laurence.brewer@nara.gov>
Date: 04/01/2002 3:07 PM
Subject: Re: Request to withdraw Job No. N1-370-96-3 (RE-SEND)

Laurence,

NOAA concurs with your request to withdraw NI370-96-3.

Annie

Laurence Brewer wrote:

> Hello Annie,

>

> Per our phone conversation this morning, I would like your concurrence to withdraw the above Job. Because the Job is now six years old, it does not meet NARA's current requirements for registering proposed schedules. For example, the Job does not include cutoff instructions or separate items for electronic copies of records created using electronic mail or word processing. I will rewrite the schedule to include these items and will send it to you for your signature.

>

> Thanks!

>

> Laurence Brewer, CRM

> National Archives and Records Administration

> Life Cycle Management Division (NWML)

> laurence.brewer@nara.gov

> V: (301) 713-7110 x259

> F: (301) 713-6850

Mail Envelope Properties (3CA8BDF9.86D : 2 : 43117)

Subject: Re: Request to withdraw Job No. N1-370-96-3 (RE-SEND)
Creation Date: 04/01/2002 3:07PM
From: "Anne J Baker" <Anne.J.Baker@noaa.gov>

Created By: Anne.J.Baker@noaa.gov

Recipients

nara.gov
A2D3P1.ARCH2D3
lbrewer (Laurence Brewer)

Post Office

A2D3P1.ARCH2D3

Route

nara.gov

Files

MESSAGE
Mime.822

Size

791
1851

Date & Time

04/01/2002 3:07:37 PM

Options

Expiration Date: None
Priority: Standard
Reply Requested: No
Return Notification: None

Concealed Subject: No
Security: Standard

From: Stephen Cooper
To: Laurence Brewer
Date: 03/20/2002 12:37PM
Subject: N1-370-96-3

This job should be on hold as of 2/9/98 because I requested a revised schedule withdrawing 1504-1. We never received a revised schedule.

I spoke to Larry about this already.

Steve

Mail Envelope Properties (3C98C8D4.779 : 5 : 30616)

Subject: N1-370-96-3
Creation Date: 03/20/2002 12:37PM
From: Stephen Cooper

Created By: Stephen.Cooper@nara.gov

Recipients

nara.gov
A2D3P1.ARCH2D3
lbrewer (Laurence Brewer)

Post Office

A2D3P1.ARCH2D3

Route

nara.gov

Files

MESSAGE

Size

775

Date & Time

03/20/2002 12:37:24 PM

Options

Expiration Date: None
Priority: Standard
Reply Requested: No
Return Notification: None

Concealed Subject: No
Security: Standard

From: Annie Baker <Anne.J.Baker@noaa.gov>
To: ARCH2D3.A2D3P1(stcooper)
Date: 2/9/98 8:43am
Subject: re: N1-370-96-3

Hi Steve,

Yes, that will be fine to change those accessions to 100-11 and to change the wording under 1507-11 and 1507-13b. Thanks.

Annie

Original Text

From: Stephen Cooper <stephen.cooper@ARCH2.nara.gov>, on 2/5/1998 1:22 PM:
Annie, If it is okay by you I will instruct the WNRC to schedule 370-96-0230 under 100-11 (permanent) and 370-96-0352 under 100-11 (permanent). I will withdraw item 1504-01 since I have no records to schedule under this authority. For items 1507-11 and 1507-13b I will keep the items but change the disposition instructions on both to read as follows: Transfer to FRC when five years old. Destroy when 20 years old. Please let me know if these actions are okay with you. Steve

From: Stephen Cooper
To: INTERNET:anne.j.baker@noaa.gov
Date: 2/5/98 1:22pm
Subject: N1-370-96-3

Annie,

If it is okay by you I will instruct the WNRC to schedule 370-96-0230 under 100-11 (permanent) and 370-96-0352 under 100-11 (permanent). I will withdraw item 1504-01 since I have no records to schedule under this authority. For items 1507-11 and 1507-13b I will keep the items but change the disposition instructions on both to read as follows:

Transfer to FRC when five years old. Destroy when 20 years old.

Please let me know if these actions are okay with you.

Steve