

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Oceanic and Atmospheric Administration

2. MAJOR SUBDIVISION
National Ocean Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Annie Baker

5. TELEPHONE
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-370-97-2*

DATE RECEIVED *9-9-97*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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WITHDRAWN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 1 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: 8-4-97 SIGNATURE OF AGENCY REPRESENTATIVE: *Annie Baker* TITLE: Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Page Chapter 1609		

1609-03 Natural Resource Damage Assessment Case Files

Records relate to actions performed to support Natural Resource Damage Assessment (NRDA) case specific activities. NRDA activities are conducted using authorities from one or more of the following: the Federal Water Pollution Control Act (FWPCA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund), Oil Pollution Act (OPA), and the National Marine Sanctuaries Act (NMSA). The series is comprised of records created by NOAA and its supporting contractors, including sample results and survey questionnaires. Their life is consistent with that for U.S. Environmental Protection Agency Superfund/OPA cost recovery records.

Disposition

~~Permanent. Break files upon completion of final study reports or earlier if volume necessitates. Transfer to the Federal Records Center upon approval by the NOAA Case Attorney. Transfer to the National Archives 25 years after case closure.~~

WITHDRAWN

MAR 3 1999

Ms. Anne J. Baker
Records Officer
National Oceanic and Atmospheric Administration
OFA 53 (WS 8533)
1305 East West Highway
Silver Spring, MD 20910-3281

Dear Ms. Baker:

We are withdrawing and returning without action Job No. N1-370-97-2. It is our understanding that substantial revisions are required which have been discussed by NARA's Federal Records Center staff in Seattle and the NOAA program office. When the revisions are completed, we request that you submit an SF-115 proposing disposition for Natural Resource Damage Assessment Case Files.

Please contact Larry Baume on (301) 713-7110 if you have any questions concerning this matter.

Sincerely,

WILLIAM LEFURGY
Life Cycle Management Division

Enclosure

Official File - NWML
Day File - NWML

cc: Job No. N1-370-97-2
Baume
NR (Wallace)

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File: Department of Commerce



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF FINANCE AND ADMINISTRATION
January 20, 1999

Richard Claypool, Assistant Archivist
for Office of Regional Records Services
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Claypool,

The National Oceanic and Atmospheric Administration (NOAA) has a critical need to store approximately 50 cubic feet of records in the Laguna Niguel, California, Federal Records Center. These records are in the custody of the National Ocean Service (NOS), Damage Assessment Center. NOS believes that storage at the Federal Records Center is essential because purchasing a separate storage facility would not be cost effective, would not ensure a temperature/humidity controlled environment, and would not provide the needed security from fire and pests.

The authority for these records is found in Chapter 1609-03 Natural Resource Damage Assessment of the NOAA Records Disposition Handbook. We are working with Larry Baume, NARA, on revising this Chapter. The Job Number is N1-370-97-02. The SF-115, Request for Records Disposition Authority, and the revised Chapter 1609-03 are attached for your information. If you have any questions please call me at 301-713-3540. Thank you for your assistance.

Sincerely,

Annie Baker
NOAA Records Officer

cc: Diane Nixon
Larry Baume



From: Candace LeinHayes
To: ARCH2D3.A2D3P1.lbaume
Date: 11/5/98 7:43pm
Subject: Update on N1-370-97-2

Hi Larry:

I met with Nancy Czujko, NOAA contractor and Katherine Pease, NOAA general counsel staff, on 11/2/98 to discuss the problems I am having with the appraisal of the Natural Resource Damage Assessment Case files.

The material which has been retired to NRIS is supporting documentation to the actual case file which remains in the general counsel's office due to active litigation. N1-370-97-2 proposed permanent retention for everything and I explained why I felt that was inappropriate since much of the supporting documentation consists of photocopies of material from other agencies, survey questionnaires, lab test results, etc. They could now understand the need to break out the series by actual case file and supporting documentation.

I provided them with examples of other agencies schedules (EPA superfund and U.S. Attorney's task force case files). We discussed the advisability of having some sort of selection criteria (precedence, national or regional interest) for the permanent Damage assessment case files since not every case may warrant permanent retention. We also discussed scheduling the supporting documentation as temporary with the possibility of some records having a very short retention period (one year after case is closed) while some of the other documentation would have a longer retention (6 years after case is closed).

Nancy is going to work on revising the SF 115. She has been in contact with Annie Baker regarding this matter. I suggested that the best idea would be to have Annie withdraw the SF 115 for N1-370-97-2 and then to resubmit when the new one has been developed. You may want to follow up with Annie on this issue. I offered to review a new draft prior to submission to NARA.

Nancy and Katherine are also planning to work on defining what actually should go into the "Natural Resource Damage Assessment case file", so there will be some guidance for the offices creating these files.

Let me know if you have any questions. It was good to see you again at AII last month. Looks like I will be back there again to attend the Regional Administrator/ARA conference this month (the NRIS ARA position is vacant right now).

Candace