

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>N1-370-99-5</i>
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		DATE RECEIVED	<i>12-3-98</i>
2 MAJOR SUBDIVISION Office of Finance and Administration		<b>NOTIFICATION TO AGENCY</b>	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER  Annie Baker	5 TELEPHONE  (301) 713 - 3540	DATE	ARCHIVIST OF THE UNITED STATES  <b>WITHDRAWN</b>

**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   2   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 11-30-98	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Management 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Chapter 200  See attached			

Chapter 200 (NOAA Handbook 34)

REFER TO LETTER DATED 1/20/99.

**1 Agency-wide Budget Projection Files** (Supercedes 202-01B2)NC1-370-76-5  
Projections of resources needed to meet program needs and future goals

Disposition

- ~~a. Paper files: Cut off at end of fiscal year when created Destroy 10 years later~~
- ~~b. Word processing and office automation electronic source documents Delete 90 days after printing and filing in records keeping system~~ WITHDRAWN
- ~~c. Electronic mail: Delete 90 days after printing and filing in records keeping system.~~

**2. Estimate and Narrative Statement Files** (Supercedes 203-08)NC-174-228  
Documents pertaining to budget estimates prepared or consolidated by budget offices, and including appropriation language sheets, narrative statements, and papers related to associated meetings and briefings

Disposition

- ~~a. Paper files Permanent Cut off at end of fiscal year Transfer to the FRC after 1 year Transfer to the National Archives after 20 years~~
- ~~b. Word processing and office automation electronic source documents Delete 90 days after printing and filing in records keeping system~~ WITHDRAWN
- ~~c. Electronic mail Delete 90 days after printing and filing in records keeping system~~

**3 Fund Use and Availability Files** (Supercedes 203-14)GRS 5 5  
Reports and other documents pertaining to the accounting of funds spent and the status of apportioned accounts, also related briefings and meetings

Disposition

- ~~a. Paper files: End of fiscal year report Cut off at end of fiscal year Destroy after 5 years.  
Other files. Cut off at end of fiscal year and destroy after 3 years~~
- ~~b. Word processing and office automation electronic source documents. Delete 90 days after printing and filing in records keeping system~~

WITHDRAWN

~~c Electronic mail Delete 90 days after printing and filing in records keeping system. WITHDRAWN~~

**4 Mail Management Files** (Supercedes 204-20) GRS 16-11

Documents relating to negotiations with the Postal System, analyses of mail practices, and recommended changes

Disposition

~~a Paper files Cut off at end of calendar year when created Destroy after 6 years or when no longer needed for reference, whichever is sooner~~

~~b Word processing and office automation electronic source documents Delete 90 days after printing and filing in records keeping system~~

WITHDRAWN

~~c. Electronic mail. Delete 90 days after printing and filing in records keeping system~~

**5. Reorganization Proposal Case Files** (Supercedes 212-01) GRS 16:13a

Case files on proposed changes in organization structure Includes proposals, justifications, studies, appraisals, new organizational pattern, codes and an outline of personnel changes. This item applies only to internal NOAA reorganizations requiring NOAA approval.

Disposal

~~a Paper files. Permanent Cut off when proposal is finally approved or disapproved and transfer to the FRC. Transfer to the National Archives after 20 years~~

~~b Word processing and office automation electronic source documents. Delete 90 days after printing and filing in records keeping system~~

WITHDRAWN

~~c Electronic mail Delete 90 days after printing and filing in records keeping system~~