REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

	LEAVE BLANK	
DATE RECEIVED 1/11/74	JOB NO.	
	NC 1 74 - 1 2 5	

TO: **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic & Atmospheric Administration

3. MINOR SUBDIVISION
AOD - Management Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Jimmy G. Gwinn - Records Officer	14-68571

1-22-74   *James E. O'Neill*
Date   *Acting Archivist of the United States*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ___1___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-8/74	Floyd I. Sandlin	Management Analyst
(Date)	(Signature of Agency Representative)	(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	National Oceanic & Atmospheric Administration Disposal Authority, NN171-114, Item 2(a), approved April 7, 1971 is amended to read: Original Data - Glass slides with related log sheets, the latter providing information about each observation such as date and time, related weather conditions, position, etc. Destroy one year after final listings (machine printouts) are approved. Bathythermograph Negative Files - Photo negatives (3x5) of the traces recorded on glass slides which were superimposed on grids and enlarged. Each photograph includes an attached vellum on which information pertinent to each observation is recorded from the log sheets. Destroy after 15 years.		
		2 items	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(b)	Working Files: Coding forms - NODC prepared: Non-automated data from publications or manuscript tables, are coded for digital processing. Destroyed 1 year after final listings are approved. See job number Na-167-94, disposal approved May 12, 1967.		DISPOSAL APPROVED
(c)	Working Files: Input Punched Cards. Observed oceanographic data as reported by originators are recorded on the input punched card decks which are maintained by reference numbers assigned to each discrete batch of data. The input cards are fed into the computer which converts observed data into standard observations for entering into the digital base. Destroy one year after final listings of data are approved.		DISPOSAL APPROVED
	NN-171-114		
2.	Bathythermograph Data Files: Temperature readings at depths taken by a bathythermograph and recorded as traces on glass slides. Data, when final, are entered into a data base on magnetic tape which is permanently retained.		
(a)	Original Data: Glass slides with related log sheets, the latter providing information about each observation such as date and time, related weather conditions, position, etc. Slides are superimposed upon grids and photographed. Information from the log sheets is recorded on transparent vellum which is attached to the negative print. The negatives and attached vella become the source records. Destroy one year after final listings are approved.		DISPOSAL APPROVED
(b)	Coding Forms: Temperature observations from the analog records are selected at specified depths and entered onto coding forms for digitization. Destruction of coding forms 6 months after processing was authorized by job number Na 167-94, approved May 12, 1967.		DISPOSAL APPROVED
(c)	Input Punched Cards: Data reported by originators, depths often in feet and temperature in degrees Fahrenheit, are maintained in batches by reference number. When input cards are entered into the digital file, the data are converted, when necessary to record depths by meters and		