

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION
AOD - Management Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Walter V. Barbash, Actg Chief, Mgt. Ser. 14-68571

5. TEL. EXT.
14-68571

6. CERTIFICATE OF AGENCY REPRESENTATIVE: **Daisy Rivers 14-68594**

LEAVE BLANK	
DATE RECEIVED JUN 24 1975	JOB NO. NC - 370-75-4
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 "with-drawn" in column 10.	
12-2-75 (Date)	<i>Jane B. [Signature]</i> Archivist of the United States

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 **36** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/18/75 *Floyd Sandlin*
Date Signature of Agency Representative
Robert T. Jordan

Departmental Records Management Officer
Walter V. Barbash
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The three attached schedules</p> <p>Records of the National Ocean Survey</p> <p>Permanent records will be offered to NARS when 15 years old (per letter of June 18, 1975, from Floyd I. Sandlin, Departmental Records Officer, transmitting this request)</p>		

Copy to Agency, NCW & East Point. 12-8-75
Printed copies to NCW, 4AC 7-28-76

182 items

NATIONAL OCEAN SURVEY

General Records *Items 1-11*
Geodesic *Items 12-61*
Current and Tidal Records *Items 62-82*
Fleet Operations *Items 83-87*
Charts and related records *Items 88-110*
Charts printing, reproduction, distribution *Items 124-131*
Aeronautical Information *Items 111-123*
Photogrammetric Records *Items 132-146*
Marine Technological Records *Items 147-164*

This schedule covers records which can be found throughout NOS or in its subdivision, but not records dealing with general administration, research and development, and data automation program records (Schedules 1-20).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
1.	<p>General Records</p> <p>These records pertain to material dealing with several subdivisions, programs, or functions of the survey.</p> <p>Records of the Director and his staff. Copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Papers in these collections are usually retained on a highly selective basis and often document significant events, activities, decisions or transactions equally or more effectively than the documentation maintained by the office of record. These collections should be maintained separately and identified with the individual official accumulating them. Official record copies should never be included in these collections. Official record copies of all documentation should be filed in and properly disposed of with related files maintained by the office of record. All records and copies thereof made or received by members of the Director's Staff in the course of the conduct of Government business are official Government files. No person acquires a proprietary interest in any official documentation by virtue of his or her position.</p>	<p>Job No. II-NNA-1300 :1</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
1.	<p>a. Director's correspondence files.</p> <p>b. General correspondence.</p>	<p>Job No. II-NNA-1300</p>	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy after 2 years. Cut off at end of calendar year, hold two ^{one} year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
2.	<p>Edited Manuscripts (excluding maps, charts, and Field Inspection Reports).</p> <p>a. Unpublished manuscripts.</p> <p>b. Copies of manuscripts used in the printing of formal publications.</p>	:2	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 5 years after publication and distribution. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
3.	<p>Publications (other than maps, charts, and directives).</p>	:3	<p>★ Permanent. Transfer record copy to Marine and Earth Sciences Library. Transfer record copy of each to NOAA Records Holding Area in annual blocks.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4.	Cost Accounting and Work Progress Reports.	Job No. II-NNA-1300 :4	Destroy ^{when} after 2 years ^{old.} Cut off at end of calendar year, hold one year inactive. then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	a. Feeder reports		
	b. Monthly and annual reports.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
5.	Descriptions of Observation Stations and/or Marks.	:5	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
6.	Project Reports.	:6	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
7.	Index Maps (excluding those covered by 127).	:7	
	a. Total program indexes.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
7.	b. Project progress indexes.	Job No. II-NNA-1300	Destroy 5 years after completion of the project. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
8.	Project Computations.	:9	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
9.	Blue Line Drawings.	:11	Destroy after preparation of related metal press plate.
10.	Instrument Plans and Drawings.	:12	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
11.	Bureau of Standards Reports and/or Certificates of Instrument Tests.	:13	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
12.	Geodesic Records Observations of Horizontal Directions.	Job No. II-NNA-1300 :15	★ Permanent. After adjustment is completed, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
13.	Abstract of Directions.	II-NNA-1976	★ Permanent. After adjustment is completed, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
14.	List of Directions.	II-NNA-1300 :17	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
15.	Computations of Triangles a. Field computations. b. Office computations.	II-NNA-1300 :18	★ Permanent. After adjustment is completed, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). ★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
16.	Position Computations. a. Field computations.	NN 163-158 :1	Destroy at the time adjustment is completed.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
16.	b. Office computations.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
17.	Geographic Positions.	Job No. II-NMA-1300 :20	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
18.	Indexes to Triangulation Data.	:21	Destroy when superseded or obsolete.
19.	Eye Leveling Books.	:22	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
20.	Traverse Measurements.	:23	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
21.	Observations of Double Zenith Distances (Vertical Angles).	:24	★ Permanent. After adjustment is completed, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
22.	Observations of Double Zenith Distances.	Job No. II-NNA-1300 :53	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
23.	Astronomic Observations of Horizontal Directions.	:25	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
24.	Computations of Azimuth.	:26	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
25.	Latitude, Abstract of Results.	:27	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
26.	Longitude, Abstract of Results.	:28	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
27.	Azimuth, Abstract of Results.	Job No. II-NNA-1300 :29	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
28.	Longitude Record and Chronograph Sheet.	:30	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
29.	Longitude Record and Computation Book.	:31	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
30.	Office Computations of Astronomic Longitude.	:32	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
31.	Latitude Observations.	:33	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
32.	Observing List for Latitude.	Job No. II-NNA-1300 :34	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
33.	Reductions, Mean to Apparent Declinations.	:35	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
34.	Latitude Computations.	:36	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
35.	Summary of Latitude Computations.	:37	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
36.	Isostatic Reduction of Gravity Stations.	:38	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
37.	Corrections for Topography and Compensation.	Job No. II-NNA-1300 :39	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
38.	Interpolation Computation for Isostatic Reduction.	:40	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
39.	Principal Facts at Gravity Stations.	:41	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
40.	Gravity Meter Observations.	:42	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
41.	Gravity Meter Punch Cards. a. Field observation cards. b. Final results cards.	:43	Destroy after processing. ★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
42.	Gravity Meter Results.	Job No. II-NNA-1300 :44	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
43.	Altimeter Leveling Records.	:45	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
44.	Chronograph Sheets. a. Sample types for historical purposes and those used in experimental work. b. All others.	:46	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy after ^{when} 5 years ^{old} . Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
45.	Gravity Observations, Brown Apparatus.	:47	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
46.	Comparison of Chronometer and Radio Signals.	Job No. II-MNA-1300 :48	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
47.	Radio-Pendulum Comparisons and Computation of Period.	:49	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
48.	Gravity Computations, Brown Apparatus.	:50	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
49.	Gravity, Abstracts of Results.	:51	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
50.	Computations of Topographic Deflections in Ocean Areas and Computations of Gravimetric Deflections.	:52	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
51.	Computation Sheets for Latitude and Longitude.	Job No. II-MNA-1300 :54	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
52.	Zenith Camera Data and Computation Sheets.	:55	★ Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
53.	Record of Triangulation Station.	:59	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
54.	Plane Coordinates of Triangulation Stations.	:60	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
55.	Index to Triangulation Records.	:61	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
56.	Spirit Level Observations.	:62	★ Permanent. After office computations are completed, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
57.	Leveling Adjustment Sheets.	Job No. II-NNA-1300 :63	* Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
58.	Elevation Summary Sheets.	:64	* Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
59.	Geoid Heights - Office Computations.		* Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
60.	Abstract and Computations of Precise Leveling.	:65	* Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
61.	Aeronautical Standards. a. Section charts. <i>(1) Hardcopy</i> <i>(2) Microfilm</i>	:66 <i>Destroy 7/27/79</i>	<p>(1) Destroy records after microfilming in accordance with GSA regulations.</p> <p><i>(2) Permanent.</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
61.	<p>b. Instrument flight charts. (IAP charts)</p> <p>c. Correspondence. <i>(1) Hardcopy</i> <i>(2) Microfilm</i></p> <p>d. Teletype and publications.</p>	<p><i>R/R</i> <i>9075</i></p> <p><i>(1)</i></p> <p><i>★(2) Permanent.</i></p>	<p>Destroy after ^{when} 20 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy records after microfilming in accordance with GSA regulations.</p> <p>Destroy when 1 year old. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
62.	Current and Tidal Records Tides and Currents Harmonic Analyses File.	Job No. II-NNA-1300 :96	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
63.	Tides and Currents Standard Harmonic Constants.	:97	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
64.	Prediction Machine Settings Books.	:98	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
65.	Comparison of Tide and Currents Predictions with Observations.	:99	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
66.	Tides -- Harmonic Constants Reductions.	:100	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
67.	Tides and Currents Differences Card.	:101	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
68.	Chart Tide Notes.	Job No. II-NMA-1300*	*Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
69.	Annual Tide and Tidal Current Tables (Reference Copies).	<i>Refine 90715</i>	*Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). <i>Not-Record.</i>
70.	Prediction Manuscripts and Digitized Predictions (Punched Cards).		Destroy 1 year after publication. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
71.	Leveling Record -- Tide Station.		*Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
72.	Tide Observation Records.		*Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
73.	Index to Tide Records.		*Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
74.	Processed Tide Data File.	Job No. II-NNA-1300 :108	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
75.	Bench Mark Processed Data File.	:109	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
76.	Record of Current Observation.	:111	★ Permanent. Transfer to NOAA Records Holding Area after processing of records for the survey is completed -- usually after record notebooks are 1 year old.
77.	Chronograph Tapes.	:112	Destroy after processing of records for the survey is completed -- usually after tapes are 1 year old.
78.	Currents Processed Data File.	:113	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
79.	Water Temperature and Density Record.	:114	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
80.	Recording Thermometer Temperature Charts.	Job No. II-NNA-1300 :115	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
	Currents -- Index of Results.	:116	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
82.	Monthly Water Summaries.	:117	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
83.	<p>Fleet Operations</p> <p>Correspondence <i>with district offices, vessels and shore based parties regarding survey instruments, assignments, personnel matters and travel.</i></p>	<p><i>retire per Coast Guard NOAA</i></p>	<p>Destroy after ^{when} 25 years, ^{old or sooner if no longer needed.} Cut off at end of calendar year, hold 10 years inactive, then transfer to NOAA Records Holding Area, (outside Washington Metropolitan area to nearest Federal Records Center).</p>
84.	<p>Inspections of Vessel Reports. <i>Quarterly reports on results of inspections of ships gear and equipment.</i></p>	<p>11</p>	<p>Destroy after ^{when} 25 years, ^{old or sooner if no longer needed.} Cut off at end of calendar year, hold 10 years inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
85.	<p>Historical Ship Data File.</p> <p>a. Routine operation and maintenance records.</p> <p>b. Records relating to acquisition and disposition of ship and other important events.</p>		<p>Destroy when ship is taken out of service.</p> <p>Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
86.	<p>General Construction Plans Booklets and Photographs.</p>		<p>Permanent. When ship leaves service, transfer one copy of Construction Plans Booklets and photographs to the National Archives.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
87.	<p>Ship's Logs.</p> <p>a. Deck log.</p> <p>b. Engine log.</p>		<p>Permanent. When ship leaves service, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p>Destroy 3 years after ship is deactivated. For active ships; out off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area Hold a minimum of one year on board, then transfer to the NOAA Records Holding Area thru respective Marine Centers.</p> <p>F15</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>Charts and Related Records.</p> <p>These records deal with charts and the information and material used in preparing them. Records relating to the printing, photogrammetry, etc., involved can be found in Items 110-132 of this schedule.</p>		
88.	Map and Chart File.	Job No. II-NNA-1300 :83	* Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
89.	Reference Index to Map and Chart File (used to facilitate reference to the Map and Charts file, see Item 1).	:82	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
90.	Geographic Names File.	:81	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
91.	Chart Histories.	:8	* Permanent. Microfilm and transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
92.	<p>Aeronautical Charts.</p> <p>a. Drawings of Aeronautical Charts (Radio Facility).</p> <p>b. Manuscripts of Aeronautical Charts (Radar Facility). <i>(1) Hardcopy</i> <i>(2) Microfilm</i></p>	<p>Job No. II-NMA-1300 :10</p>	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p><i>offer to the National Archives</i></p> <p><i>Extra 90775</i> (1) Permanent Microfilm after one year and destroy Disposal of microfilm not authorized by this schedule.</p>
93.	<p>Project Computations.</p>	<p>:9</p>	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p> <p><i>(2) Destroy when obsolete or no longer needed for use.</i></p>
94.	<p>FAA Airport Data Cards. <i>Histories of airports</i> <i>Compiled from reports from FAA</i></p>	<p>:68</p> <p><i>Extra per Miss Rivers NOAA 8275</i></p>	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
95.	<p>Chart Revision Cards.</p>	<p>:69</p>	<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
96.	<p>Notice to Mariners and Local Notice to Mariners copies used for chart correction.</p>		<p>Transfer to Marine and Earth Sciences Library when purpose is served.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
97.	Flight Checks. Records of a verification and of an original survey character. Printed maps with changes of detail during flight checks.	Job No. II-NNA-1300 :70	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
98.	Manuscripts. These are typed manuscripts of the Field Inspection Reports from which copy the Coast Pilots are printed. (1) <i>Hardcopy</i> (2) <i>Microfilm</i>	:84 <i>Admiral</i> <i>9675</i>	① Microfilm in accordance with GSA regulations and Destroy paper records after publication and microfilming. ② <i>Destroy microfilm when obsolete or no longer useful.</i>
99.	Field Inspection Reports.	:85	Microfilm in accordance with GSA regulations and destroy paper records after publication.
100.	Boat Sheets.	:86	* <i>Permanent. FIS</i> Destroy when appropriate Smooth Sheet has been completed and administratively approved.
101.	Smooth Sheets.	:87	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
102.	Fathograms.	:88	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
103.	Soundings Books.	:89	* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
104.	Horizontal Control Records.	Job No. II-MNA-1300 :90	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
105.	Plane Table Sheets. a. Graphic control sheets. b. All others.	:91	Destroy when data are transcribed on contemporary surveys. ★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
106.	Nautical Standards (excluding Aid Proof Standards in Item 108).	:92	★ Permanent. After microfilming in accordance with GSA regulations transfer to NOAA Records Holding Area (outside Washington area to nearest Federal Records Center).
107.	Aid Proof Standards. (1) Hardcopy (2) Microfilm	:93 <i>Order 90575</i>	Microfilm in accordance with GSA regulations and destroy paper records after new data are charted and microfilmed. ★ (2) Permanent.
108.	Chart Letters. (1) Hardcopy (2) Microfilm	:94 <i>Order 90575</i>	(1) Destroy ten years after new data are microfilmed in accordance with GSA regulations and are charted. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). ★ (2) Permanent.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
109.	Nautical Chart Drawings.	<i>Order 90475</i> * Permanent	Destroy after issue of next subsequent chart printing. Hold one year inactive, then destroy in current files area.
110.	Blueprints (Graphic Source Material for Nautical Charts). <i>(1) Hardcopy</i> <i>(2) Microfilm</i>	<i>Order 90475</i> * Permanent	<i>(1) Permanent. Microfilm when five years old, and destroy. Disposal of microfilm not authorized by this schedule.</i> <i>(2) Destroy when obsolete or no longer needed for reference.</i>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>Aeronautical Information Records</p>		
111.	History records of aeronautical facilities. Serial measurements of temperature and salinity: (STD, Nansen casts, in situ salinometer etc.).		<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
112.	Aeronautical data on punch cards or visual files.		<p>Destroy when replaced by updated cards.</p>
113.	Miscellaneous supporting documents of aeronautical data.		<p>Destroy after ^{when} 5 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
114.	Compilation history of chart supplements.		<p>★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
115.	Correspondence pertaining to maintenance of chart supplements.		<p>Destroy after ^{when} 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area, (outside Washington Metropolitan area to nearest Federal Records Center).</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	Aeronautical Information Records (continued)		
116.	Copies of Pacific and Alaska Supplements.		Destroy after ^{when} 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
117.	Correspondence pertaining to specifications and policy.		* Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
118.	Compilation history of communication tabs for Radio Facility Charts.		Destroy after ^{when} 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
119.	Change Memos to Radio Facility Chart Branch.		Destroy after ^{when} 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area, (outside Washington Metropolitan area to nearest Federal Records Center).
120.	FAA Airspace Dockets.		Destroy when replaced by updated cards.
121.	Non-compulsory radiofix material.		Destroy when replaced by updated cards.
122.	Punch cards of airway fix file.		Destroy when replaced by updated cards.
123.	Airspace index on sectional charts.		Destroy when replaced by updated cards.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	Chart Printing, Reproduction, and Distribution Records. See Schedule 12 for records dealing with general printing, binding, etc.		
	Printing Standard File.	Job No. II-MNA-1300 :71	Destroy when obsolete or superseded.
125.	Delivery Slips.	:75	Destroy after ^{when} 4 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
126.	Cost Digest and Analysis Reports.	:76	Destroy after ^{when} 5 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
127.	Requisitions on the Reproduction Division.	:77	Destroy after ^{when} 1 year ^{old.} Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
128.	Glass Negatives.	:78	Destroy after superseded or obsolete.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	Photogrammetric Survey Records Stereo-photogrammetric Drawings and Related Records.		
132.	Drawings.	Job No. II-NMA-1300 :150a	Destroy after data are traced on the map manuscript.
133.	Map Manuscripts.	:150b	Destroy 3 years after "registered copy" is prepared. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
134.	Film Negatives.	:150c	Destroy after "registered copy" is prepared.
135.	Positives of Manuscripts.	:150d	Destroy after "registered copy" is prepared.
136.	Metal Press Plates.	:150f	Destroy after "registered copy" is prepared.
137.	Supplemental Level Records.	:151	Destroy 1 year after final review of project. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.

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ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
129.	<p>Metal Printing Plates (excluding those covered by the Photogrammetric Records Schedule).</p> <p>a. Engraved copper plates used for printing collector's items.</p> <p>b. Other copper and other metal press plates.</p>	<p>Job No. II-NNA-1300 :79</p>	<p>*Permanent. When inactive, transfer to the vault in Riverdale, Md NOS Destroy when superseded or obsolete.</p>
130.	<p>Photograph File. <i>on negative and one positive print of photos documenting various NOAA activities.</i></p>	<p>:80 <i>Revised per Daisy Rivers NOAA GATTS</i></p>	<p>*Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).</p>
131.	<p>Distribution Correspondence and order forms.</p>	<p>:956</p>	<p>Destroy after ^{when} 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area, (outside Washington Metropolitan area to nearest Federal Records Center).</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
138.	Job Completion Reports. <i>Includes maps, lists of triangulations and established radio plot reports.</i>	<i>Discrete per Daisy Rivers NOAA 80075</i>	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
139.	Aerotriangulation and Field Records.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
140.	File Prints of Aerial Negatives.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
141.	Aerial Negatives.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
142.	Project Progress File. a. Aerial photograph prints. b. All others.		★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center). Destroy upon completion of project.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
143.	Aerial Photograph Prints (excluding items 9, 11, 13, 14, and 15.	Job No. II-NNA-1300 :157	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington area to nearest Federal Records Center).
144.	Ratio Field Prints.	:158	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington area to nearest Federal Records Center).
145.	Office Prints.	:159	Destroy after completion of project.
146.	Obstruction Plans, Photographs and Manuscripts.	:160	★ Permanent. When inactive, transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>Marine Technological Records</p> <p>The records described in this schedule pertain to the development, testing, evaluation and calibration of sensing systems for ocean use.</p>		
147.	Bottom Camera Current Meter System Files. Photographs and measurements of current velocity, direction, and temperature used to analyze sediment transportation.		Destroy after ^{when} 3 years ^{old.} (Files necessary for succeeding projects may be transferred to that project's files).
148.	Design Review Report Files. Justifications for Engineering Designs.		Destroy 7 years after completion, termination, or cancellation of project.
149.	Contract Files. Contracts with various laboratories, other government agencies, etc., regarding continuation, completion, etc., of projects.		Destroy 7 years after close of contract.
150.	Engineering Support Facility Files.		Destroy 3 years after completion, termination, or cancellation of project.
151.	Field Electronic Support Program Files.		Destroy 3 years after completion of project.
152.	Systems Engineering Analysis Files.		Destroy 3 years after completion of project.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
153.	Engineering Proposal Files. Schedules, cost, approach and alternatives for a particular project.		Destroy after ^{when} 6 years ^{old.} (Files necessary for succeeding projects may be transferred to that project's files).
154.	Error Analysis Files. Records documenting major and minor failures in Engineering System.		Destroy 3 years after completion of project, if no longer needed for reference.
155.	Water Quality Measurements Files. Water Sampling System involving analyzing water sediment, and biological samples for hydrocarbons and trace metals.		Destroy 3 years after completion of project.
156.	Wave Data Directory.		Destroy when superseded, or no longer needed for reference. <i>obsolete.</i>
157.	Calibration Data Analysis Files. Records created to record standards and items of test and measurements.	<i>Review GATTS for Ody Airs NOAA.</i>	Destroy when no longer needed for reference. <i>obsolete or superseded.</i>
158.	Instrument Fact Sheet. Publication issued periodically to acquaint users of oceanographic instruments with technical results of engineering evaluations conducted by the National Oceanographic Instrumentation Center.		Destroy when obsolete, ^{or} superseded, or no longer needed for reference.
159.	Experiment Model Shop Requests.		Destroy after ^{when} 1 year ^{old.} Cut off at end of calendar year, hold one year inactive, then destroy in current files area.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
160.	Interocean Water Quality System Files. Evaluation of instrumentation by other government organizations or private industry.	<i>System for Dist Rivers NOM, 00775</i>	Destroy when no longer needed for reference. <i>superseded or obsolete,</i>
161.	Moored Buoy Installation Files. Including test plans, deployment, data analysis and report.		Destroy after completion, termination, or cancellation of project.
162.	On Station Oceanographic Measurement Subsystem Files. Measurements from sensors and deck equipment for digital recording depth, temperature, salinity, sound velocity and ambient light.		Destroy after <i>when</i> 6 years <i>old.</i> (Files necessary for succeeding projects may be transferred to that project's files).
163.	Qualified Products List.		Destroy when no longer needed for reference.
164.	Cooperative Marine Monitoring Program Files. Recommendations for approval of funding of various programs for the monitoring and assessment of the environment, Environmental Impact Statement, agreements for program objectives, advisory boards, etc.	<i>11</i>	Destroy when no longer needed for reference. <i>superseded or obsolete,</i>

★ Permanent records will be offered to the National Archives when 15 years old (see attached transmitted letter).

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