

Rec'd NCD 11 Jan 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-370-79-2
DATE RECEIVED 11 JAN 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
WITHDRAWN Date _____ Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Oceanic & Atmospheric Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Richard Roberts

5. TEL EXT
443-8595

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1-9-79	<i>Jay V. Parr</i>	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
The files series under the following file codes on the attached pages. 85 items total.			
101-03	1502-06	1505-11	1511-02
101-06	1502-07	1505-12	1512-05
101-13	1502-08	1506-04	1512-11
102-05	1503-12	1507-01	1513-04
1501-02	1503-14	1507-02	1513-05
1501-03	1503-15	1507-07	1513-10
1501-04	1504-02	1507-08	1513-11
1501-06	1504-03	1507-10	1513-12
1501-08b	1504-04	1507-11	1513-13
1501-09	1504-05	1508-01	1513-14
1501-10	1504-07	1508-02	1513-15
1501-11	1504-10	1508-03	1514-05
1501-13	1504-11	1508-05	1514-06
1501-14	1504-14	1509-02	1515-01
1501-17	1505-02	1509-03	1515-02
1501-18	1505-03	1509-04	1515-03
1501-19	1505-04	1510-01	1515-04
1502-01	1505-05	1510-05	1515-05
1502-02	1505-06	1510-06	1515-06
1502-03	1505-08	1510-07	
1502-04	1505-09	1510-09	
1502-05	1505-10	1511-01	

85 items

With denial: 1-25-82: R.T.A.

MAINTENANCE AND DISPOSITION

OF

OFFICE HOUSEKEEPING

FUNCTIONAL FILES

FUNCTION NUMBER 100

Function number 100 deals with files maintained in the normal operation of any office operation, and which do not document any specific function. Office personnel files are included.

Subfunctions described are:

101 Office General Administrative Files

102 Office Personnel Files

101 OFFICE GENERAL ADMINISTRATIVE FILES

These files relate to the general administration of an office, and not of a specific function. See 102 for personnel files maintained by operating offices.

- 101-01 Files Maintenance and Disposition Plan files. Destroy when superseded.
Current copy of office files plan as required by Chapter 01, Section 11, of this handbook.
- 101-02 Records Management files. Documents pertaining to the maintenance of the office records. Retirement forms: Destroy when no longer needed for reference (usually when the records are destroyed). Includes forms covering retired records, copy of last Annual Summary of Records Holdings, information on amount of records destroyed during year, etc. All other files: Cut off at end of calendar year when created. Destroy 2 years later.
- 101-03 Security files. Documents pertaining to the maintenance of classified records in the office. (See attached page for recommended disposition) The records themselves should be filed in approved security equipment under proper functional file codes.
- 101-04 Suspense files. Papers arranged in chronological order to serve as a reminder that an action or response is required by a given date. Destroy when action is taken or reply is received unless it is the file copy; then transfer to appropriate file. Also transitory material not required to be held more than thirty days may be filed here.
- 101-05 Reading files. Chronological copies of all correspondence sent from the office. These cannot be the surname copies, which must be filed under the appropriate functional file code. Cut off every 6 months, then destroy six months later.
- 101-06 Audit and Inspection Report files. Reports received as a result of any audit or inspection of office operations. For audits of the performance of a specific function see the appropriate functional area. Cut off at end of calendar year when received. Destroy 2 years later or when audit problems are resolved, whichever is later.
- 101-07 Service and Supply files. Documents pertaining to the obtaining of services and supplies for the office. Includes requests for services, publications, repairs, keys, space, etc. See 101-09 below for purchase orders. Cut off at end of calendar year when created. Destroy 1 year later.
- 101-08 Equipment Control files. Controls maintained by office for equipment under its accountability, including cards, lists, and receipts. Cut off when equipment is removed from office's control. Destroy 2 years later.
- 101-09 Financial files. Documents pertaining to the expenditure of funds by the office. Includes requests for travel funds, purchase orders, contracts, etc. Cut off at end of fiscal year when created. Destroy 1 year later.
- 101-10 Orientation and Briefing files. Documents pertaining to or used in orientations or briefings given to visitors or newly assigned employees about the functions and operational methods of the office. Includes photographs, handouts, and similar material. Destroy when superseded, obsolete, or no longer needed.

101-03

1. Inventories: destroy when all documents listed have been transferred, destroyed, downgraded, or entries have been transferred to a new listing.

2. Receipts and destruction certificates: cut off at end of calendar year when created. Destroy 2 years later.

- 101-11** Meeting and Conference files. Documents pertaining to attendance of and reporting on staff meetings, management conferences, or other meetings of a general nature. Includes visit reports where these serve the function of staff meetings.
Note: this item should be used only for general material dealing with administration of an office. Meetings concerning specific projects, cases, or other functional activities should be filed under the appropriate functional code.
- Cut off at end of calendar year when created. Destroy 2 years later. Earlier disposal is authorized.
- 101-12 Work Measurement files. Narrative or statistical reports made to detail the general level of work accomplished by the office during a specified period of time. These are often feeder reports to larger reports which are published. This item does not include any accomplishment reports on specific projects or actions, annual accomplishment reports, or productivity files maintained for the agency as a whole.
- Cut off at end of fiscal or calendar year when created. Destroy 2 years later.
- 101-13** MBO files. Documents relating to setting goals and tracking accomplishments in Management By Objective (MBO) or similar programs. See 211-03 for central agency tracking of programs for informational purposes.
- Cut off at end of calendar year when created or when MBO is completed. Destroy 2 years later.
- 101-14 Annual Report Input files. Feeder reports made by office as input into annual accomplishment report for the function or element. The final reports will be filed in the common mission file of the relevant function.
- Cut off at end of fiscal or calendar year when created. Destroy 2 years later.
- 101-15 General Administrative files. Other general administrative material not described in this subfunction. Includes documents relating to office hours, charity campaigns, relations with employee groups, delegations of authority, reviews of suggestions, invitations to meetings or conferences, etc.
- Files on fund drives, savings bond drives etc.: Destroy when 1 year old.
Other material: Destroy when superseded or obsolete.
- 101-16 Official Nonrecord Material files. These files consist of all official materials other than records. Official materials include anything that is created, received, or obtained in connection with official business or duties; or any information gathered for office use during government time. An example is an office reference file. See definitions in Chapter 01, Section 01 for further clarification. Chapter 01, Section 05 gives guidance on methods that can be used to maintain these materials.
- See Chapter 04, Section 04, paragraph 2e, for procedures to be used if an official wishes to remove copies of official files, whether record or nonrecord.
If not transferred according to above procedures, official nonrecord material may be destroyed when its information is no longer needed for office use.
- No File Code Personal Papers files. Material of a private or nonofficial character dealing with an individual's personal affairs. This material, although defined here, should not be maintained in file cabinets or other official records storage equipment.
- Dispose of according to owner's wishes.

102 OFFICE PERSONNEL FILES

These files relate to personnel records maintained in operating offices, and not the office responsible for personnel management in NOAA. The types of records which may be maintained are restricted by the Privacy Act (see NDM 22-50 for the restrictions). All Privacy Act records must be protected according to NOAA regulations.

- 102-01 Supervisors' Personnel files. Copies of papers pertaining to individuals within the supervisor's unit. Protect as Privacy Act records. Included are:
- a. Employee Record Card, such as SF-7B. Destroy when employee is transferred or separated. Destroy as a Privacy Act Record.
 - b. Other copies of official actions initiated by supervisors, such as nominations for awards, recommendations, or proposals for adverse actions. Destroy as Privacy Act record when final action is taken.
- 102-02 Pending Personnel Action files. Supervisors' requests for personnel actions such as position changes, separations, and related matters. Protect as a Privacy Act record. Destroy when action is completed. If any personal information is reflected destroy as a Privacy Act Record.
- 102-03 Time and Attendance Card files. NOAA Form 34-8 or equivalents. Protect as Privacy Act records. Cut off at end of leave year, hold six months inactive, then destroy as a Privacy Act Record.
- 102-04 Position Description files. Office position descriptions arranged by series, grade, position number, or organizational unit. Do not arrange by name of incumbent (to do so makes this a Privacy Act record). Destroy when position is abolished or description superseded.
- 102-05 Travel files. Material maintained on travel conducted by office personnel. Protect as Privacy Act records. Authorizing official's files: Cut off at end of calendar year when created. Destroy 3 years later. Other copies, and reservations, arrangements, and payment copies: Cut off after 3 months, then destroy 3 months later. Destroy all travel records as Privacy Act Records.
- 102-06 Labor-Management files. Documents pertaining to relations between the immediate office and unions representing its employees. See 307 for negotiations and other official dealings with the unions. Destroy when superseded or obsolete.
- 102-07 Office EEO files. Documents pertaining to EEO matters within the immediate office, including reports, copy of the Affirmative Action Plan affecting the office, and similar material. Destroy when 3 years old or when superseded or obsolete, whichever is applicable.
- 102-08 General Personnel files. General files dealing with the office personnel status, but not relating to specific individuals or described elsewhere in this subfunction. Includes general reports on number of personnel in office, general personnel information to be related to the employees, and similar material. Destroy when superseded or obsolete.

MAINTENANCE AND DISPOSITION
OF
FISHERY AND LIVING MARINE RESOURCE
FUNCTIONAL FILES

FUNCTION NUMBER 1500

Function number 1500 deals with programs related to fisheries and living marine resources. The first subfunction, 1501, contains files which are common to more than one of the other subfunctional areas. Office Housekeeping and Research and Development files have been assigned separate functional numbers. The table of contents and index should be consulted.

Subfunctions described are:

- 1501 Common Mission Files
- 1502 Resource Assessment, Distribution, and Classification Files
- 1503 Environmental Impact Analysis Files
- 1504 Fisheries Management and Coordination Files
- 1505 Regional Fisheries Development Files
- 1506 Pribilof Islands Program Files
- 1507 Fisheries Statistics and Marketing News Reporting Files
- 1508 Fishery Marketing Files
- 1509 Economic Analysis Files
- 1510 Vessel Financial Services Files
- 1511 Fishery Protection and Claims Files
- 1512 Fishery Product Quality and Safety Inspection Files
- 1513 Fishery Law Enforcement and Surveillance Files
- 1514 Marine Mammal and Endangered Species Protection Files

1501 COMMON MISSION FILES

These files relate to more than one of the subfunctions of this functional area or pertain to the performance or oversight of the overall function. See Function 100 for Office Housekeeping Files.

11 Policy, Programs, and Plans

files. Documents relating to the development of plans and programs pertaining to ocean fisheries and living marine resource functions, and the oversight of the performance of programs which are in operation. For plans and related records which deal with more than just this functional area, or which relate to planning for the agency as a whole, see Function 200. These files may be subdivided by program, and if necessary contain the following material (which should be maintained in separate folders):

- | | |
|--|---|
| a. Policy and plans development. Documents relating to the development of plans and policies for programs under this function. Includes published plans that may be developed, but not budget plans (see 1501-15). | Cut off at end of calendar year when created. Permanent. |
| b. Resource projections. Resources needed to meet program plans or goals in the future. These are any projections which are not created as part of the budget process. | 1. Projections duplicated in budget files: Cut off at end of fiscal year when created. Destroy 5 years later.
2. Projections not duplicated: Cut off at end of calendar year when created. Destroy 10 years later. |
| c. Coordination files. Documents pertaining to coordinating related programs and policies, including those of other agencies (see 1501-10 for formal agreements). | Cut off at end of calendar year when created. Permanent. |
| d. Guidance files. Guidance given to operating offices on policies or procedures. | Cut off at end of calendar year when created. Permanent. |
| e. Report files. Reports made to the office responsible for the oversight of this function, and dealing with program accomplishments or problems. | Cut off at end of calendar year when created. Permanent. |
| f. Program and policy reviews examining accomplishments and the utilization of resources, and the overall program balance. | Cut off at end of calendar year when created. Permanent. |
| g. Recommendations for alternative policies or programs. If recommendations become reality transfer to "a" above. | Cut off at end of calendar year when created. Permanent. |

- 1501-01 h. Reference files containing background information accumulated to keep staff up-to-date on developments in programs areas or on actions being taken. This includes courtesy copies received from which no actions are required or taken. this material should be maintained separate from the other files under this code by clearly marking it as reference material.
- 1501-02 Special Studies files. Studies conducted on subjects or matters related to this function, but which are not described under one of the subfunctions, and not a part of oversight studies described in 1501-01 above.
- 1501-03 Audit files. Copies of audits conducted on the performance of programs under this function. See 202-02 for filing of central NOAA copy of all outside audits.
- 1501-04 Management Studies files. Copies of management improvement studies conducted on the performance of programs under this function.
- 1501-05 Laws, Regulations, and Instructions files. Copies of laws, regulations, instructions, or guidance from higher level offices, concerning the performance of this function.
- 1501-06 Instruction and Regulation Development files. Documents pertaining to the development, issuance, and interpretation of regulations and instructions. See 1501-07 for comments on proposals.
- 1501-07 Legislation, Regulation, and Reorganization Proposal and Review files. Recommendations for legislation or reorganizations; or reviews of proposed legislation, regulations, or reorganizations.
Note: this item does not apply to record copies maintained by central NOAA offices responsible for reviews and comments, but on input made to these offices.
- Cut off at end of calendar year when received. Annually review for disposal. Material may be destroyed at any point after being received, whenever the information is obsolete or no longer of current value.
- Cut off at end of calendar year when created. Destroy 2 years later.
Selected studies pertaining to unresolved problems or issues may be retained until resolution or until no action has taken place for 5 years (whichever is sooner), then destroyed.
- Cut off at end of calendar year when created. Destroy 2 years later if all audit problems have been resolved. Destroy remaining material upon resolution.
- Cut off at end of calendar year when created. Destroy 2 years later.
- Destroy when superseded or obsolete.
1. Copy in office of issuance: Permanent.*
2. Other copies: Destroy when 2 years old, or sooner if no longer needed.
- Cut off at end of calendar year when created. Destroy 2 years later.

* See attached page for additional information on this series.

Additional information of files series recommended for permanent retention:

1501-06 1. Annual accumulation: 4-5 c.ft./ year.

Arrangement: by type of instruction or program.

Transfer to N.A.: 15 years after supersession or obsolescence.

1501-08

Congressional Relations files. Documents accumulated in operating offices in their relations with Congress, members of Congress, or the public through members of Congress. See 1501-07 for matters pertaining to legislation. This file code may be used for the following material, which should be maintained in separate folders:

- a. Congressional correspondence.
- b. Briefings and related material prepared for members of Congress.
- c. Reports for submission to Congress or its committees.

Cut off at end of calendar year when created. Destroy 3 years later.

Destroy when 2 years old. Material still applicable should be transferred to current file.

- 1. Creating office: Permanent.
- 2. Other copies held: Destroy after 6 months.

1501-09

Public Relations and Correspondence files. Material prepared for news articles, press releases, and related issuances; speeches made by staff members; and correspondence with members of the public. This item applies to files accumulated by operating offices and not the office which is responsible for NOAA public affairs. See 202-03 for agency level coordination with public groups.

- 1. Correspondence with public on inquiries: Destroy when 6 months old.
- 2. Other material: Cut off at end of calendar year when created. Destroy 2 years later. Earlier disposal is authorized if material is no longer needed.

1501-10

Agreement files. Documents relating to and including agreements with other agencies, organizations within NOAA, and non-governmental bodies. Does not include international agreements.

See attached page for disposition.

1501-11

Reports to Federal Agencies files. Reports to Federal Agencies concerning NOAA-originated programs and actions. See 202-04 for Environmental Impact Statements.

See attached page for disposition.

1501-12

Interagency and National Board, Panels, or Committee files. The following material may be retained under this code, and should be filed in separate folders. See 202-06 for material on Advisory Committees.

Additional dispositions for series:

1501-10

- 1. Originating office copy of formal agreements affecting program content, basic methods of operation and coordination, or matters of similar importance. Permanent.*
- 2. Originating office copy of agreements pertaining to day-to-day operations, minor operational matters, and similar matters of limited impact: Cut off when agreement ends. Destroy 2 years later.
- 3. Copies of agreements: destroy when agreement ends.

1501-11

- 1. Originating office copy of reports concerning major program accomplishments or actions: Offer to the National Archives when 15 years old. Destroy those not accepted.*
- 2. Reports on routine activities or events, copies of reports in "1" above: cut off at end of calendar year when created. Destroy 3 years later.

Additional information on files series recommended for permanent retention:

1501-10 1. Annual accumulation: 2 c.ft. or less/year

Arrangement: by agency or program involved.

Transfer to N.A.: 15 years after agreement ends.

1501-11 1. Annual accumulation: 2 c.f.t. or less/year

Arrangement: by subject.

Transfer to N.A.: when 15 years old.

- 1501-12 a. Files of NOAA Secretary to or for board, panel, or committee, and containing correspondence, agendas, minutes of meetings, reports, or studies. Cut off at end of calendar year when created. Permanent.
- b. Individual member's copies of material in "a" above, kept for reference purposes. Destroy when no longer needed for reference.
- c. Files relating to committee's operation but not described in "a" above. Cut off at end of calendar year when created. Destroy 2 years later.
- 1501-13 Intra-agency Committee files. Documents accumulated in operation or attendance of committees dealing with this function and made up only of NOAA personnel. Cut off at end of calendar year when created. Destroy 2 years later.
- 1501-14 Public Organization files. Documents relating to official participation by NOAA employees in public organizations or societies; or dealings with such societies or states if not related to a specific project or activity. See 202-03 for agency level coordination with public groups. Cut off at end of calendar year when created. Destroy 2 years later.
- 1501-15 Budget files. Documents created as part of budget cycle, in planning as part of future budget, or copies of approved budget. Subdivide by program as needed. This file item should not be used by formal budget offices (see 203). Cut off at end of calendar when created. Destroy 2 years later.
- 1501-16 Publication Record Set files. One copy of each publication issued by the office. These publications should be marked "Record Set" and should not be posted or loaned out for reference purposes. Cut off annually and retire periodically in blocks to the NOAA Records Holding Area or to the appropriate Federal Records Center. Permanent.
- 1501-17 Briefing files. Documents relating to briefings prepared for agency or departmental personnel. See 211-08 for agency resource review briefings. Destroy when superseded or obsolete.
- 1501-18 Training files. Documents pertaining to general training material developed or used for this function. See 304 for files pertaining to formal training programs or schools. Destroy when superseded or obsolete.

1501-19 Review and Comment files.
Comments on material sent
by another office for review
because of its relationship
to functions being performed
by the commenting office. Does
not include material in 1501-
07 or reviews described in
specific subfunctional areas.

Cut off at end of calendar year
when created. Destroy 2 years
later.

1502 RESOURCE ASSESSMENT, DISTRIBUTION, AND CLASSIFICATION FILES

These files relate to programs to assess the numbers and distribution of marine resources, to assess trends which may be developing, and to classify types of marine life. Includes material related to commercial and recreational fisheries.

- | | | |
|----------------|--|---|
| <p>1502-01</p> | <p><u>Assessment Coordination files.</u> Correspondence and related material involving coordination with other agencies, states, and institutions in the planning and operation of resource assessment activities.</p> | <p>Cut off at end of calendar year when created. Destroy 5 years later.</p> |
| <p>1502-02</p> | <p><u>Survey Operation files.</u> Correspondence, progress reports, and related material concerning the operation of assessment surveys.</p> | <p>Cut off at end of calendar year when created. Destroy 5 years later.</p> |
| <p>1502-03</p> | <p><u>Survey Data files.</u> Raw results of surveys and related projects. Also preliminary coordination of data and results.</p> | <p>1. Data duplicated in report: destroy when report is issued.
2. Other data: destroy when data is no longer needed for research purposes.</p> |
| <p>1502-04</p> | <p><u>Survey Report files.</u> Final reports showing trends in resource levels or distribution, and portrayals of current biological or environmental situations.</p> | <p>Permanent.*</p> |
| <p>1502-05</p> | <p><u>Atlas files.</u> Atlases prepared showing numbers or distribution of resources. If part of report described in 1502-04 above, a copy should be filed with that report.</p> | <p>Permanent.*</p> |
| <p>1502-06</p> | <p><u>Taxonomical Studies files.</u> Studies on the classification of marine life.</p> | <p>Permanent.*</p> |
| <p>1502-07</p> | <p><u>Program Review files.</u> Technical reviews of survey methods or results.</p> | <p>Permanent.*</p> |
| <p>1502-08</p> | <p><u>Information Request files.</u> Correspondence and related material prepared to respond to requests for information.</p> | <p>Destroy when 6 months old.</p> |

*See attached page for additional information on permanent series.

Additional information on files series recommended for permanent retention.

1502-04 Annual accumulation: 3 c.ft./year

Arrangement: species or regions

Transfer to N.A.: when 20 years old.

1502-05 Annual Accumulation: 2 c.ft./year

Arrangement: region or types of species

Transfer to N.A.: when 20 years old.

1502-06 Annual accumulation: 2 c.ft. or less/year

Arrangement: by species

Transfer to N.A.: when 20 years old.

1502-07 Annual accumulation: 2 c.ft. or less/year.

Arrangement: survey or methodology.

Transfer to N.A.: when 15 years old.

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1503 ENVIRONMENTAL IMPACT ANALYSIS FILES

These files relate to reviews of Federal, or Federally licensed, proposals for projects with potential impact on the marine and anadromous environment, and fishery resources.

- 1503-01 COE Section 10 Permit Review files. Reviews of requests to the U.S. Army Corps of Engineers (COE) for permits for construction in, or other modifications or alterations of, navigatable waters; and recommendations for approval, conditional approval, or denial of the requests, based on assessments of environmental impact. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-02 NPDES Permit Review files. Reviews of permit requests under National Pollutant Discharge Elimination System (NPDES), controlling effluent discharged into U.S. waters; and the resulting assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-03 Ocean Dumping Permit Review files. Reviews of requests for Environmental Protection Agency permits for the ocean dumping of waste material, and resulting assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-04 FPC License Review files. Reviews of requests for Federal Power Commission (FPC) permits for hydroelectric or fossil fuel power plants, and resulting assessments, advice, and recommendations given. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-05 Nuclear Power Plant License Review files. Reviews of requests for licenses for nuclear power plants, and resulting assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-06 OCS Oil and Gas Lease Review files. Reviews of oil and gas leases on the outer continental shelf (OCS) in order to access effects on living marine resources and their habitats; and any comments or recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-07 Federal Water Project Review files. Reviews of proposed or authorized projects by other Federal agencies, and involving the impounding, diverting, modifying, or controlling the waters of any stream or other body of water; and any recommendations made to prevent or mitigate damage to living resources. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.

- 1503-08 EIS Review and Assistance files. Reviews of and comments on draft Environmental Impact Statements (EIS's) for Federal or Federally funded actions; and assistance given in the preparation of EIS's. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-09 Coast Guard Permit files. Reviews of requests for Coast Guard permits, including assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-10 Aquaculture Review files. Reviews of aquaculture plans and operations, and related assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-11 General Permit Review files. Reviews of and recommendations on permit requests not described by other items within this subfunction. Subdivide by permit type if necessary. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-12 CZM Advisory files. Correspondence and materials prepared to advise states and the office responsible for Coastal Zone Management (CZM) on effects of management plans and possible estuarine or marine sanctuaries. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-13 National Wetland Inventory Review files. Reviews of Fish and Wildlife inventories of national wetlands, and resulting assessments and recommendations. Cut off when review is completed. Destroy 5 years later unless the information in the review is of current importance. Destroy cases retained beyond 5 years when the information is superseded or obsolete.
- 1503-14 Special Studies files. Special studies, usually conducted in cooperation with other agencies or groups, relating to land or water projects affecting the marine or water environment or its life. Destroy when study is no longer needed.
- 1503-15 Agency Liaison files. General coordination with other agencies or outside bodies. Excludes specific coordination on individual permits and projects identified in this subfunction. See 1501-10 for interagency agreements. Cut off at end of calendar year when created. Destroy 5 years later.

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 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 when superseded, whichever is appropriate. Destroy 5 years later.
- 1504-02 Fishery Management Guidelines files. Guidelines developed to aid states in the management of fisheries. Cut off when superseded or obsolete. Destroy 1 year later.
- 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. Cut off at end of calendar year when created. Destroy 5 years later.
- 1504-04 Research Coordination files. Correspondence and reports relating to program to coordinate research programs of the states and the Federal government. Cut off at end of calendar year when created. Destroy 5 years later.
- 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: Cut off at end of calendar year. Destroy 2 yrs later.
- 1504-06 Grant Case files. Case files on grants made to states for the development, implementation, administration, monitoring, or evaluation of fishery management plans or resources. Cut off when grant is closed. Destroy 6 years later or 3 years after program audit, whichever is earlier.
- 1504-07 Program Financial Data files. Any financial reports, summaries of financing, and related material. May be filed with case file in 1504-06 above. Same as 1504-06.
- 1504-08 Program Audit files. Reports of audits made on state programs or disbursement of funds. Cut off at end of year when received. Destroy 5 years later.
- 1504-09 Fishery Management Studies files. Special studies conducted on the management and conservation of fish species. Cut off at end of year when received. Permanent.

- 1504-10 Institutional Coordination files. Correspondence, reports, and other documents relating to programs to institutionalize arrangements for Federal-state cooperation in fisheries management. Cut off at end of calendar year when created. Permanent.*
- 1504-11 Foreign Fishing Vessel Permit files. Applications and permits for foreign vessels to fish in U.S. economic zone. Cut off when permit expires. Destroy 3 years later.
- 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. Cut off at end of calendar year when created. Destroy 15 years later.
- 1504-13 Fishery Management Plan files. Plans developed by the councils for management of fisheries within their region. To be determined.
- 1504-14 Fishery Management Council Operations files. Documents pertaining to the operation of the councils. Includes correspondence, meeting plans, and related material. Cut off at end of calendar year when created. Destroy 5 years later.

*See attached page for further information.

Additional information on the series recommended for permanent retention.

1504-10 Annual accumulation: 3 c.ft. or less/year

Arrangement: by state or by program being coordinated.

Transfer to N.A.: when 15 years old.

1505 REGIONAL FISHERIES DEVELOPMENT FILES

These files relate to programs to assist the development of fisheries, either commercial or recreational, in regions of the country. Columbia River programs are included.

- 1505-01 Program Development Plan files. Plans written for the overall development of fisheries in a region. To be determined.
- 1505-02 Program Correspondence files. General correspondence with states, industries, or groups about general development programs; also operational correspondence. Cut off at end of calendar year when created. Destroy 3 years later.
- 1505-03 Program Coordination files. Correspondence within NOAA to coordinate efforts affecting the development of fisheries. Cut off at end of calendar year when created. Destroy 3 years later.
- 1505-04 Studies files. Study reports, and related background material, on studies conducted on matters related to regional development. May be subdivided into proposed and accepted studies. Destroy when obsolete or no longer needed.
- 1505-05 Species Utilization Development files. Documents concerning the increased utilization of species through better management and marketing techniques; and related information on species availability, etc. Cut off at end of calendar year when created. Destroy 3 years later.
- 1505-06 Marketing Development files. Correspondence and plans concerning the improvement of marketing techniques for seafood in a particular region. Does not include material for individual species (see 1505-05 above) unless integrated into an overall plan for region. Does not include regular marketing improvement files (see 1508). Cut off at end of calendar year when created. Destroy 3 years later.
- 1505-07 Hatchery Program files. Documents relating to the cooperative operation of hatcheries, such as for the Columbia River Program. Includes copies of contracts, evaluations of results, and similar records. Cut off at end of calendar year when created. Destroy 7 years later.
- 1505-08 Pollution Abatement files. Documents relating to programs to limit and reduce the amounts of pollution in waters as part of program to aid development of fisheries in region. Cut off at end of calendar year when created. Destroy 5 years later.

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| 505-09 | <u>Obstruction and Assistance files.</u> Documents dealing with obstructions to fish in waterways, such as dams, and assistance (such as ladders or screens) provided to by-pass such obstructions. | Cut off at end of calendar year when created. Destroy 5 years later. |
| 505-10 | <u>Stream Improvement files.</u> Documents pertaining to actions taken to improve streams or other water ways to aid fish resources. | Cut off at end of calendar year when created. Destroy 5 years later. |
| 05-11 | <u>Catch Statistics files.</u> Statistics on the numbers of fish caught, either by species or area. | Cut off at end of calendar year when created. Destroy 2 years later. |
| 05-12 | <u>Operation Improvement files.</u> Investigations and recommendations concerning improvements in operations of segments of a regional program. | Cut off at end of calendar year when created. Destroy 5 years later. |

1506 PRIBILOF ISLANDS PROGRAM FILES

These files relate to programs to conserve and utilize the fur seals of the Pribilof Islands, and in carrying out NOAA's responsibilities with the islands' residents.

- 1506-01 Fur Seal Contract files. Contracts and related correspondence regarding the fur seal harvest and the processing and sale of products.
1. Record copy of contract: Cut off at end of contract. Permanent.
 2. Related correspondence: Cut off at end of calendar year when created. Destroy 6 years later.
- 1506-02 Sealing Catch Data files. Data on seals taken and resulting products. Includes daily kill records, annual kill report, annual statistical summaries, tallies of skins shipped and meal and oil produced, specimens given for research, etc.
- Cut off at end of calendar year when created. Permanent.
- 1506-03 Monthly Activity Report files. Monthly report of activities which take place on the islands.
- Record copy: Cut off at end of calendar year when created. Permanent.
- 1506-04 Operational Correspondence files. General correspondence on island activities and operations.
- Cut off at end of calendar year when created. Destroy 7 years later.
- 1506-05 Complaint Correspondence files. Correspondence concerning complaints from public or Congress about sealing practices.
1. Complaints from public: Destroy when 3 months old.
 2. Complaints from Congress: Cut off at end of calendar year when received. Destroy 3 years later.
- 1506-06 Veterinarian Study files. Special studies conducted by veterinarians on the development of more humane methods of killing seals.
- Permanent.
- 1506-07 Native Resident files. Documents pertaining to programs for residents of the islands.
- Permanent.

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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.

Cut off at end of agreement. Destroy 2 years later.

1507-02

Statistic Reporting Procedures files. Procedures for the reporting of statistics in the most usable form.

Destroy when superseded or no longer needed for administrative use.

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.

1507-04

Market News Source files. Correspondence, and price and other data used as source material for published Market News Reports 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.

a. Record set of issuances.

Cut off at end of calendar year when created. Permanent.

b. Copies of issuance kept by offices 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. Daily production and other feeder reports used as source material, and related correspondence. Subdivide by type of report.

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 reports: 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.

Cut off at expiration of subscription. Destroy 1 year later.

1507-08

Special Reports files. Special reports on statistical or marketing information or problems.

Cut off at end of calendar year when created. Destroy 2 years later.

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.

1507-10

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

Review annually and destroy data which is obsolete or of no further value.

1507-11

Statistical Data files. Statistical reports, schedules, and data other than that described in 1507-04, 1507-06, and 1507-10 above.

1507-09,

1. Data duplicated in a publication: destroy after publication is issued.
2. Data not duplicated in a publication: destroy when competent agency personnel determine that the data has served research needs.

1508 FISHERY MARKETING AND CONSUMER AID FILES

These files relate to programs to aid fishery industries in marketing seafood products. See 1505 for records relating to total fishery development in a region of the country.

- 1508-01 Marketing Development Plans files. Plans and reviews of plans to develop more effective marketing of seafood products. Cut off at end of calendar year when created or upon completion of plan, whichever is appropriate. Destroy 3 years later.
- 1508-02 Market Analysis Report files. Quarterly reports on the market situation and its outlook; and on-going analyses to identify trends in the market. Cut off at end of calendar year when created. Destroy 5 years later.
- 1508-03 State Marketing Program files. Correspondence and related material giving assistance to states in marketing programs. See 1505 for major regional development programs. Cut off at end of calendar year when created. Destroy 3 years later.
- 1508-04 Cooperative Marketing Agreement files. Agreements made in accordance with the Fishery Cooperative Marketing Act. Cut off when superseded. Permanent.
- 1508-05 Promotional files. Recipes, photos, and other promotional material to aid in marketing seafood products. Includes demonstration material. Destroy when obsolete or no longer needed.
- 1508-06 Survey files. Surveys conducted to determine consumer preferences and use patterns. Includes questionnaires, reports and reactions of consumers, and reports of data compilations. Cut off at issuance of final report. Destroy 3 years later.

1509 ECONOMIC ANALYSIS FILES

These files relate to analyses of the fishery industry and its markets.

- 1509-01 Economic Study files. Studies of the fishery industry, or segments of it, to determine its present economic status, the effects of international trade or technological changes, or the impact of other variables. Includes final studies, schedules and other data used as input, and correspondence.
- a. Record set of final report. Permanent.
- b. Schedules and other papers used as source material for study, and related correspondence. Destroy when 1 year old.
- 1509-02 Fishery Situation files. Reports and correspondence concerning the economic situation in a region or with a selected species. Documents pertaining to a specific study should be filed with 1509-01 above. Cut off at end of calendar year when created. Destroy 7 years later.
- 1509-03 Cost-Benefit Study files. Studies determining the cost-benefit ratio of current or proposed NOAA programs affecting the fishery industry. Cut off at end of calendar year when created. Destroy 7 years later.
- 1509-04 Economic Coordination files. Correspondence and reports giving advice on means of coordinating NOAA activities relating to fishery economics. Cut off at end of calendar year when created. Destroy 7 years later.

1510 VESSEL FINANCIAL SERVICES FILES

These files relate to programs providing loans, subsidies, or guarantees to aid construction, repairing, etc., of fishing vessels.

- 1510-01** Pending Application files. Applications for loans or other forms of assistance. Subdivide by type of aid. Transfer approved applications to loan case files. Destroy other applications when 2 years old.
- 1510-02 Fishery Loan files. Case files on loans made to finance or refinance costs related to fishing vessels, including their purchase. Includes applications, case histories, insurance policies, mortgages, and relate correspondence and forms. 1. Collateral documents: Return to borrower when loan is repaid.
2. Remainder: Cut off when loan is repaid. Destroy 3 years later.
- 1510-03 Vessel Mortgage Insurance files. Applications, case histories, commitments, contracts, guarantee agreements, notes, insurance policies, mortgages, and related papers concerning insuring mortgages on fishing vessels. 1. Collateral documents: Return to borrower after payments completed.
2. Remainder: Cut off when payments completed. Destroy 3 years later.
- 1510-04 Obligation Guarantee files. Guarantees for obligations incurred under 1510-03 above. May be filed with case file under that item. Same as 1510-03 above.
- 1510-05** Capital Construction files. Includes applications, reports, and related documents on aid given to vessel owners under the capital construction program. Cut off when completed. Destroy 3 years later.
- 1510-06** Billing Statement files. Billing statements sent in connection with financial aid given in items described above. May be filed with individual case files. Records of payment should be placed in the case file. Cut off at end of calendar or fiscal year when created. Destroy 2 years later.
- 1510-07** Delinquent Payment Report files. Reports on aid which is not being repaid on time. Cut off at end of calendar or fiscal year when created. Destroy 2 years later.
- 1510-08 Master Loan Record Book files. Listings for each loan, grant, etc., with case number, dollar amount involved, dates of action, and closing date of repayment in full. Cut off when book is full or at end of fiscal year. Permanent.
- 1510-09** Financial Statistics files. Statistics developed on financial assistance provided for fishing vessels. Cut off at end of calendar or fiscal year when created. Destroy 3 years later.

1511 FISHERY PROTECTION AND CLAIMS FILES

These files relate to programs to protect U.S. fishing vessels from gear damage, seizure by other countries, and related problems; and files on claims made as a result of laws providing for reimbursement of losses.

- 1511-01 Fishery Protective Act Agreement files. Agreements with U.S. vessel owners relating to protection from financial losses due to seizure of vessels by other nations due to fishing in contested areas. Cut off at end of agreement. Destroy 6 years later.
- 1511-02 Protective Act Claims files. Case files of claims filed as a result of agreements in 1511-01 above. Cut off when case is closed. Destroy 3 years later. (The main record copy of claims is maintained in Subfunction 504)
- 1511-03 Gear Conflict Claims files. Case files of claims concerning damage of U.S. gear by foreign vessels. Cut off at close of case. Destroy 3 years later.
- 1511-04 General Correspondence files. General correspondence on protection and claims program's operation. Cut off at end of calendar year when created. Destroy 2 years later.

1512 FISHERY PRODUCT QUALITY AND SAFETY INSPECTION FILES

These files relate to the program to inspect fishery products for quality and safety. These inspections are voluntary and conducted on a fee-for-service basis.

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| 1512-01 | <u>Standards For Grades files.</u> U.S. Standards for grades of fishery products, and inspector's instructions for grading fishery products. | <ol style="list-style-type: none"> 1. Record Set: Cut off when superseded. Permanent. 2. All other copies: Destroy when superseded. |
| 1512-02 | <u>Regulations For Processed Products files.</u> Regulations affecting processed fishery products. | <ol style="list-style-type: none"> 1. Record Set: Cut off when superseded. Permanent. 2. All other copies: Destroy when superseded. |
| 1512-03 | <u>Specifications For Products files.</u> Specifications for fishery products, including related drafts and correspondence. | <ol style="list-style-type: none"> 1. Record Set: Cut off when superseded. Permanent. 2. Drafts, correspondence, and copies: Destroy 3 years after approval of specifications. |
| 1512-04 | <u>Inspection Guidelines files.</u> Guidelines established for inspectors, and related instructions to them. Includes Manuals. | <ol style="list-style-type: none"> 1. Record Set: Cut off when superseded. Permanent. 2. All other copies: Destroy when superseded. |
| 1512-05 | <u>Interagency Coordination files.</u> Coordination with other agencies on labeling procedures, USDA regulations on food products, program requirements, and related matters. | Cut off when superseded or at end of calendar year when created, whichever is appropriate. Destroy 2 years later. |
| 1512-06 | <u>Plant Listing files.</u> Official annual lists of plants under USDC inspection. | <ol style="list-style-type: none"> 1. Record Set: Permanent. 2. Other copies: Destroy when superseded. |
| 1512-07 | <u>Inspection Contract files.</u> Documents include copy of contracts between processors and the agency for inspection services, and related correspondence, surety bonds, and other papers concerning the contract. | Cut off at close of contract. Destroy 5 years after final payment. (See 101-08 for copies of contracts maintained for office accounting purposes.) |
| 1512-08 | <u>Inspection files.</u> Documents including the inspection certificates, related daily inspection reports and score sheets, plant production summaries, general plant survey reports, quality control plans, and related correspondence. | Cut off at end of calendar year when created. Destroy 5 years later. |
| 1512-09 | <u>Labeling files.</u> Requests for label approval, lists of approved labels, and related correspondence. | Cut off at termination of inspection agreement. Destroy 1 year after termination. |

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1512-10 Inspection Service Financial files. Reports detailing financial status, reports on delinquent payments, material relating to billing, and related records. This item does not include office financial files for budget or accounting.

Cut off at end of fiscal year when created. Destroy 1 year later.

1512-11 Reports and Tests files. Reports on effects of metal content and related materials in fishery products, on methods of inspection to determine problems, and on microbiological tests conducted. (Test results relating to a specific plant should be filed with the case file in 1512-08 above).

Destroy when results are superseded or obsolete.

1512-12 Purchasing Specifications files. Material related to purchasing specifications for fishery products of companies, states, and private organizations.

Destroy when superseded, obsolete, or no longer needed.

1513 LAW ENFORCEMENT FILES

These files relate to the enforcement of laws and regulations pertaining to fisheries, marine mammals, and endangered species.

- 1513-01 Violation Investigation Case files. Case files on investigations of possible violations of laws and regulations, and outcome of investigations with actions taken.
 1. Cases with precedent setting significance: Cut off when case closed. Permanent.
 2. Other cases: Cut off when case closed. Destroy 5 years later.
- 1513-02 Enforcement Procedures files. Day-by-day guidance on enforcement procedures to be used, and related material.

Cut off when superseded or obsolete. Destroy 3 years later.
- 1513-03 Enforcement Reports and Statistics files. Reports and statistics developed or made as a result of enforcement activities. Subdivide by type of report or statistic.

Cut off at end of calendar year when created. Destroy 5 years later.
- 1513-04 Foreign Citation files. Documents relating to citations for violation by foreign fishing vessels.

Cut off at end of calendar year when citation issued. Destroy 5 years later.
- 1513-05 ICNAF Report files. Reports to International Commission for Northwest Atlantic Fisheries (ICNAF) on catches of selected species.

Cut off at end of calendar year when created. Destroy 3 years later.
- 1513-06 International Commission files. See 602-09.
- 1513-07 Interagency Liaison files. Coordination with other agencies affecting the enforcement and surveillance programs. Does not include any formal agreements with other agencies (see 1501-10).

Cut off at end of calendar year when created. Destroy 2 years later.
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Commissions }
 - 1513-08 Enforcement Regulations, Rules, and Quotas files. Developed by offices responsible for program, and published in Federal Register.

Cut off when superseded or obsolete. Destroy 3 years later.
- 1513-09 Firearm Control files. Documents relating to firearm distribution, including chargeout records and receipts.

Destroy 3 months after return of arms.

1513-10 Observer Program files. Reports, correspondence, and other documents relating to the number of observers in regions, the adequacy of coverage, and similar subjects pertaining to the maintenance and review of an observer network. Does not include observer's reports.

Cut off at end of calendar year when created. Destroy 3 years later.

1513-11 Permit Clearance files. Checks made on applicants for permits, registrations, certifications, etc., to determine if they have been convicted or charged with violations of marine mammal, endangered species, or fishery laws. Also inspections of facilities made as part of a clearance process.

Cut off at end of calendar year when created. Destroy 3 years later.

1513-12 Import-Export Clearance files. Documents relating to the control of the import or export of marine mammal or endangered species products, or of fishery products which must have been obtained by methods which reduce the risk to specific species. Includes certificates or exclusion, clearance forms, related correspondence, etc.

Cut off at end of calendar year when created. Destroy 3 years later.

1513-13 Test and Identification files. Tests and research conducted to determine if substances or items belonged to a marine mammal, endangered species, or otherwise protected species; and if so what species.

See below.

1513-14 Agent Qualification files. Documents relating to the maintenance of special qualifications for agents, such as with firearms. Includes standards, range tests, firearm training, and similar material.

See below.

1513-15 Siezed Property files. Documents relating to the control and tracking of property that has been siezed and held in custody as part of a law enforcement action. Includes final disposition of property involved.

Cut off when disposal of property completed. Destroy 3 years later.

1513-13 Retained copies: cut off at end of calendar year when created. Destroy 3 years later. (A copy of results affecting violation cases should have been sent to the case file).

1513-14 1. Rosters and qualification records: destroy when superseded or obsolete.
2. Other papers: cut off at end of calendar year when created. Destroy 1 year later.

1514 MARINE MAMMAL AND ENDANGERED SPECIES PROTECTION FILES

These files relate to programs to protect the marine mammals and endangered species placed under NOAA's responsibility.

- 1514-01 Marine Mammal and Endangered Species Permit files. Permits, and applications for them, to permit the use of marine mammals or endangered species for display, scientific research, other scientific purposes, or propagation. Contains information on applicants and activities to be conducted. A Privacy Act record. Cut off at end of permit. Disposal not authorized at this time; reevaluate in 1980 to set retention period.

- 1514-02 Marine Mammal and Endangered Species Hardship Exemption files. Applications for exemptions on basis of undue economic hardship. Includes personal information on applicant and financial status. A Privacy Act record. Cut off at end of exemption. Disposal not authorized at this time; reevaluate in 1980 to set retention period.

- 1514-03 Marine Mammal Inventory files. Inventories of marine mammals being held in captivity. Includes any statistics on species held. Cut off at end of calendar year when created. Destroy 5 years later.

- 1514-04 Marine Mammal Regulations files. See 1501-05 and 1501-06.

- 1514-05 Interagency Coordination files. Correspondence and related documents involving coordination with other agencies having responsibilities in this subfunction's program areas, or agencies whose assistance is necessary. See 1501-10 for formal agreements. Cut off at end of calendar year when created or when superseded, whichever is appropriate. Destroy 4 years later.

- 1514-06 Enforcement Guidance files. Guidance given to offices responsible for enforcement of related laws from office which is responsible for overall program. Also support requests. Review annually and destroy all material which is obsolete or no longer needed.

- 1514-07 Species files. Reference file with information on species, and relevant statistics. Non-record material. 1. Guidance on laws or interpretations of regs.: cut off at end of calendar year when created. Permanent.*
2. Routine support guidance or requests: destroy when superseded or when 2 years old, whichever is appropriate.

*See attached page for further information.

Additional information on the series recommended for permanent retention.

1514-06 1. Annual accumulation: 1 c.ft. or less/year

Arrangement: By office being guided, then issue or species involved.

Transfer to N.A.: when 15 years old.

15 MARINE RECREATIONAL FISHERIES PROGRAM

These files relate to the development, review, and coordination of programs dealing with marine recreational fisheries. Files dealing with negotiations and agreements with other countries should be filed under 602.

1515-01 Program Liaison files. Documents relating to coordination with other agencies, states, and private organizations on recreational fisheries matters.

1. Coordination affecting program substance or direction: Permanent.*
 2. Other material. Cut off at end of calendar year when created. Destroy 3 years later.

1515-02 Statistics and Assessments files. Documents relating to the resource levels of sport fisheries species, the numbers being caught, and similar data or assessments.

Cut off when collection or assessment completed. Destroy 5 years later. Data still required for program operations may be retained until obsolete.

1515-03 Survey and Study files. Surveys, studies, and related records pertaining to recreational fisheries. Includes surveys of catch efforts by fishermen, the studies of the socio-economic impact of the fisheries and changes, etc.

Cut off when survey or study completed. Destroy 5 years later. Results still needed for program operations may be retained until obsolete.

1515-04 Management Plan files. Documents pertaining to the development and review of plans to manage the recreational fishery resources, except for plans that are a part of official Fishery Management Plans (which are filed under 1504-13). Includes reviews of possible additions to plans, alternatives, and similar material.

Cut off when plan is superseded. Destroy 5 years later.

1515-05 Program Review files. Documents relating to reviews of state or regional programs dealing with, or related to, recreational fisheries.

Cut off at end of calendar year when created. Destroy 7 years later.

1515-06 Resource Development files. Documents relating to efforts to improve recreational fishery resources - aquaculture, artificial reef developments, and similar programs. Does not include Columbia River program files.

Cut off at end of calendar year when created. Destroy 7 years later.

* See attached page for additional information.

Additional information on the series recommended for permanent retention.

1515-01 1. Annual accumulation: 2 c.ft. or less/year

Arrangement: By organization or by issue/species.

Transfer to N.A.: when 15 years old.