



U.S. Department of Commerce

National Oceanic and Atmospheric Administration (NOAA)

Records Management Program Office

SSMC3 – Room 10632
1315 East West Highway
Silver Spring, Maryland 20910

TO: NOAA Washington , DC Area Records Custodians

FROM: Pat Erdenberger, NOAA Records Officer

DATE: August 25, 2009

E-MAIL: Patricia.Erdenberger@noaa.gov PHONE: 301-713-3540 x 213

SUBJECT: **Current Procedures** for three processes: 1) Records Box Transfer; 2) Records Box Request; and 3) Privacy Act Record Destruction.

Attached is a document providing you with contact and process information for the procedures.

The Federal Records Center in Suitland has implemented an online automated process for records reference requests (subject 2 above). To keep apace of change, please consider discussing the training opportunities available to you through the National Archives and Records Administration, Federal Records Centers Website: <http://www.archives.gov/frc> with your supervisor.

Please note that I am available to train, and advise staff and managers in all aspects of Federal Records Management practice and procedure in-person, via telephone, or by e-mail.

The current procedure is a direct and efficient process as you manage your office records during their lifecycle. Please contact me so that we can plan a time to meet with your Records Liaison Officer if you need assistance.

NOAA Contacts for Records Pickup and Delivery:

NOAA's authorized handlers of NOAA's records for transportation to/from the WNRC/Archives & Burn pickup/delivery are contractors at the NOAA Warehouse.

NOAA Warehouse Management Branch – NCR			
<ul style="list-style-type: none">• <u>NOAA 41-1, Request for Office Services</u>			
Contact	Phone	Fax	Location
Debra Pickerign, Branch Chief	372-2925 ext. 104	372-2912	Brandywine, MD
Marvel Kenneybrew	372-2925 ext. 101	372-2912	Brandywine, MD
Barbara Carson	372-2925 ext. 117	372-2912	Brandywine, MD
NOAA Contractors - JK Hill and Assoc. Inc.			
Marvin Johnson, Project Manager	372-2923 ext. 112	372-2912	Brandywine, MD
Samuel Smith, Material Coordinator	372-2923 ext. 113	372-2912	Brandywine, MD

Federal Records Center Contacts at the Washington National Records Center

Washington National Records Center, 4205 Suitland Rd, Suitland, MD 20746-8001		
Center Operations	Telephone and E-mail	Fax
Transfer and Disposition (Form SF 135) SF-135, Records Transmittal and Receipt	301-778-1650	301-778-1553
	suitland.transfer@nara.gov	
Krista Donnelly Assistant Chief	301-778-1650	
	Krista.Donnelly@nara.gov	
Gerald Sedgwick Control Unit Supervisor	301-778-1550	
	Gerald.Sedgwick@nara.gov	
Reference Services (Form OF-11) OF-11, Reference Request - Federal Records	301-778-1510	301-778-1561
	suitland.reference@nara.gov	
Andrew Jones Assistant Chief for Customer Service	301-778-1510	
	Andrew.Jones@nara.gov	
Delander Reid Assistant Chief for Operations	301-778-1510	
	Delander.Reid@nara.gov	
Cheryl Bradby Request Supervisor	301-778-1540	
	Cheryl.Bradby@nara.gov	

<http://www.archives.gov/frc/>

<http://www.archives.gov/dc-metro/suitland/agencies/index.html>

Destruction of Temporary Privacy Act Protected Records

Please be mindful that destruction of temporary records is a paper destruction process and therefore, please remove binders, paper clips, metal of any kind, heavy plastics and anything else that is not paper from the records.

Please mark your calendars, for the second and fourth Wednesdays of each month which are designated by the NOAA Warehouse as the days for pickup of burn boxes.

The deadline for notification to the Warehouse is close of business Monday preceding the Wednesday. Please send, via email or fax the NOAA Form 41-1. Please provide only the following information:

- Contact name
- Phone number
- Physical location
- Records series and dates and
- Number of boxes in your email or faxed form.

Your email will serve as the official record of destruction to be filed with the destruction witness form in your Records Management File. The Warehouse will provide you with that signed witnessed destruction form for your records.

Please clearly mark all boxes DESTRUCTION - RECORDS DISPOSAL in large lettering. The NOAA Warehouse will pick up the burn boxes from you and deliver to Georgetown Paper Stock for destruction, they will witness the destruction and return the signed paperwork to you.

Sending Boxes to the Washington National Records Center

Please mark your calendars, for Thursday of each week which is the day designated by the NOAA Warehouse to ship records boxes to or from the WNRC. The deadline for notification to the Warehouse is close of business Tuesday preceding the Thursday.

1. **Fill out one SF-135 for each shipment of boxes with a similar disposition.** It takes at least several days and sometimes up to a week for the WNRC to do quality control on your SF-135 and approve your shipment of the boxes and provide you with a Transfer Number.

2. **Send the SF-135 by fax** to the WNRC (fax: **301-778-1553**) or **by e-mail** suitland.transfer@nara.gov

3. When your transfer of records is approved, you will receive an email from the Federal Records Center. At that point you may **send an e-mail request** for pickup and delivery to the staff at the NOAA Warehouse:

- Debbie Pickerign: debra.a.pickerign@noaa.gov - and -
- Project Manager: jkhill.project.manager@noaa.gov
- Or via Fax to: 301-372-2912

Ordering Boxes from the Washington National Records Center

Please be mindful that Records Services will begin to be automated online through the WNRC beginning in May, 2009. Please go to their website for information and free training opportunities <http://www.archives.gov/frc>

Please mark your calendars, for Thursday of each week which is the day designated by the Warehouse to ship records boxes to or from the WNRC. The deadline for notification to the Warehouse is close of business Tuesday preceding the Thursday.

1. **Fill out one OF-11 for each Accession Number.** It takes at least 24 hours for the WNRC to pull boxes and have your requests ready for pick up.

2. **Send OF-11 by fax** to the WNRC (fax: 301-778-1561) or **by e-mail** suitland.reference@nara.gov Or use the online ARCIS System

3. **Send e-mail or fax NOAA Form 41-1 request** for pickup or delivery by COB Tuesday to:

- Debbie Pickerign: debra.a.pickerign@noaa.gov - and -
- Project Manager: jkhill.project.manager@noaa.gov
- Fax: 301-372-2912

4. Records Center Reference Information Website: <http://www.archives.gov/frc/records-retrieval.html>

Returning Boxes to the Washington National Records Center

1. **Secure** a copy of the original OF-11 for each box to be returned to the WNRC.
2. Mark “**Attention Refiles**” clearly on the OF-11.
3. **Send e-mail or fax request** for pickup and delivery by COB Tuesday to:
 - Debbie Pickerign: debra.a.pickerign@noaa.gov - and -
 - Project Manager: jkhill.project.manager@noaa.gov
 - Fax: 301-372-2912

Workflow. Reference Request of Federal Records Center, Transfer to Federal Records Center, Privacy Act Destruction Schedule.

