

(Revised on 09/2016)

NOAA Records Schedules

Chapter 1600 – National Ocean Service (NOS) Functional Files

This Chapter of the Filing-Disposition Handbook describes records created and maintained in the National Ocean Service (NOS) on the ocean and coastal zone management services and information products that support national needs arising from increasing uses and opportunities of the oceans and estuaries.

NOS establishes partnerships with coastal states, communities and territories, and the academic community to help fulfill coastal management responsibilities; preserves and studies coastal resources and essential habitat through a nationwide system of marine sanctuaries and estuarine research reserves; provides scientific understanding and management expertise ranging from long-term environmental studies to coordinate scientific information during responses to oil and chemical spills; charts coastal areas, and measuring tides and currents to give ships and recreational boaters the information they need to safely navigate; maintains the National Spatial Reference System, the geodetic framework that accurately references the size, shape and height of our ever-changing land area, and the baseline for all land surveys work; shares and coordinates coastal and ocean science and management techniques with the coastal community, government agencies, the private sector, and other nations to achieve the ultimate goal of a healthy coastal ecosystem; protect, mitigates, and restores threatened coastal ecosystem; and provides shoreline data which serves as the framework data set for determining jurisdiction boundaries, as well as assisting states in the areas of coastal and ocean management.

This Chapter does not include records created, maintained, and used in NOS that are covered in Chapter 100, Enterprise Wide functions, and Chapter 200, Administrative and Housekeeping Records. Refer to these Chapters for additional approved Records Disposition Schedules.

If other program records are not listed in either Chapter 100 or 200, or in other specific functional chapters of this Handbook, contact the NOAA Records Management Office for further assistance.

Table of Contents

1600	General Series for NOS
1602	National Geodetic Survey
1603	Oceanographic Products and Services
1604	Nautical Mapping and Charting
1605	Response and Restoration
1606	Remote Sensing
1607	Coastal Environmental Health and Biomolecular Research
1608	Hydrographic Surveys
1609	Marine Sanctuaries
1610	Coastal Programs

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1600		This Schedule covers record series that are created, maintained and used in several offices within NOS but relate to specific programmatic areas.		
1601-01	Software Created In-House.	Software created in support of the National Ocean Service. Supports program activities in the acquisition, manipulation, and use of data to create products.	N1-370-04-004 (1/3/05)	TEMPORARY. Cut off at end of calendar year. Transfer to FRC after 5 years. Destroy after 10 years.
		1. Software: .	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy three years after replaced with newer software or no longer used to process data.
		2. Manuals accompanying software:	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy three years after software is replaced with newer software or no longer used to process data.
1601-02	Grants Working Files.	<i>(Supersedes 1601-01, N1-370-02-005, 9/23/03, Grants Working Files.)</i> Copies of information maintained for each grant and award made to support National Ocean Service (NOS projects). The original information for Grant Files is maintained in the Grants Management Office. Files	N1-370-02-005 (9/23/03)	TEMPORARY. Recordkeeping paper copy: Destroy three years following the final financial status report.

		include, but are not limited to: copies of the general announcement; Federal Register Notice; applications, assurances, and certifications; correspondence; evaluations and review reports; information related to the proposal or award process; site visit documentation; proposal negotiations, recommendations, and revisions; and financial and budgetary reports, both periodic and final. Files are maintained in hard copy and arranged by fiscal year and grant number.		
1601-03	Electronic Models and Expert Systems.	PC-based computer models and expert systems used in evaluation, scoring or interpretation of information or data in support of NOAA's mission. Expert systems are used to guide users through a process and assist them in reaching a decision, or to complete an application or other process.	N1-370-04-004 (1/3/05)	
		1. Application software:	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy when new version of software is successfully implemented.
		2. Source code:	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after a new version of software is successfully implemented.
		3. Data: Destroy 6 month after a new version of software is successfully implemented:	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after a new version of software is

				successfully implemented.
		4. Technical documentation (scientific basis on which the program is based):	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after system is terminated.
1601-04	Electronic Copies.	<i>((Supersedes 1601-05, N1-370-00-03, 4/25/02, Electronic Copies).</i> Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.	N1-370-02-005 (9/25/03)	TEMPORARY. Destroy when file copy has been generated or no longer needed for reference.
1601-05	NOS Annual Operating Plan (AOP) Information Tracking Systems	This system is used for production of the fiscal year AOP and quarterly, reporting on milestone progress. The system contains NOAA Goals and Objectives, NOS Goals and Objectives, NOS Performance Measures and Milestones, Significant Issues and Accomplishments.	N1-370-04-004 (1/3/05)	
		1. <i>Information within the system (data):</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Cut off at the Fiscal Year. Destroy 3 years after cut off.
		2. <i>System Documentation:</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after system is terminated.
		3. <i>System Inputs</i> (NOAA Strategic Plan, NOAA Implementation Plans, NOS Strategic Plan, Annual budget information, Program Office Strategic Plans,	N1-370-04-004 (1/3/05)	TEMPORARY. Follow disposition instructions for 100-

		Program Office Annual plans.		11 and 100-12.
		4. <i>System Outputs</i> (AOP and other administrative reports):	N1-370-04-004 (1/3/05)	TEMPORARY. Follow disposition instructions for 100-11 and 100-12.
1601-06	Control Correspondence (CC) Tracking Systems.	This system is used to track official correspondence. The system contains metadata on correspondence which is used for logging, cover sheet generation, tracking, and report generation.	N1-370-04-004 (1/3/05)	
		1. <i>Information within the system (data):</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Cut off at the end of the calendar year. Destroy 3 years after cut off.
		2. <i>System Documentation:</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after system is terminated.
		3. <i>System Inputs</i> (control sheets):	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy after data has been verified within the system.
		4. <i>System Outputs</i> (tracking reports):	N1-370-04-004 (1/3/05)	TEMPORARY. Follow disposition instructions for 100-11 and 100-12.
1601-07	Memorandum of Agreement (MOA) Tracking Systems.	This system is used to track the metadata of MOA, MOU (Memorandum of Understanding), and Interagency Agreements. They system includes metadata, which is used for tracking, cover sheet	N1-370-04-004 (1/3/05)	

		generation, and report generation.		
		1. <i>Information within the system (data):</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Cut off at the end of the calendar year. Destroy 3 years after cut off.
		2. <i>System Documentation:</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy 6 months after system is terminated.
		3. <i>System Inputs (agreements (200-18)):</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Follow disposition instructions for related records.
		4. <i>System Outputs (multiple reports):</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy when no longer needed for reference.
1601-08	Reference Data Base.	<i>(Supersedes 1601-09, N1-370-02-003, 11/21/03, Reference Data Base).</i> A database listing reference materials available in the office, containing titles and reference data for publications. The database is used to control and locate the reference material.	N1-370-04-004 (1/3/05)	
		1. <i>Information within System:</i>	N1-370-04-004 (1/3/05)	TEMPORARY. Delete when related reference materials are destroyed.
		2. <i>System documentation:</i>	N1-370-04-004	TEMPORARY.

			(1/3/05)	Destroy 6 months after system is terminated.
		3. <i>System Inputs</i> (reference materials:	N1-370-04-004 (1/3/05)	TEMPORARY. Follow disposition instructions for 100-04.
		4. <i>System Outputs</i> (printout of references available):	N1-370-04-004 (1/3/05)	TEMPORARY. Destroy when no longer needed for reference.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1602	National Geodetic Survey	<p>These records cover the establishment, improvement, and maintenance of the basic National Geodetic Reference System. Includes records from field surveys that precisely determine control point by horizontal, vertical, gravimetric, astronomic, and satellite geodetic methods. The records also cover the operation of field parties and cooperative surveying programs with state and local agencies. The information in brackets is for National Geodetic Survey (NGS) filing only.</p>		
1602-01	Horizontal Observation and Computation Files.	<p><i>(Supersedes 1602-01, 1602-02, 1602-04, 1602-05, 1602-06, 1606-07, 1602-44 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Basic field observations, field computations, and descriptions of the stations obtained during horizontal control surveys, such as triangulation, traverse, and electronic distance measuring. Also includes Adjusted Horizontal Control Computations. [The records may be arranged by geographic area and thereunder by job or internal accession number. NGS class GTZ cahiers. Records created Before 1978 may be arranged by specific type of observation and format, and thereunder by state and accession number.]</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Paper: Cut off when data are approved, and then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
1602-02	Mark Maintenance Control Survey Files.	Basic field observations and computations made by mark maintenance parties for horizontal and/or vertical control at geodetic reference points. [The files	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when project is completed, then

		<p>may be arranged by geographical area, and thereunder by internal accession number.]</p> <p>Paper:</p>		retired to a records storage facility. Destroy 30 years after cut off.
1602-03	Survey Mark Files.	<p><i>(Supersedes 1602-03, 1602-43, of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Documents the condition of the mark, the descriptions and directions for locating control points used in various types of field surveys, and information on recovery of the points. Includes, but it is not limited to, field reports and correspondence, master copies and cards for horizontal and vertical control, and history cards.</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for reference.
1602-04	Horizontal Control Data Files.	<p><i>(Supersedes 1602-38 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Covers sets of horizontal geodetic data and related indexes. Information may include geographic positions, state plane coordinates azimuth, station descriptions, and recovery notes for each station. These published data are the end results of the basic observation and computation records. [Copies are issued for use by other agencies and the public.]</p>	NI-370-00-005 (4/18/02)	
		1. Geographic Positions - Record copy of each		TEMPORARY. Paper:

		issuance:		Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
		2. History File - A set of the geographic positions and index cards, arranged by state, annotated with revisions over time to each page.		TEMPORARY. Paper: Destroy when no longer needed for reference.
		3. Plane Coordinates of Triangulation Station - The record copy of each issuance listing the "x" and "y" coordinates for each station, which may also include the azimuth.		TEMPORARY. Paper: Cut off when project is completed, then retire a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or

				reference.
		4. Manual Data Publication Files – The record copies of horizontal data sheets (14 x 17”) showing all position data and descriptive information for each station. [Arrangement is geographical, by quadrangle].		TEMPORARY. Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
1602-05	Vertical (Leveling) Observation and Computation Files.	<i>(Supersedes 1602-07, 1602-08, 1602-09, 1602-10, 1602-39, 1602-40, and 1602-42 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Basic field observations, field and office computations, and descriptions of marks recovered or established during vertical control (leveling) survey. Abstracted leveling data, including office computations, used in determining adjusted elevations of the point observed, and adjusted elevations in line order. The records may be arranged by specific type of observation or format, and thereunder by state and accession number. Also includes the older separate records for “HG”, “HA”, and “HGZ”].	NI-370-00-005 (4/18/02)	TEMPORARY. Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-06	Elevation Summary Files.	<p><i>(Supersedes 1602-41 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Record copies of summary lists showing adjusted elevations for points throughout the country.</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Destroy when 100 years old or no longer needed, whichever is later.
1602-07	Geodetic Astronomy Observation and Computation Files.	<p><i>(Supersedes 1602-11, 1602-12, 1602-14, 1602-15, 1602-16, 1602-17, 1602-18, 1602-19, 1602-20 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Basic field observations, field and office computations, and office adjustments made to determine the azimuth, latitude, and longitude of control points. These records relate to optical observations of stars, and include chronometric data, selected instrument calibration data, and station descriptions. The records may be arranged by geographic area and thereunder by job or internal accession number (e.g., NGS class A). Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and internal accession number (e.g., classification AA, AAZ, AL, ALO, ALOZ, ALZ, AT, AX).</p>	NI-370-00-005 (4/18/02)	PERMANENT. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.
1602-08	Astronomy, Abstracts of Results Files.	<p><i>(Supersedes 1602-13 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>A summary file giving the position and abstracted data on the latitude, longitude, and azimuth of each astronomic station.</p>	NI-370-00-005 (4/18/02)	PERMANENT. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.

1602-09	Gravity Observation and Computation Files.	<p><i>(Supersedes 1602-21, 1602-22, 1602-23, 1602-24, 1602-25, 1602-26, 1602-27, 1602-28, 1602-29, 1602-30, 1602-31, 1602-32, 1602-33, 1602-35, 1602-36, and 1602-37 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Basic observations and computations obtained from gravity surveys. Includes recordings from absolute and relative gravity meters and stations, including comparative data and the anomalies. [NGS classification PG] in paper format.</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
1602-10	Gravity, Abstracts of Results Files.	<p><i>(Supersedes 1602-34 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>A file giving summarized data on gravity stations, the gravity forces and subsequent reoccupation of stations in paper format.</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Destroy when 100 years old or when no longer needed, whichever is later.
1602-11	Doppler Satellite Observation Files.	<p><i>(Supersedes 1602-45 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Observation and related information for determining point positions (geodetic, geocentric, and relative) from satellite Doppler surveys. Includes station information field related records on station occupation, i.e., site description, observations logs, field reports, etc. [NGS classification DS cahier].</p>	NI-370-00-005 (4/18/02)	TEMPORARY. Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or

				reference.
1602-12	Global Positioning System Observation Files.	Observations and related information for determining positions (geodetic, geocentric, and relative), inner-site vectors, GPS cahiers, ephemerides, etc., from Global Positioning System surveys.	NI-370-00-005 (4/18/02)	
		a. Global Positioning Surveys (ASCII text). Field related record on station occupation, e.g., site description, observation logs, field reports, etc. Paper, Electronic:	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy or delete when no longer needed for verification or reference.
		b. Raw observation on digital media. Binary data:	NI-370-00-005 (4/18/02)	TEMPORARY. Retain online for 5 days, then delete after successfully converting to ASCII format.
		c. GRP Observations including point position and /or relative positions, GPS ephemerides, inter-site vectors, etc. Electronic:	NI-370-00-005 (4/18/02)	TEMPORARY. Retain online for two years, then transfer AC11 data to CD-ROM. Transfer data files

				and associated documentation to NOAA's National Geophysical Data Center (NGDC) when 5 years old.
1602-13	Index of Geodetic Surveys (Accession Registers).	Registers of incoming geodetic survey records. Each entry gives the geographic number, internal accession number, series, date made location of work, and other pertinent information on each record.	NI-370-00-005 (4/18/02)	PERMANENT. Cut off when project is completed. Transfer to NARA 30 years after cut off with related projects.
1602-14	Project/ Progress Sketches.	Maps depicting the extent and coverage of a geodetic survey project. Filed by sketch or project number.	NI-370-00-005 (4/18/02)	
		a. Paper/linen/mylar (microfilmed):	NI-370-00-005 (4/18/02)	PERMANENT. Transfer to NARA after completion of microfilm quality review.
		b. Paper/linen/mylar (not microfilmed):	NI-370-00-005 (4/18/02)	PERMANENT. Paper - Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.
		c. Microfilm (working copy):	NI-370-00-005	TEMPORARY.

			(4/18/02)	Destroy when no longer needed for future projects.
		d. Electronic Files (CADD):	NI-370-00-005 (4/18/02)	TEMPORARY. Delete after recordkeeping copy is produced and filed with the corresponding Project Report (1602-15).
1602-15	Project Reports.	Narrative reports on geodetic field projects.	NI-370-00-005 (4/18/02)	PERMANENT. Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cut off.
1602-16	Field Party Management.	Documents relating to the management of geodetic field parties and other field units. Documents on the administrative management of the party or unit. Contains routine correspondence and other documents on housekeeping matters such as finance personnel, supply and mail. May include duplicates or other records kept for administrative purposes in paper format.	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off annually. Destroy 5 years after cut off.
1602-17	Mark Maintenance Operations Files.	Paper documents pertaining to recovering, relocating, or resetting survey marks. Programmatic information is filed in 1602-02.	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off annually. Destroy 5 years after cut off.
1602-18	Geodetic	Paper documents pertaining to the development and	NI-370-00-005	TEMPORARY. Cut off

	Instrument Development and Acquisition Files.	acquisition of geodetic instruments or equipment systems. Includes plans, design studies, standards, specifications, and tests.	(4/18/02)	annually. Destroy 15 years after cut off or when no longer needed, whichever is later.
1602-19	Geodetic Instrument Calibration Data.	Paper files containing calibration parameters of instruments that have been checked by the NGS equipment laboratory.	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when equipment is obsolete. Destroy 10 years after cut off.
1602-20	Distance Measuring Instrument History Files.	Selected data on calibrations and characteristics of distance measuring equipment actually used in geodetic control surveys. These files are in paper format and are used for reference when questions arise on the accuracy of specific surveys.	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when equipment is obsolete. Destroy 10 years after cut off.
1602-21	Survey Project Management Files.	<i>(Supersedes 1602-46 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Paper documents pertaining to the management of reimbursable and non-reimbursable surveying project conducted with/for federal agencies, state or local government, and private institutions.	NI-370-00-005 (4/18/02)	TEMPORARY. Cut off when project is completed. Destroy 100 years after cut off or when no longer needed, whichever is later.
		Systems Development Division National Geodetic Survey (NGS) is committed to meeting the current and anticipated positioning needs of the American public by developing the National Spatial Reference System (NSRS). NSRS provides the reference base for position, height, distance, direction, and gravity values, and how these values change with time. This information is essential for ensuring the reliability of		

		transportation, communication, and defense systems, land records, mapping and charting, public utilities, coastal zone management, natural resource mapping and a multitude of scientific and engineering applications.		
1602-22	NGS Integrated Data Base (NGSIDB).	The purpose of this system is to store geodetic data relating to the National Spatial Reference System. These data are used for retrievals of observations for new adjustments and of descriptions of geodetic points. The data within the system include field geodetic observations and results of adjustments of those observations, as well as descriptive data for each geodetic point.	NI-370-00-005 (4/18/02)	
		<i>a. Information within system (textual data):</i>	NI-370-00-005 (4/18/02)	PERMANENT. Cut off annually. Transfer ASCII flat file data to NARA after cut off in accordance with 36 CFR 1228.270.
		<i>b. Information within system (image files):</i>	NI-370-00-005 (4/18/02)	TEMPORARY. Delete when superseded or when no longer needed for reference, whichever is later.
		<i>c. System documentation:</i>	NI-370-00-005 (4/18/02)	PERMANENT: Transfer to NARA with associated data files described in 1602-22(A).
		<i>d. System inputs: (Horizontal Observations and Field</i>	NI-370-00-005	Follow disposition

		Computation Files; Vertical (Leveling) Observation and Computation Files; Global Position System (GPS) Observation Files).	(4/18/02)	instructions for related records.
		e. <i>System outputs:</i> (Screen captures, printouts, publications, reports, final studies, tapes used for other electronic systems, and other online files).	NI-370-00-005 (4/18/02)	TEMPORARY. Destroy or delete when no longer needed for distribution or reference.
1602-23	Legacy Aerial Photography Records of the U.S. Coast and Geodetic Survey.	<i>(Supersedes N1-23-99-1, item 12 and N1-23-99-1, item 13)</i> This schedule covers records originally created by the U.S. Coast and Geodetic Survey They were formally stored at the Washington National Records Center (WNRC) and were scheduled as disposable under N1-23-99-1, 1 items 12 and 13. The records were permanently withdrawn from WNRC by the current record owner, NOAA-National Ocean Service. There is a continuing need for the record for scientific purposes, and for ongoing indexing and scanning by NOAA. This schedule only provides disposition authority for this discrete collection of records that are physically located at the NOAA-National Geophysical Data Center, 325 Broadway, Boulder, Colorado.	NI-370-12-003 (12/11/12)	
		Item 1. Agency Produced Aerial Photos. 1948-1969: 1,019 cubic feet. Arranged by Coast and Geodetic Survey Archives accession number, thereunder by PH number. These	NI-370-12-003 (12/11/12)	TEMPORARY. Destroy when no longer needed for internal operational and scientific needs

		<p>aerial photographs are used for the Identification and control of topographic features to document phenomenon such as geomorphological changes in the land and glaciers of Alaska, and for special projects like ascertaining the low water line of the Louisiana Coast. Included are field edit map overlays, field photos and bridging data/photos. CSI cards, Topographic Station Recovery Cards, Photographic Flight Reports, and Control Station Field Notes (a component of which is also known as miscellaneous field data) sometimes accompany the photos. Many are hand-annotated. One accession contains computations such as the Geodetic Data Order Sheet, operator notes, sketchbooks, Traverse Computation by Latitudes and Departures etc. with the photos. Also Included are some three ringed notebooks containing printouts from photo satellites giving "housekeeping" information such as camera F stop readings. Formerly item 12 in job N1-23-99-1.</p>		
		<p>Item 2. Aerial Photos produced by other government agencies and by private companies. 1940-1968: 61 cubic feet.</p> <p>Arranged by Coast and Geodetic Survey Archives accession number, thereunder by PH number. Aerial photos from other government agencies and private companies used for compiling maps and manuscripts. The United States Naval Oceanographic Office predominates. Formerly item Job N1-23-99-1.</p>	<p>NI-370-12-003 (12/11/12)</p>	<p>TEMPORARY. Destroy when no longer needed for internal operational and scientific needs.</p>

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1603	The Center for Operational Oceanographic Products and Services (CO-OPS)	<p>The Center for Operational Oceanographic Products and Services (CO-OPS) manages the national data base of historical water level observations, by-products and other related oceanographic data sets. Its principal functions are to conduct measurements, perform analyses and to disseminate data pertaining to tides and Great Lakes water levels, tidal currents and estuarine investigations. These data sets are unique to the scientific, research, academic engineering and surveying communities and are an invaluable part of the nation's history. The data sets are applicable to a variety of research problems involving natural phenomena, national security, compliance with Federal and State regulations and creating reports and response plans as a result of natural disasters. The water level observations and related oceanographic files are one of the most comprehensive collections of scientific records in the world. The tidal observation and water levels are a result of natural phenomena and are used to determine mean sea level and other tidal datums for surveying and engineering purposes, to establish a system of tidal bench marks for which tidal datums can be referenced, to provide data for tidal and current predictions for use in annual publications, to investigate fluctuations in sea level and crustal movements of the earth and for use in legal cases involving marine boundaries, marine accidents and</p>		

		casualties.		
1603-01	Tides and Currents Harmonic Analysis Files.	<p><i>(Supersedes 1603-01; 1603-02; 1603-04; 1603-05 of revised schedule dated 5/3/03, Agency concurrence on 8/25/03, and NARA on 6/16/04.</i></p> <p>Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations. Files also include sheets of computed and adjusted harmonic constants for tides and currents, the comparison of predicted and observed data used to adjust harmonic constants for tide and tidal current predictions and computation sheets used to determine non-harmonic constant from the harmonic constants component.</p>	N1-370-00-004 (7/12/04)	
		1. Paper:	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Destroy 30 years after cutoff or when no longer needed for research purposes, whichever comes later.
		2. Digital Files (1992 to present):	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever come later.

1603-02	Tides and Currents Differences Card Files.	<p><i>(Supersedes 1603-06 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Tides and current data in condensed form, listed on card for internal use. Information contained on the cards consists of: station name, ID, reference station, and tidal differences and other constants.</p>	N1-370-00-004 (7/12/04)	
		a. Paper (4x6 index cards):	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
		b. Digital Files (1996 to present):	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
1603-03	Chart Tide Note File.	<p><i>(Supersedes 1603-07 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>File documents the non-harmonic tides data such as mean high water, sea level, lowest tide, etc. This information is used for revising tide notes on nautical charts.</p>	N1-370-00-004 (7/12/04)	

		a. Paper:	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
		b. Electronic Files: Tide Box Database used as a working file for data manipulation.	N1-370-00-004 (7/12/04)	TEMPORARY. Delete when no longer needed for reference purposes.
1603-04	Tide and Tidal Current Table Files and Prediction Manuscripts and Digitized Prediction Files.	<i>(Supersedes 1603-03, 1603-08, and 1603-09 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Documents each annual edition of published tide and current tables, giving tide time differences and ranges, and tidal current time differences and velocities for particular stations. Also Includes manuscripts generated from digitized predictions files for the predicted times and heights of high and low tides and the times and velocities of tidal currents. These manuscripts are forwarded to publishers on an annual basis to print Tide and Tidal Current Prediction Tables. Paper; Electronic Files:	N1-370-00-004 (7/12/04)	TEMPORARY. Retain for three years after publication, then destroy or delete when no longer needed for reference or dissemination.
1603-05	Leveling Record - Tide Station Files.	<i>(Supersedes 1603-10 and 1603-14 of NOAA Disposition Handbook, TM5, 9/30/84.)</i>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain

		<p>Data observed and compiled In connection with the establishment of and determination of elevation of bench marks at tide stations Field notebooks were used to record this data. Leveling information is recorded and may also include Station Reports, sketches and chart sections of maps This file also includes summarized and computed data relating to bench marks at tide stations and other information such as the designation, description, observed elevation and the time that the elevation was determined.</p> <p>Paper; Electronic Files:</p>		<p>for record-keeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.</p>
1603-06	Tide Observation Record Files.	<p>(Supersedes 1603-11 and 1603-12 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>)</p> <p>Automated tide gage records in two forms, rolls and flat sheets. These records indicate in continuous graphic or digital form the tide heights with respect to time. Rolls include marigrams from standard automatic tide gauges and pressure type (bubbler) records, and punched paper tapes from analog-to-digital recorders (ADR).</p> <p>These records are used to create the tabulated water levels. The marigrams and bubbler records provide a continuous trace of the water levels and are a unique and invaluable data set used by researchers studying naturally occurring phenomena.</p>	<p>N1-370-00-004 (7/12/04)</p>	
		<p>a. Paper (1850-1995):</p>	<p>N1-370-00-004 (7/12/04)</p>	<p>TEMPORARY. Cut off annually. Maintain for recordkeeping</p>

				purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. Electronic (1995 Forward):	N1-370-00-004 (7/12/04)	TEMPORARY. Follow disposition instructions for related records (1603-17).
1603-07	Processed Tide Data Files.	(Supersedes 1603-13 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>) Documents for tide stations that consists of three components: comparative readings, high and low waters and hourly heights. These data are used for further internal work and for answering inquires. Tabulated data sets are created from marigrams, bubblers, Analog-to-Digital Recorders (ADR's) and Next Generation Water Level Measurement System (NGWLMS) sensors.	N1-370-00-004 (7/12/04)	
		a. Paper (1850-1995):	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. Electronic (1995 Forward):	N1-370-00-004 (7/12/04)	TEMPORARY. Follow disposition

				instructions for related records (1603-17).
1603-08	Records of Current Observation Files.	<p><i>(Supersedes 1603-15, 1603-16, and 1603-19 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Field Notebooks (containing metadata about project) with transcribed current direction and velocity data interpreted from chronograph tapes or float observations. Includes summary analysis of tidal current data and nontidal current direction and velocity used for research purposes. This file also consists of processed tidal current data output from PORTS (1603-18) and stored on CD-ROM's.</p>	N1-370-00-004 (7/12/04)	
		<p>a. Paper <i>and magnetic tape</i>* created before January 1, 1999:</p> <p>* Additional italicized language authorized by e-mail exchange of 1/6/2005 between Anne J Baker (NOAA) and Thomas Eisenger (NARA).</p>		TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. Paper created on or after January 1, 1999:		TEMPORARY. Cut off annually. Destroy when information in database (1603-18) has been quality checked.
		c. CD- ROM:		TEMPORARY. Cut off annually. Delete when no longer

				needed for future reference.
1603-09	Water Temperature and Density Files.	(Supersedes 1603-17, 1603-18, 1603-20, and 1603-21 of NOAA Disposition Handbook, TM5, 9/30/84.) Files of dally recordings of outdoor air temperature, observed water temperature and density readings, reduced value of density and remarks or notes related to the dally recordings. Consists of Circular disk type charts on which water temperatures are recorded automatically in continuous graphic form, summaries of monthly mean, maximum and minimum water temperatures and densities, daily sea surface water temperature and salinity data tabulated on forms.	N1-370-00-004 (7/12/04)	
		a. Paper:		TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. Electronic (1980-1993):		TEMPORARY. Cut off annually. Delete when no longer needed for future reference.
		c. Electronic (1993 Forward):		TEMPORARY. Follow disposition

				instructions for related records (1603-17).
1603-10	Great Lakes Water Level Data Files – Hourly, Daily, Monthly, and Annual.	<p>(Supersedes 1603-22; 1603-26 of NOAA Disposition Handbook, TM5, 9/30/84.)</p> <p>Published water level data from stations in the Great Lakes. Tabulated data are recorded in notebooks. The data are arranged by water level stations and consist of hourly heights, by month, with instantaneous or hourly maximum-minimum stages and time-date of occurrence.</p> <p>Paper:</p>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
1603-11	Great Lakes Water Level Station Files - Leveling Record.	<p>(Supersedes 1603-23 and 1603-27 of NOAA Disposition Handbook, TM5, 9/30/84.)</p> <p>Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great Lakes area. Raw data are used to create files of summarized and computed data relating to bench marks and water level stations. Files include station information, including the designation, description, observed elevation, and the date the elevations were determined.</p> <p>Paper:</p>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
1603-12	Great Lakes Water Level Observation Files.	<p>(Supersedes 1603-24 of NOAA Disposition Handbook, TM5, 9/30/84.)</p> <p>Water level gage records in three forms; digital rolls,</p>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum

		analog rolls, and tri-daily readings. The digital and analog rolls indicate In continuous record the water level fluctuation with respect to time File includes 11" marigrams depicting a continuous water level trace of Great Lakes stations.		of 30 years after cut off and destroy when no longer needed for research purposes.
1603-13	Index to Great Lakes Water Level Files.	<i>(Supersedes 1603-25 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Documents the information available for each water level station. Information includes the name of the station, latitude and longitude, length of series, etc. Length of series Includes the installation and removal dates for stations that were In operation. Paper:	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
1603-14	Monthly Mean Diversions in The Great Lakes System.	<i>(Supersedes 1603-28 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Documents the daily data collection from various agencies for the area above Cornwall, Ontario, which is tabulated annually and updated monthly for distribution. The data are used as a basis for controlling the outflow and diversions by the St. Lawrence Seaway Authority according to diversion plans established between the U.S. and Canadian governments. Paper:	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
1603-15	Precipitation on the Great Lakes Drainage Basin Files.	<i>(Supersedes 1603-29 of NOAA Disposition Handbook, TM5, 9/30/84.)</i>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping

		This file consists of tabulations of precipitation for each of the Great Lakes and the basin, lake basin and entire basin of each lake; monthly means for the period of record, monthly means of previous year, and updates of current monthly means on each lake basin, and departures from normal.		purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
1603-16	Crustal Movement on The Great Lakes Files.	<p><i>(Supersedes 1603-30 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Files consist of tabulations and computations used in determining the isostatic rebound or crustal movements in the Great Lakes region.</p> <p>Paper:</p>	N1-370-00-004 (7/12/04)	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		Information Systems Division		
1603-17	National Water Level Observation Network (NWLON)	<p><i>(Supersedes 1603-17 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>The NWLON provides tide and water level information needed to establish and maintain the vertical water level reference required to support nautical chart production; to determine state and federal boundaries; and to define setbacks from high water lines. This data is used as a decision making tool in maritime navigation, to provide guidance in determining how much cargo a vessel can take on safety, and to help in predicting the behavior of hazardous spills. The system includes measurements from various oceanographic sensors including, but not</p>	N1-370-00-004 (7/12/04)	

		limited to, water level heights and meteorological data.		
		a. <i>Information within system (cumulative data):</i>	N1-370-00-004 (7/12/04	TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. <i>System documentation:</i>	N1-370-00-004 (7/12/04	TEMPORARY. Update as needed. Destroy 6 months after migration to a new system or version or when no longer needed to maintain and operate system, whichever is appropriate.
		c. <i>System Inputs</i> (digital oceanographic data and metadata stored in tables of the NWLON database, gathered and/or computed solely for this purpose):	N1-370-00-004 (7/12/04	TEMPORARY. Delete when no longer needed to update or reconstruct the master file.
		d. <i>System outputs</i> (ad hoc, reports on demand; working files):	N1-370-00-004 (7/12/04	TEMPORARY. Destroy or delete 6 months after generation.

1603-18	Physical Oceanographic Real Time System (PORTS).	<p><i>(Supersedes 1603-18 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>PORTS provide real-time environmental observation and forecasts for a specific U.S. port as needed by the marine transportation community and other users requiring operational oceanographic information. Each PORT is designed to meet local user requirements. It is a decision support tool that provides real-time environmental information for a given U.S. port needed to establish navigation parameters for safe travel within the port; to determine appropriate cargo transport load information; and to define both present and future oceanographic conditions at the give location. The system contains measurements from various oceanographic sensors including but not limited to current data, water levels, conductivity and meteorological data.</p>	N1-370-00-004 (7/12/04)	
		a. <i>Information within system (cumulative data):</i>		TEMPORARY. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
		b. <i>System documentation:</i>		TEMPORARY. Destroy 6 months after migration to a new system or

				version or when no longer needed to maintain and operate system, whichever is appropriate.
		c. <i>System inputs</i> (digital oceanographic data received via satellite or phone transmissions (ASCII files) gathered solely for this purpose):		TEMPORARY. Delete when no longer needed to update or reconstruct the master file.
		d. <i>System outputs</i> (ad hoc, reports on demand, working files):		TEMPORARY. Destroy or delete 5 months after generation.
1603-31	U.S. Lake Survey Charts.	<p>Records received from the U.S. Lake Survey, Corps of Engineers, upon creation of NOAA, Reorganization Plan of October 3, 1970, and records subsequently created by its successor, NOAA.</p> <p>Drafts (intermediate correction copies, final negative copies, and plastic sheet overlays) of various editions of U.S. Lake Survey Charts. The sheets generally include the date of the intended edition, stamps denoting "final negative copy" or "revision" or other annotations and written instructions to draftsmen and/or printers. In many cases, an earlier edition of a chart has been annotated, cut, and reconfigured and/or information has been superimposed to create a draft of a later edition for the same chart.</p>	N1-370-96-004 (2/5/98)	PERMANENT. Transfer immediately to NARA. Destroy duplicates of published charts during archival processing.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1604	Nautical Mapping and Charting	<p>The Nautical Mapping and Charting functions are used for the aggregation of information from external sources and the production of charting products. They are also used to represent U.S. civil mapping and charting interests to the general public and other private, public and international organizations. Nautical Charting acquires and manages all mapping and charting data is used in the compilation of nautical charts.</p>		
1604-01	Requirements & Planning Files.	<p><i>(Supersedes 1604-01 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Documents relating to the development of plans and schedules for marine charting projects. Includes “action requests” documents from external parties for new or revised chart coverage, and requests for hydrographic surveys as related to nautical charting. Approved specifications are copies and they have been incorporated into the chart history files.</p>	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy three years after related chart is cancelled.
1604-02	Chart History Files.	<p><i>(Supersedes 1604-05, N1-370-00-03, 4/25/02.)</i></p> <p>Documents identifying all chart letters, blueprints, Notice to Mariners, digital documents, and other sources used in the compilation of a chart edition and approved specification that apply to each chart.</p>	DAA-0370-2014-0002 (10/24/14)	
		<p><i>(Supersedes 1604-02a, N1-370-00-003, 4/25/02.)</i></p> <p>a. Hard copy files created before 2009:</p>	DAA-0370-2014-0002-0001 (10/24/14)	PERMANENT. Cut off annually after chart is created or

				updated. Retire to a records storage facility 5 years after cut off. Transfer to NARA 20 years after cut off.
		<p><i>(Supersedes 1604-02b, N1-370-00-003, 4/25/02.)</i></p> <p>b. Digital image files created after 2009:</p>	DAA-0370-2014-0002-0002 (10/24/14)	PERMANENT. The electronic version becomes the record copy upon quality review and verification of the digital image. Cut off annually after chart is created or updated. Transfer to NARA 5 years after cut off.
1604-03	Chart Source Documents.	<p><i>(Supersedes 1604-03, N1-370-00-03, 4/25/02.)</i></p> <p>Source documents used for the creation of charts, including chart letters, correspondence, and other letter-sized source revision documents used in the compilation of chart edition and coast pilot edition; chart blue print files, graphics, engineering drawings, and diagrams supplied in an analog format providing revision data used in the compilation of chart edition); and other source documents used in the compilation of a chart edition. The revisions are outlined or noted on the nautical chart standard.</p>	DAA-0370-2014-0002 (10/24/14)	
		<p><i>(Supersedes 1604-03a, N1-370-00-003, 4/25/02.)</i></p> <p>a. Hard copy files:</p>	DAA-0370-2014-0002-0003 (10/24/14)	TEMPORARY. Cut off annually. Destroy 20 years after cut off or when no longer

				needed for internal operational or scientific needs, whichever is longer.
		<i>(Supersedes 1604-03b, N1-370-00-003, 4/25/02.)</i> b. Digital image files:	DAA-0370-2014-0002-0004 (10/24/14)	TEMPORARY. Cut off annually after chart is created or updated. Destroy when no longer needed for internal operational or scientific needs.
		<i>(Supersedes 1604-03c, N1-370-00-003, 4/25/02.)</i> c. Microfilm version:	DAA-0370-2014-0002-0005 (10/24/14)	TEMPORARY. Delete when no longer needed for internal operational or scientific needs.
1604-04	Notice to Mariners Files.	<i>(Supersedes 1604-08 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Navigation safety publications provided by the US Coast Guard Districts and National Imagery and Mapping Agency, and annotated by NOS for compiling new aid to navigation information on a chart edition. The publications used are noted on the Drawing/Aid Proofs of each chart edition.	N1-370-00-003 (4/25/02)	
		a. Paper (working files):		TEMPORARY. Destroy when three years old or no longer needed for chart revisions,

				whichever is later.
		b. Bound Volumes:		TEMPORARY. Cut off annually. Retire to a records storage facility when no longer needed for future research. Destroy when 30 years old or no longer needed, whichever is later.
1604-05	Bridge and Cable Clearance Files.	<i>(Supersedes 1604-09 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Reports used for charting clearance of bridges and cables that pass over waterways and are charted with appropriate navigational data. Information is provided by the US Coast Guard, permits by the US Army Corps of Engineers, and occasionally other sources, then evaluated and prepared by National Ocean Services (NOS).	N1-370-00-003 (4/25/02)	
		a. Recordkeeping paper copy:	N1-370-00-003 (4/25/02)	TEMPORARY. Cut off annually. Retire to a records storage facility after digitizing. Destroy when 30 year old, or no

				longer needed, whichever is later.
		b. Digital Image Files (working files):		TEMPORARY. Destroy when no longer needed for chart revisions.
1604-06	Nautical Chart Source Standard Files.	<i>(Supersedes 1604-10, N1-370-00-03, 4/25/02.)</i> Copies of nautical charts annotated with source revision documents, including chart letter files, chart blueprint files, and digital documents, or other sources for used in compilation of a chart edition or as an index sheet.	DAA-0370-2014-0002 (10/24/14)	
		a. Hard copy:	DAA-0370-2014-0002-0006 (10/24/14)	TEMPORARY. Cut off annually after chart is created or updated. Destroy 20 years after cut off or when no longer needed for internal operational or scientific needs, whichever is longer.
		b. Digital image files:	DAA-0370-2014-0002-0007 (10/24/14)	TEMPORARY. Cut off annually after chart is created or updated. Destroy when no longer needed for internal operational or

				scientific needs.
		c. Microfilm:	DAA-0370-2014-0002-0008 (10/24/14)	TEMPORARY. Destroy when no longer needed for internal operational and scientific needs.
1604-07	Drawing Aid/Proof Files.	<i>(Supersedes N1-370-00-03, 4/25/02.)</i> Maintenance drawings (plastic transparencies), showing all revisions made to a chart edition, including changes on aids to navigation (buoys, lights) and other chart features.	DAA-0370-2014-0002 (10/24/14)	
		a. Hard copy files from 1984 to 1998:	DAA-0370-2014-0002-0009 (10/24/14)	TEMPORARY. Cut off annually after chart is created or updated. Destroy 20 years after cut off or when no longer needed for internal operational or scientific needs, whichever is longer.
		b. Digital image files:	DAA-0370-2014-0002-0010 (10/24/14)	TEMPORARY. Cut off annually after chart is created or updated. Destroy when no longer needed for internal operational or scientific needs.
		c. Microfilm:	DAA-0370-2014-0002-0011 (10/24/14)	TEMPORARY. Cut off annually.

				Destroy when 30 years old or when no longer needed for internal operational and scientific needs.
1604-08	National Reproduction Proof Files.	<i>(Supersedes 1604-13 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Film positives of nautical charts used for reprinting charts.	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy when new edition is created.
1604-09	Published Nautical Map and Chart Files.	<i>(Supersedes 1604-14 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Every edition of every nautical chart, bathymetric map, and special purpose map compiled and printed by the agency. Recordkeeping paper copy:	N1-370-00-003 (4/25/02)	PERMANENT. Cut off annually. Transfer to NARA 10 years after cut-off date.
1604-10	Coastal Pilot Volumes.	<i>(Supersedes 1604-15 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> A series of nautical books that cover a variety of information important to navigators of coastal and intracoastal water and the Great Lakes. These provide textual navigation information that supplements the graphic data on nautical charts. New editions released approximately every two years.	N1-370-00-003 (4/25/02)	
		a. Recordkeeping paper copy:		PERMANENT. Cut off when superseded by new

				edition. Transfer to NARA 30 years after cut off.
		b. Distribution and working Copies (electronic; paper):		TEMPORARY. Destroy or delete when no longer needed for administrative or legal research.
1604-11	Geographic Names Standards Files.	<i>(Supersedes 1604-17 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> These files are current edition nautical charts annotated with official, approved geographic names with the latest revisions and corrections to geographic names. This annotated chart standards is registered as source with additional pertinent information submitted in chart letters and is applied to new chart editions and marine products i.e. United States Coast Pilots.	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy when new chart edition is released and annotated.
1604-12	Electronic Navigational Chart (ENC) Production System.	The purpose of the system is to build and maintain the National Suite of ENC charts which serves the National and International commercial and recreational marine navigation communities. These data are used with Electronic Chart Display and Information Systems (ECDIS) and Electronic Chart Systems (ECS). The content of the system is marine charting features and associated attributes, metadata, and history information in the IHO-S-57 formats. The system is based on Laser-Scan	N1-370-00-003 (4/25/02)	

		Automated Map Production System 2 (LAMPS2) GIS.		
		a. <i>Information within system (Data):</i>	N1-370-00-003 (4/25/02)	TEMPORARY. Retain data until superseded, then delete when no longer needed for distribution or reproduction.
		b. <i>System documentation:</i>	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy 6 months after system is terminated.
		c. <i>System inputs</i> (Data from NOS Hydrographic program, U.S. Costal Guard, U.S. Corps of Engineers, Mineral Management, states and port authorities for related records.	N1-370-00-003 (4/25/02)	
		d. <i>System outputs</i> (published map and chart files (1604-09)):	N1-370-00-003 (4/25/02)	PERMANENT. Follow disposition instructions for related records - cut off annually. Transfer to NARA 100 years after cut-off date.
		e. <i>System outputs</i> (other than NOAA products; Includes ad hoc, reports on demand, working files):	N1-370-00-003 (4/25/02)	TEMPORARY. Retain for 6 months after generation, then destroy or

				delete when no longer needed for reference.
1604-13	SCARS Chart Production System.	This system is used to produce raster charts. The system works with multiple raster layers that when put together make a raster presentation of the chart and a lithographic paper chart. The raster charts are released to the public in the BSB format which fuels multiple vendor ECS systems and is available to the public with weekly update service. This data is used with ECS systems by the navigational marine public. The system contains multiple CADD files that are used to produce the over one thousand suite of NOAA Nautical charts which are offered to the public in the BSB digital Raster format and as a lithographic paper product. The BSB digital Raster product is offered to the public as a new periodic edition that matches the lithography paper chart edition and with weekly updates for Notice to Mariners. The weekly updates are provided to the subscribers of the Weekly Update Service via an email patch file process.	N1-370-00-003 (4/25/02)	
		a. <i>Information within system (data):</i>	N1-370-00-003 (4/25/02)	TEMPORARY. Retain data until superseded, then delete when no longer needed for distribution or reproduction.
		b. <i>System documentation:</i>	N1-370-00-003	TEMPORARY.

			(4/25/02)	Destroy 6 months after system is terminated.
		c. System inputs (data from NOS Hydrographic program, U.S. Coastal Guard, U.S. Corps of Engineers, Mineral Management, states and port authorities 1604-04, 1604-05, 1604-06- 1604-11):	N1-370-00-003 (4/25/02)	Follow disposition instructions for related records.
		d. <i>System outputs</i> (published map and chart files (1604-09)).	N1-370-00-003 (4/25/02)	PERMANENT. Follow disposition instructions for related records - cut off annually. Transfer to NARA 100 years after cut-off date.
		e. <i>System outputs</i> (other than NOAA products; Includes ad hoc, reports on demand, working files):	N1-370-00-003 (4/25/02)	TEMPORARY. Retain for 6 months after generation, then destroy or delete when no longer needed for reference.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1605	Office of Response and Restoration	Records relating to the prevention and mitigation of risks to coastal resources and restoration of habitats from oil and hazardous materials; support for the cleanup of spills occurring in U.S. coastal and navigable waters; training and outreach programs; and software for spill responders and planners and coastal management decision making.		
1605-01	Incident Response and Waste Site Financial Records.	The Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) established the Hazardous Substance Response Trust Fund (Superfund) to provide monies for the identification, prioritization, and remediation of the nation's uncontrolled hazardous waste sites CERCLA as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery from responsible parties of all response costs incurred by the Federal Government. The Oil Pollution Act of 1990 (OPA) provides recovery from responsible parties for oil discharge from vessels or facility into navigable waters or adjoining shorelines. Response costs generally include expenses for investigatory, cleanup, enforcement and administrative activities. Financial Documents include, but are not limited to, payroll, travel, contractor services, construction (in-house), supplies and equipment, indirect costs and administrative IAG Costs.	N1-370-03-001 (1/29/03)	
		a. CERCLA Cases:	N1-370-03-001 (1/29/03)	TEMPORARY. Cutoff after case is billed and payment

				received, then retire to off-site storage. Destroy 10 years after cutoff.
		b. <i>OPA cases:</i>	N1-370-03-001 (1/29/03)	TEMPORARY. Destroy 6 years after case is billed and payment received.
1605-02	Query Manager Databases (QM).	This system is applied to numerous watersheds around the country to increase coordination, and to make data available to other agencies and the public. The system contains spatial data on sediment (surface and subsurface) chemistry, tissue chemistry, and sediment toxicity These data are used in many different ways to support decision-making in remediation and restoration.	N1-370-03-001 (1/29/03)	
		a. <i>Information within System (data):</i>	N1-370-03-001 (1/29/03)	TEMPORARY. Delete when corresponding watershed project is no longer active, or when no longer needed for future research, whichever is later.
		b. <i>System Documentation:</i>	N1-370-03-001 (1/29/03)	TEMPORARY. Destroy 6 months after system is terminated.
		c. <i>System Inputs (agency surveys and individual site investigations):</i>	N1-370-03-001 (1/29/03)	TEMPORARY. If input information is duplicate to the official record, destroy after the information has been converted to an electronic medium and verified, or when no longer needed to

				support the reconstruction of, or serve as the backup to, the master file, whichever is later Input records that serve as the official record should be retained as directed by the approved retention schedule for that series.
		d. <i>System Outputs (results of database query):</i>	N1-370-03-001 (1/29/03)	TEMPORARY. Destroy when no longer needed for reference.
1605-03	Coastal Resource Coordinator Records.	<p><i>(Supersedes 1605-03 of N1-370-03-1, 1/29/03.)</i></p> <p>Responses to requests for comment or possible involvement as a Natural Resource Trustee Request can originate as e-mail or verbal requests, but more often as cover letters on a document asking for comment.</p> <p>a. Comments on documents such as other-agency training manuals, emergency response plans, etc.</p> <p>b. Comments made to EPA as part of CERCLA/ Superfund become part of the EPA Site File and are usually sent from the CRC regional offices to centralized storage in Seattle. They consist chiefly of duplicate copies of remedial action plans, project management plans, notification from EPA of release, contractor reports, records of decisions, various reports, and correspondence. Information is indexed</p>	N1-370-07-001 (10/27/07)	

		<p>through an Electronic Inventory/Document Tracking System. The tracking system captures documents, such as memo names, author of document, recipients of document, who was copied, comments, type of document, and location of document. These data are used to find paper copies of memos or letters to agencies, and track time usage on specific projects.</p> <p>Note: ORR emergency response plans/manuals should be filed with the NRDA project files to which they relate.</p>		
		<i>Request and Comment Communications:</i>	N1-370-07-001 (10/27/07)	TEMPORARY. Cutoff annually Destroy 5 years after cut-off.
1605-04	HAZMAT Response Records.	Case files relating to HAZMAT staff response to spills or other activities requested by the Unified Command Documents in a given case file will vary, depending on the magnitude of the spill, but may include: Response logs, One-page summaries, Daily Hotline (weather reports and other daily log information for higher priority responses, as well as providing a record of operational guidance received from the Unified Command), Information Management Reports, Safety HAZMAT Human Hazard Analysis (compiled by Safety Office concerning possible human health and safety risk), and related documents Major spills exceed 10,000 gallons in inland waters or 100,000 gallons in coastal waters.	N1-370-03-001 (1/29/03)	
		<i>a. Major Spills:</i>	N1-370-07-001 (10/27/07)	PERMANENT. Cut off upon completion of

				cleanup, then retire to off-site storage Transfer to NARA 10 years after cutoff with their related finding aids
		<p>b. <i>Medium and Minor Spills:</i></p> <p><i>Note: Some medium and minor case files may be worthy of permanent retention if they significantly document NOAA or ORR policy in discharge recovery or if they document spills in ecologically sensitive areas such as fishing or animal nesting areas. These should be brought to the attention of NARA so they can be appraised and appropriate disposition authorized.</i></p>	N1-370-07-001 (10/27/07)	TEMPORARY. Cutoff upon completion of cleanup. Destroy 20 years after cutoff.
1605-05	Electronic Copies-All Offices.	Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.	N1-370-03-001 (1/29/03)	TEMPORARY. Delete when recordkeeping copy is produced.
1605-06 thru 1605-08	DEFUNCT	Functions transferred to Federal Aviation Administration (FAA) in October 2000.		
1605-09	NRDA Administration Record Files - Pre Settlement.	Records selected by the Natural Resource Damage Assessment trustees that are entered in an Administrative Records. The Administrative Record documents the information that the trustees relied upon to make determinations regarding injury assessment and restoration. These records include, but are not limited to: assessment and restoration	N1-370-01-001 (1/24/02)	

		<p>planning documents; public notices; correspondence; public comments; settlement agreements; meeting notices; correspondence; public comments; settlement agreements; meeting notices, agendas, and minutes; data compilations; technical resource documents and guidance; scientific reports; assurance plans; quality assurance plans; drawings, graphs, charts, photographs, and models runs.</p>		
		<p>a. Official Record Set:</p>	<p>N1-370-01-001 (1/24/02)</p>	<p>PERMANENT. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 3 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Transfer to the National Archives 30 years after cut off.</p>
		<p>b. All other copies:</p>	<p>N1-370-01-001 (1/24/02)</p>	<p>TEMPORARY. Duplicate copies and electronic copies used solely for convenience or stored at local Administrative Record Case</p>

				Repositories Destroy when no longer needed for DARP business.
1605-10	NRDA Pre-Settlement Case Files.	Records of actions performed to support Natural Resource Damage Assessment (NRDA) case-specific activities. These records include, but are not limited to, case administration files, e.g., agreements and correspondence; attorney files, e.g., legal correspondence and legal analysis; records of NRDA pre-assessment and response phase under OPA and CERCLA; emergency restoration actions; injury assessment; restoration planning documents and documents on coordination with other parties; restoration implementation; additional public outreach; and settlement documents. These documents may include papers, photographs, and magnetic media such as video tapes.	N1-370-01-001 (1/24/02)	
		a. Recordkeeping Set:	N1-370-01-001 (1/24/02)	TEMPORARY. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 2 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Destroy 30 years after cut off.

		b. Electronic copies created on e-mail and word processing applications:		TEMPORARY. Delete when recordkeeping copy has been produced.
		c. Microfilm: <i>Silver halide</i> :	N1-370-07-001 (10/27/07)	TEMPORARY. Transfer to the Federal Records Center 2 years after case files is closed as part of case file.
		d. Microfilm: <i>Diazo copy</i> :	N1-370-07-001 (10/27/07)	TEMPORARY. Destroy 90 calendar days after silver halide copy has been transferred to the Federal Records Center.
1605-11	NRDA Pre-Settlement Working Files.	Non-substantive drafts or deliberative records that support the case files as described in NRDA Pre-Settlement Case Files, but are not considered essential to the "core" NRDA Pre-Settlement Case Files.	N1-370-01-001 (1/24/02)	
		a. Paper:	N1-370-01-001 (1/24/02)	TEMPORARY. Destroy when case is no longer subject to appeal.
		b. Electronic copies created on e-mail and word processing applications:	N1-370-01-001 (1/24/02)	TEMPORARY. Delete when recordkeeping copy has been produced.
1605-12	Infant and Orphan	Natural Resource Damage Assessment (NRDA) case-	N1-370-01-001	

	Case Files.	specific activities of the type described in NRDA Pre-Settlement Case Files, where the DARP Division level of effort reflects "no-action decision," and may be too small (<10 hours) to track and manage as declared NRDA cases. These are minor activities requiring no action and entailing fewer than 10 hours of effort.	(1/24/02)	
		a. Paper:	N1-370-07-001 (10/27/07)	TEMPORARY. Cut off after a formal decision is made not to pursue a damage assessment for that case. Destroy 7 years after cut off.
		b. Electronic copies created on e-mail and word processing applications:	N1-370-07-001 (10/27/07)	TEMPORARY. Delete when recordkeeping copy has been produced.
1605-13	Multi-case Evidence Tracking Records.	Single volume records used to maintain information that covers more than on Natural Resource Damage Assessment case. They may be of the bound lab notebook type or loose leaf. These records include items such as the "Key LOG for Access to Sample Freezers" and the "Temperature Verification Log for Freezers and Refrigerator" which track access and conditions of the freezers and refrigerators housing NRDA case samples. Paper:	N1-370-01-001 (1/24/02)	TEMPORARY. Cut off when book or notebook is full. Destroy 30 years after all cases contained in the book or notebook are no longer subject to appeal.
1605-14	Cost Accounting and Documentation	Cost accounting and documentation records supporting Natural Resource Damage Assessment	N1-370-01-001 (1/24/02)	

	Files.	activities. These may include letter requesting reimbursement of costs; summary cost spreadsheets; labor cost summaries and details, e.g., certified time and attendance reports or activity reports; travel cost summaries and details e.g., travel order, travel voucher, supporting or related documentation; contractor costs, vouchers, supporting and related documents e.g., contractor summaries and detail, ORISE, IPA, and other non-PERMANENT files, etc.; documentation for transportation of things, rent, communication, utilities, printing, reproduction, leases, supplies, materials, equipment, and interest and dividends - as applicable, e.g., cost summaries and details; and downloads from Financial Information Management Accounting (FIMA), and Paradox databases; and other similar cost records.		
		a. Case specific: Paper.	N1-370-01-001 (1/24/02)	TEMPORARY. Cut off when case is no longer subject to appeal. Retire as part of case file as described in NRDA Pre-settlement Case Files (1605-10A). Destroy 30 years after cutoff.
		b. Non-case specific: Paper.	N1-370-01-001 (1/24/02)	TEMPORARY. Cut off at end of fiscal year. Destroy 30 years after cut off.
		c. Electronic copies created on e-mail and word	N1-370-01-001	TEMPORARY. Cut off

		processing applications:	(1/24/02)	at end of fiscal year. Delete when recordkeeping copy has been produced.
1605-15	Rulemaking Administrative Record.	(Supersedes 1605-15, N1-370-01-1, dated 1/24/02) Case files detailing the history of regulations, rule making, policy development and the preparation for publication in the Federal Register or other such publications. These files include all background materials used in developing the regulation, rule or policy; correspondence relating to this development; public comments/minutes of public hearings and the Final Rule/Regulation. NOTE: 1605-15 was superseded by 100-20, Proposed and Final Regulations, Rule Making, and Policy Making Documentation. The following disposition applies.	N1-370-03-009 (10/6/03)	
		a. Final Rule/Regulation:	N1-370-03-009 (10/6/03)	TEMPORARY. Cut off when policy or regulation is published. Transfer to the Federal Records Center 5 years after cutoff. Destroy 20 years after cutoff.
		b. Proposed but Not Passed:	N1-370-03-009 (10/6/03)	TEMPORARY. Delete when recordkeeping copy has been

				produced.
		c. Drafts and Comments maintained in other offices providing input to originating office:	N1-370-03-009 (10/6/03)	TEMPORARY. Cut off when final decision is reached on proposed policy or regulation. Destroy 3 years after cutoff.
		d. Electronic copies created III word processing or electronic mail programs:	N1-370-03-009 (10/6/03)	TEMPORARY. Destroy 90 days after creating record keeping copy.
1605-16	Rulemaking Working Files.	This item has been consolidated in 1605-15. See, 1605-15 c and d above.	N1-370-03-009 (10/6/03)	

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1606	The Remote Sensing Division	The Remote Sensing Division is responsible for providing data to support the Aeronautical Survey Program (ASP), the Coastal Mapping Program (CMP), and Emergency Response efforts through the use of remotely sensed data.		
1606-01	Aerial Film Negative.	<p><i>(Supersedes 1606-06 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Original aerial roll film negatives, taken with single lens, high precision cameras mounted on aircraft, covering the shoreline and other area of the United States, Puerto Rico and possessions. Collection includes approximately 5,000 rolls of color and B/W film of oceans, shoreline, and airport areas dating back to 1943. Film is also being scanned for distribution. This series includes a finding aid.</p>	N1-370-00-006 (9/25/01)	
		a. Original negatives and related finding aid:	N1-370-00-006 (9/25/01)	PERMANENT. Transfer immediately to the national Archives the original films to which NOAA has made an in-house reference copy. Transfer all subsequent original as NOAA continues to make reference copies. For those

				films where a reference copy is not made, transfer original films to the National Archives in 5-year blocks when most recent record in block is 40 years old. Transfer related indexes and finding aids with each block.
		b. Digital distribution copies:	N1-370-00-006 (9/25/01)	TEMPORARY. Delete when no longer needed for reference or dissemination.
1606-02	Airport Obstruction Charts.	<i>(Supersedes 1606-11 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Airport Obstruction Charts show airport obstruction information, such as surfaces, runways, taxiways and apron areas, air navigation facilities and selected planimetric detail. The OC are used to compute the maximum take-off and landing weights, for establishing instruments approach and departure procedures, for engineering studies relative to obstruction clearance and improvements in airport facilities. Charts are referenced and distributed with an Aeronautical Data Sheet (ADS) generated from the Obstruction Chart Database (1606-04).	N1-370-00-006 (1/24/02)	
		a. Original charts:	N1-370-00-006 (1/24/02)	PERMANENT. Cut off when area is re-

				surveyed, airport is closed, or chart is otherwise obsolete. Transfer charts to NARA in 5-year blocks with related indexes and finding aids when most recent chart in block is 40 years old.
		b. Aeronautical Data Sheets:	N1-370-00-006 (1/24/02)	PERMANENT. Transfer to NARA with related chart.
1606-03	Aeronautical Survey Field Files (Red Jackets).	<i>(Supersedes 1606-03, N1-370-00-6, 9/25/01.)</i> Provides documentation to support Obstruction Charts. These files are commonly referred to as "Red Jackets" and consists of aeronautical survey field notes, observations, triangulation diagrams, aerial photographs annotated with geodetic control data, and copies of charts from the previous survey and/or other relevant documentation. The files also include survey of closed airports. Conducting aeronautical surveys is no longer a routine activity of NGS, however the files are still referenced for research purposes. The files created after 2014 are now maintained in electronic format.	DAA-0370-2015-0002 (9/15/15)	
		1. Survey Field Files:		
		a. Hard Copies Created Up to 2014	DAA-0370-2015-0002-001	TEMPORARY. Cut off at end of 2014. Destroy 30 year(s) after

				cut off.
		b. Electronic Copies Created After 2014	DAA-0370-2015-0002-002	TEMPORARY. Cut off at end of the year in which the project was completed. Destroy 30 year(s) after cut off.
		2. Charts (copies):	DAA-0370-2015-0002-003	TEMPORARY. Retain 2 most recent versions. Destroy all other superseded charts.
1606-04	RESERVED			
1606-05	Photogrammetric Coastal Survey Project Files (Red Jackets).	<p><i>(Supersedes 1606-12 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Field survey information for coastal mapping projects. Consists of annotated aerial photographs and manuscripts, bridging data, aerotriangulation and field computations, and other control forms, filed by project number. These files are used for comparison, change analysis, reproduction, and technical information/interpretation to other professional organizations, legal disputes and current projects. The associated index to these files is the Mapfinder System.</p>	N1-370-00-006 (1/24/02)	TEMPORARY. Cut off at end of year in which project is completed. Retain for 5 years, then destroy when no longer needed for reference or research.
1606-06	Photogrammetric Descriptive Reports Files.	<p><i>(Supersedes 1606-13 of NOAA Disposition Handbook, TM5, 9/30/84.)</i></p> <p>Contains pertinent information regarding the construction of the coastal mapping chart, including but not limited to, a PROJECT Instruction, Field Report, Compilation Report and Final Review Report. There is on Descriptive Report for each of the T/TP</p>	N1-370-00-006 (1/24/02)	

		Sheets. Reports are now scanned and stored on CD-ROM. The permanent disposition of the original chart is covered under NI-370-00-003, Division of Marine Charting, Office of Coast Survey.		
		a. Original descriptive report:	N1-370-00-006 (1/24/02)	PERMANENT. Cut off at end of year in which project is completed. Transfer to NARA after records are scanned, verified, and stored on digital media.
		b. Scanned images:	N1-370-00-006 (1/24/02)	TEMPORARY. Destroy when 100 years old or no longer needed, whichever is later.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1607	Center for Coastal Environmental Health and Biomolecular Research (CCEHBR)	The Center for Coastal Environmental Health and Biomolecular Research (CCEHBR) conducts interdisciplinary research to resolve issues related to coastal ecosystem health, environmental quality, and related public health impacts. Chemical, biomolecular, microbiological, and histological research is conducted to described, evaluate, and predict the significant factors and outcomes of natural and human influences on marine and estuarine habitats	N1-370-02-005 (9/23/03)	
1607-01	NOAA National Benthic Infaunal Database (NNBID).	This data base is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/ Center for Coastal Environmental Health and Biomolecular Research. The NNBID is to be placed in the public domain via a website that will be searchable and from which data can be downloaded. The NNBID contains benthic infaunal macroinvertebrate species abundance data (taxa name and number of individuals collected), plus associated data such as station information and location, salinity, depth, and the taxa's serial number for a larger number of assessment studies (>30) conducted by NOAA. The data is used as an effective indicator to document biological responses to contaminant exposure and other changes in environmental quality. Outputs of the system are tab delimited text files.	N1-370-02-005 (9/23/03)	
		a. Information within system (Data):	N1-370-02-005	PERMANENT. Cut off

			(9/23/03)	annually. Transfer to NARA as flat files in five year blocks.
		b. System documentation:	N1-370-02-005 (9/23/03)	PERMANENT. Transfer to NARA with associated data files described in 1607-1 (1).
		c. System inputs (data from the CCMA Benthic Community Assessment Studies):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 6 months after data is entered into system (Data is kept within project case file in the field).
		d. System outputs (tab delimited text files downloaded online by users, printouts can be generated and pdf reports, associated with watch study area, can be downloaded):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 3 years after the calendar year in which the file was closed.
1607-02	Specimen Database.	This database is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/Center for Coastal Environmental Health and Biomolecular Research. The Specimen Database is “a voucher collection” used to identify and locate specimens collected during assessment studies. The database services a collection of specimens available for taxonomical purposes and other scientific research (e.g., verification or more precise identification of invertebrates collected during a study).	N1-370-02-005 (9/23/03)	
		a. Information within system (Data):	N1-370-02-005	TEMPORARY. Update

			(9/23/03)	as needed and destroy when no longer needed for scientific research purposes.
		b. System documentation:	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy when no longer necessary to retrieve data from the system.
		c. System inputs (data from the CCMA Benthic Community Assessment Studies):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 6 months after data is entered into system (Data is kept within project case files in the field).
		d. System outputs (tab delimited text files downloaded online by users, printouts can be generated and PDF reports, associated with each study area, can be downloaded):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy when no longer needed for current agency business.
	Center of Coastal Monitoring and Assessment (CCMA)	Center for Coastal Monitoring and Assessment (CCMA) provides long-term measurements at a network of core index sites, and is augmented by a network of sites in partnership with marine labs and Universities. This Program maintains local, national, and regional databases on the distribution of species and habitats, and is also developing thematic, regional, watersheds and national assessments.		
1607-03	Estuarine Living Marine Resource Database (ELMR).	This database is used to gather information on the distribution and relative abundance of fish and marine species. The data is used for many fish management projects.	N1-370-02-005 (9/23/03)	
		a. Information within system (data):	N1-370-02-005 (9/23/03)	PERMANENT. Cut off annually. Transfer to NARA as flat files in five

				year blocks.
		b. System documentation: Permanent.	N1-370-02-005 (9/23/03)	PERMANENT. Transfer to NARA with associated data files described in 1607-3(1).
		c. System inputs (fishery independent state data gathered specifically for input into system):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy after data is verified within system.
		d. System outputs (screen captures, printouts, publications, reports and final studies):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 3 years after the calendar year in which the file was closed.
	Center for Sponsored Coastal Ocean Research (CSCOR) Coastal Ocean Programs (COP)	NOAA's Coastal Ocean Program (COP), part of the National Centers for Coastal Ocean Science (NCCOS), provides scientific information to assist decision makers to meet the challenges of managing our Nation's coastal resources. COP targets critical issues which exist in the Nation's estuaries, coastal waters, and Great Lakes. COP translates its findings into accessible information for coastal managers, planners, lawmakers, and the public. Its aim is to create near-term and continuous improvements in environmental decision affecting the coastal ocean and its resources.		
1607-04	Program Funding Database.	Database is used to track progress and provide quick access on Coastal Ocean Research grants, proposals, and project information. The system contains: the proposal number, program element, proposal title, principle investigators name and other identifying information; proposal status; areas of research; reviewer reporting sheet and budget information.	N1-370-02-005 (9/23/03)	
		a. Information within the System (Data):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy three years following submission of the Final Financial Status Report

				associated with completion of the entire research project.
		b. System Documentation:	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 6 months after system is terminated.
		c. System Inputs (Proposal received from research community (part of Grants Working File 0000- 02); Internet; telephone book (100-04):	N1-370-02-005 (9/23/03)	TEMPORARY. Follow disposition instructions for related records.
		d. System Outputs (Printout, Reports, Final Studies):	N1-370-02-005 (9/23/03)	TEMPORARY. Destroy 3 years after the calendar year in which the file was closed.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1608	Hydrographic Surveys	<p>The Hydrographic Survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment. Hydrographic surveys are conducted to determine the configuration of the bottom of water bodies, especially as it pertains to navigation. This includes the detection, location, and identification of wrecks and obstructions primarily through the use of side scan sonar and multibeam sonar technology. Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned. This feature is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers.</p>		
1608-01	Project Instruction Files.	<p>(Supersedes 1608-01 and 1608-02 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>)</p> <p>Project Instructions, Letter Instruction, and Statements of Work, including all changes, for hydrographic surveying projects assigned to NOAA field unit and contractors.</p>	N1-370-00-003 (4/25/02)	TEMPORARY. Cut off at end of fiscal year when project is completed. Retain for 10 years then destroy when no longer needed for reference.
1608-02	Project Planning and Coordination Files.	<p>(Supersedes 1608-01 and 1608-02 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>)</p> <p>Documents relating to the development of plans, priorities, schedules, and coordination of hydrographic projects with field parties and programs offices.</p>	N1-370-00-003 (4/25/02)	TEMPORARY. Cut off annually. Retire to a records storage facility 5 years after cut off. Destroy 8 years after cut off.
1608-03	Survey Standards	<i>(Supersedes 1608-04 of NOAA Disposition Handbook,</i>	N1-370-00-003	

	Files.	<i>TM5, 9/30/84.</i> Documents pertaining to the review and maintenance of quality standards for hydrographic data, the methods and procedures for obtaining that data, and final products. Documents included: Hydrographic Manual, Field Procedures Manual, Specifications and Deliverables document, and Hydrographic Survey Guidelines.	(4/25/02)	
		a. Standards:	N1-370-00-003 (4/25/02)	PERMANENT. Cut off as new standards are created, then retire to a records storage facility. Transfer to NARA 5 years after cut off.
		b. Working files for the creation of standards:	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy three years after creation of related standard.
1608-04	Hydrographic Survey Data Files.	(Supersedes 1608-05, 1608-06, and 1608-10 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>) Basic hydrographic data obtained from surveys. May include one or all the following: graphic depth records; sounding volumes and digital sounding data; horizontal control data; sire drag data; Field (Boat) Sheets; field reports on corrections and adjustments to surveys data; and digital field sheets. Recordkeeping copy (Paper, Electronic):	N1-370-00-003 (4/25/02)	TEMPORARY. Cut off annually. Destroy 100 years after cut off, or when no longer needed for research purposes, whichever is later.
1608-05	Hydrographic Surveys (Bathymetric Grids,	(Supersedes 1608-07 and 1608-08 of <i>NOAA Disposition Handbook, TM5, 9/30/84.</i>) (Excludes surveys covered under job N1-370-89-2)	N1-370-00-003 (4/25/02)	

	Smooth Sheet Files and Wire Drag Supplements). Revision #4	Formally approved manuscripts of hydrographic surveys, i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys.		
		a. Recordkeeping copy (Linen/Mylar):	N1-370-00-003 (4/25/02)	PERMANENT. Transfer to NARA after verification of scanned images.
		b. Digital Image Files (PDF, TIFF working files):	N1-370-00-003 (4/25/02)	TEMPORARY. Transfer to NGDC and delete when no longer needed for reference or updating.
		c. Digital Data Files (working files in various formats):	N1-370-07-005 (10/13/07)	TEMPORARY. Transfer to NGDC and delete when no longer needed for reference or updating.
		d. Wire drag area, depth curves and tracing of supplemental information not on the original Smooth Sheet:	N1-370-07-005 (10/13/07)	TEMPORARY. Transfer to NGDC immediately. Destroy when no longer needed for business purposes.
		e. Bathymetric Grids:	N1-370-07-005 (10/13/07)	PERMANENT. Transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with

				CFR 1228-270.
1608-06	Hydrographic Descriptive Report Files and Field Examination Report Files. (Revision #2)	<i>(Supersedes 1608-09, N1-370-89-2, 5/11/89.)</i> Narrative reports describing the methods, conditions, control data, and other information that supplements the approved survey sheet (1608-05). For Topographic information that supplements the approved survey sheet (16-08-05). For Topographic Descriptive Reports, see 1606-04.		PERMANENT. Transfer to NARA after verification of scanned images.
		a. Recordkeeping paper copy:	N1-370-00-003 (4/25/02)	PERMANENT. Transfer to NARA with related survey(s) after verification of scanned image.
		<i>(Supersedes 1608-06, N1-370-00-3)</i> b. Digital Image Files (PDF working files):	N1-370-07-005 (4/25/02)	PERMANENT. Transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.
1608-07	Register and Indexes to Hydrographic Surveys.	<i>(Supersedes 1608-11 and 1608-12 of NOAA Disposition Handbook, TM5, 9/30/84.)</i> Descriptive Register of surveys sheets and indexes (in map or other forms) that show the extent of survey coverage.	N1-370-00-003 (4/25/02)	
		a. Recordkeeping paper copy (1837-1990):	N1-370-00-003 (4/25/02)	PERMANENT. Cut off when records are converted to an electronic format.

				Transfer to NARA with related surveys (1608-5) after cutoff.
		b. Electronic copies (subitem 1, of 1608-09 and 1608-10):		Follow disposition instructions for related records.
1608-08	Automated Wreck & Obstruction Information System (AWOIS).	Electronic Information System used within the National Oceanic & Atmospheric Administration (NOAA), specifically within National Ocean Services (NOS), to provide information about wrecks and obstructions and as a planning tool for determining the level of effort within a hydrographic survey project to Investigate and to verify or disapprove the assigned AWOIS items. AWOIS was implemented in 1987.	N1-370-00-003 (4/25/02)	
		a. Information within system (textual data):	N1-370-00-003 (4/25/02)	PERMANENT. Cut off annually. Transfer a copy of the data to NARA after cutoff In 5-year blocks.
		b. Information within the system (Image files):	N1-370-00-003 (4/25/02)	TEMPORARY. Delete when no longer needed for updating or reference.
		c. System documentation:	N1-370-00-003 (4/25/02)	PERMANENT. Transfer to NARA with related data files.
		d. System inputs [NOS hydrographic surveys (1608-05), Descriptive Reports (1608-06)]:	N1-370-00-003 (4/25/02)	Follow disposition instructions for related records.

		e. System inputs (External information collected for system, e.g., wreck and obstruction information from the US Army Corps of Engineers, US Navy, US Coast Guard, commercial fishermen, scuba divers, and others concerned with locating and identifying wrecks and obstructions):	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy after data is entered into the system and verified.
		f. System outputs (printouts, diskettes):	N1-370-00-003 (4/25/02)	TEMPORARY. Destroy or delete when no longer needed for reference or dissemination.
1608-09	Hydrographic Survey Index System (SURDEX).	<i>(Supersedes HYDEX 1608-10)</i> Automated indexing system used within the National Ocean Services (NOS), Hydrographic Survey Division (HSD) for delineating the limits of over 13,000 individual hydrographic surveys. The SURDEX consists of individual hydrographic survey boundaries or polygons. These records are linked to Tracker and Hydrographic Survey Metadata Base.		
		a. Information within system:	N1-370-00-003 (4/25/02)	PERMANENT. Transfer to NGDC. Transfer snapshot to NARA every 10 years in accordance with CFR 1228-270.
		b. System documentation: Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued	DAA-GRS-2013-0005-0002 (GRS 3.31, item 050)	PERMANENT. Transfer to the National Archives with the permanent electronic records to which the

		<p>access to the records, including: • data/database dictionary records • data systems specifications • file specifications • code books.</p> <p>Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>		documentation relates.
		c. System inputs (hydrographic survey boundaries and metadata from current hydrographic surveys (1608-05):	N1-370-07-005 (4/25/02)	TEMPORARY. Delete when no longer needed for reference or updating.
		d. Systems outputs (paper, electronic):	N1-370-00-003 (4/25/02)	TEMPORARY. Delete or destroy when no longer needed for reference.
1608-10	Hydrographic Survey Data Information Extract (HYDEX).	<p>Deleted</p> <p>Note: HYDEX was deleted because its function as an automated index and metadata database has been superseded by 1608-09 SURDEX and 1608-12 HSMDB respectively.</p>	N1-370-07-005 (4/25/02)	
1608-11	Quality Assurance and Control Files.	<p>Deleted</p> <p>Note: 1608-11 was deleted because the scanning of HSD hydrographic survey paper descriptive reports has been completed There is no longer any need to track the</p>	N1-370-07-005 (4/25/02)	

		scanning.		
1608-12	Hydrographic Survey Meta Database (HSMDB).	(Supersedes HYDEX (1608-10, N1-370-00-003, 4/25/02). Searchable meta database for over 13,000 hydrographic surveys consisting of multiple relational tables.		
		a. Digital files: (Internal working files)	N1-370-07-005 (4/25/02)	TEMPORARY. Destroy when no longer needed for business purposes.
		b. System documentation: All documentation for temporary electronic records and documentation not necessary for preservation of permanent records. Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including data/database dictionary records, data systems specifications, file specifications, code books, record layouts, metadata, user guides, output specifications, and also the following records for all electronic records whether scheduled as temporary or permanent, software operating manuals, data standards, table and dependency descriptions, taxonomies, schemas, registries, source code, physical data model, and logical data model.	DAA-GRS-2013-0005-0003 (GRS 3.1, item 051)	TEMPORARY. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
		c. System inputs (hydrographic surveys and descriptive reports, raw and processed survey data,	N1-370-07-005 (4/25/02)	Apply appropriate schedule to each

		logs and storage record transmittals).		input.
		d. Systems outputs (paper, electronic):	N1-370-07-005 (4/25/02)	TEMPORARY. Destroy or delete when no longer needed for reference.
1608-13	Hydrographic Survey Tracker	(Supersedes HYDEX (1608-10) Spreadsheet style tracking of status of hydrographic survey as it moves through the pipeline from held survey through office processing to final registration as nautical chart source.	N1-370-07-005 (4/25/02)	
		a. Digital files: (Internal working files)	N1-370-07-005 (4/25/02)	TEMPORARY. Destroy when no longer needed for business purposes.
		2. System documentation: All documentation for temporary electronic records and documentation not necessary for preservation of permanent records. Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including data/database dictionary records, data systems specifications, file specifications, code books, record layouts, metadata, user guides, output specifications, and also the following records for all electronic records whether scheduled as temporary or permanent, software operating manuals, data standards, table and dependency descriptions, taxonomies, schemas,	DAA-GRS-2013-0005-0003 (GRS 3.1, item 051)	TEMPORARY. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.

		registries, source code, physical data model, and logical data model.		
		c. System inputs: (e-mails, telephone conversations, etc.)	N1-370-07-005 (4/25/02)	TEMPORARY. Destroy or delete when no longer needed for reference.
		d. Systems outputs (paper, electronic):	N1-370-07-005 (4/25/02)	TEMPORARY. Destroy or delete when no longer needed for reference.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1609	Office of Coastal Resource Management (OCRM) - Marine Sanctuaries	Records supporting the functions created as a result of the Coastal Zone Management Act (CZMA) and the National Marine Sanctuaries Act Supports effective management of multiple uses of the nation's coastal and ocean resources: protecting and conserving specially designated areas; working with partners at all levels; balancing economic, environmental, and cultural activities; adapting the system to changing conditions and needs; enabling others to practice coastal stewardship; and promoting science-based resource management decisions.		
1609-01	Sanctuary Designation Files.	Files documenting the official designation of a Marine Sanctuary Also called the "Administrative Record" Includes Public Hearing Files, Public Comments, workshop results and recommendations.		
		a. Designation Files consisting of designation determination and findings, the public draft and final management plan for the sanctuary, and the draft and final environmental impact statement (EIS).	N1-370-02-003 (11/21/03)	PERMANENT. Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.
		b. Supporting materials consisting of preliminary drafts, public comments, workshop workpapers, correspondence, regulatory packages and similar documentation accumulated during the processing of the designation determination, management plan and EIS.		TEMPORARY. Cut off annually Destroy 30 years after the year in which the files were cut off.
1609-02	Plan Review and Revision Files.	Files documenting periodic revision of a Marine Sanctuary management plan, beginning with the Issuance of a State	N1-370-02-003 (11/21/03)	

		of the Sanctuary Report and ending with the completion of a revised management plan and final EIS or environmental assessment		
		a. Revision Files consisting of State of the Sanctuary Report, draft and final revised management plan, draft and final EIS or environmental assessment (EA), and, if created, revised designation determination.		PERMANENT. Cut off at the end of the calendar year in which revision is completed. Transfer to NARA 25 years after cut off.
		b. Supporting materials consisting of preliminary drafts, public comments, correspondence, regulatory packages, workpapers, and similar documentation accumulated during the revision:		TEMPORARY. Cut off annually. Destroy 30 years after the year in which the files were cut off.
1609-03	Site Evaluation List (SEL) Files.	The SEL Identifies marine with high natural resource values and with historical qualities of special national significance that are highly qualified for further evaluation for possible designation as National Marine Sanctuaries.	N1-370-02-003 (11/21/03)	
		a. Site Evaluation List:		PERMANENT. Cut off after list is updated or becomes obsolete. Transfer to NARA 25 years after cut off.
		b. Site Evaluation Files:		PERMANENT. Cut off when site is removed from SEL or SEL becomes obsolete. Transfer to NARA 25 years after cut off.
1609-04	Environmental Impact Statements (EIS) and	Documents that record the effort to protect the environment in carrying out federal programs. Depending on the level of complexity of the project,	N1-370-02-003 (11/21/03)	

	Environmental Assessments (EA).	either an EA or EIS will be prepared. Includes both the draft EA/EIS and the final EA/EIS. The EA/EIS includes a description of the proposed project, a description of the existing environment of the project, an analysis of the project's possible environmental effects, and an examination of alternative courses of action. A final EA will also include either a Finding of No Significant Impact or a further analysis In an EIS.		
		a. Final Reports:		PERMANENT. Cut off at the end of the calendar year in which the project is completed. Transfer to NARA 25 years after the calendar year in which the file was cut off.
		b. Drafts/working papers:		TEMPORARY. Destroy 10 years after final report is created.
1609-05	National Marine Sanctuary Permit Files.	This category Includes documents related to the application for and processing of applications to conduct activities within a NMS that would otherwise be prohibited by regulations for that Sanctuary. This Includes permits processed pursuant to 15 CFR 922.48 and site specific regulations, authorizations processed pursuant to 15 CFR 922.49, certifications processed pursuant to 15 CFR 922.47, and special use permits processed pursuant to section 310 of the National Marine Sanctuaries Act. Documents under this category include materials submitted by an applicant In support of their application (cover letter, a project summary or abstract, technical information, a description of environmental consequences	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off at the end of the calendar year In which the permit expires. Destroy 5 years after cut off.

		and how the results will be treated, and any other supporting information), correspondence between the NMSP and the applicant, signed and dated permits or other letters of approval or disapproval, and records pertaining to an appeal.		
1609-06		Sanctuary Permitting and Information Tracking System (SPITS) Database Files SPITS is used to track the processing of NMS permit applications. It contains information relevant to each permit applicant such as the applicant's personal information, details of the proposed activity, dates, permit conditions, and reporting requirements.	N1-370-02-003 (11/21/03)	
		a. Information within system:		TEMPORARY. Destroy 5 years after the end of the calendar year in which the permit expires or when no longer needed for reference, whichever is longer.
		b. Documentation about the development of SPITS:		TEMPORARY. Cut off when SPITS is no longer in use. Destroy 6 months after cut off.
		c. System Inputs (sanctuary permit files):		TEMPORARY. Follow disposition instructions under 1609-05.
		d. System Outputs (printouts of SPITS information):		TEMPORARY. Destroy when no longer needed for reference.
1609-07		Emergency Response, Damage Assessment and Restoration Files (New Item) Project records for specific incidents that occur in the Sanctuaries, which have damaged or could result in damage to Sanctuary resources. These incidents include vessel groundings, oil	N1-370-02-003 (11/21/03)	

		spills, aircraft accidents, etc. The project record includes financial documentation, descriptive resources, injury assessments, plans for restoring the damaged resources, studies and analysis, and working papers. They may also include engineering plans and drawings, maps, aerial photos, and other graphic materials. Files are made up from many media forms, including paper, video, slides, and digital Images.		
		a. Historical Documentation consisting of correspondence with the Responsible Party(s), final settlement documents, injury assessment report, video/digital images, restoration and monitoring plan, restoration project report, monitoring results, and summary cost information.		PERMANENT. Cut off at the end of the calendar year in which the project is completed. Destroy 20 years after the cut off.
		b. All Other Documentation:		TEMPORARY. Cut off at the end of the calendar year in which the project is completed. Destroy 20 years after cut off.
1609-08	Radio-Active Waste Dump Site Files.	All information on the radioactive waste site (covering 350 square nautical mile area of the Gulf of the Farallones). These files are used to assess the dumping from 1947 to 1970 of (50,000) 55 gallon drums and to evaluate the research from 1970 to present	N1-370-02-003 (11/21/03)	PERMANENT. Cut off annually. Transfer to NARA 30 years after cut off.
1609-09	Oil Spill Trusteeships.	Files covering the development and Implementation of oil spill evaluations, and project overview and responsibility of funds authorized for oil spill restoration.	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off at the end of the calendar year in which the permit expires. Destroy 20 years after cut off.
1609-10	Oil Spill Restoration.	All activities conducted by the sanctuary and others during and after the spill. They also contain the record of decision, court records, NRDA, MOU'S and other	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off at the end of the calendar year in which the

		documents prior to restoration; and the entire restoration files including the monitoring of the projects.		permit expires. Destroy 20 years after cut off.
1609-11	Permit Review, Environmental Impact Statement (EIS) Review, and InterAgency Consultation Files.	Correspondence pertaining to review of permits Issued by other Federal agencies relating to activities in Manne Sanctuaries; correspondence, technical reports, comments, conversations and research associated With review of state EIR (Environmental Impact Reviews) and other federal agencies EIS; and correspondence and recommendations relating to interagency consultations on actions that could affect a Marine Sanctuary.	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off at the end of the calendar year In which the review or consultation is completed. Destroy 5 years after cut off.
1609-12	Non-Profits.	Records of non-profit organization's activities conducted In Sanctuaries for which NOAA has oversight responsibility. Used for monitoring activities within these Sanctuaries. Includes letters of position, reviews of proposals, and contributions.	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off annually. Destroy when 10 years old.
1609-13	Law Enforcement.	Phone reports, actions, depositions, fines, agency Interactions and case movement of activities reported to have occurred within the Sanctuaries.	N1-370-02-003 (11/21/03)	TEMPORARY. Cut off when case is resolved. Destroy 20 years after cut off.
1609-14	Volunteers - Programmatic.	Maintain all data collected and correspondence associated with scientifically trained volunteers in the Sanctuaries.	N1-370-02-003 (11/21/03)	
		a. Paper:		TEMPORARY. Cut off annually. Destroy 5 years after cut off.
		b. Electronic files (working files):		TEMPORARY. Cut off annually. Destroy 5 years after cut off.
1609-15	NOAA's ARCH (National Marine Sanctuary Archeological Site Database).	The purpose of this database is to maintain an inventory of historical properties/archeological sites in the National Marine Sanctuaries as directed by of Federal Programs managing public lands In the National Historical Preservation Act. The system contains historical accounts of shipwreck losses within National Marine Sanctuary	N1-370-03-007 (7/22/03)	

		regions, and an inventory of known shipwrecks (histories) and submerged archeology sites This data issued to maintain the inventory of known wrecks with each site profile, and for Identification of site sensitivity, threats to a site, and documentation and management needs.		
		a. Information within System:		PERMANENT. Cut off annually. Transfer to NARA as flat files.
		b. System documentation:		PERMANENT. Transfer to NARA with associated data files described in 1609-15 (1).
		c. System Inputs (Info from salvage permit applications (1609-03), and research studies (1601-02)):		Follow disposition Instructions for related records.
		d. System Outputs (Online files and printouts):		Follow disposition Instructions for related records.
1609-16	National Marine Sanctuary Geographic Information Systems (NMSGIS).	Systems used by Sanctuary sites and at headquarters to provide coverage of the uses, natural resources, research, and monitoring activities in the Sanctuaries and flora and fauna surveys These systems can encompass the following resources and topics of concern: fish populations, benthic invertebrates, oceanographic conditions, sea turtle satellite tracking, and visitor use. These resources were determined to be of significant importance to National Marine Sanctuaries (NMS) during the planning of the designation and subsequent establishment of the management and research studies plan. The systems can include data on the following topics: fish count data, invertebrate photo quadrant data, species lists, ROV data, visitor use, sea turtle tracking data, boundary data, bathymetry, coastal counties, cities, rivers, coastline,	N1-370-02-003 (11/21/03)	

		nautical charts, USGS charts, hard bottom mapping, side scan imagery and bathymetry imagery. This data is used as a tool for management, research, resource protection, education, and emergency response.		
		a. Information within System		TEMPORARY. Delete when 10 years old or when no longer needed for reference purposes, whichever is longer.
		b. System Documentation:		TEMPORARY. Destroy 6 months after system is terminated.
		c. System Inputs (quarterly fish data, various surveys):		TEMPORARY. Destroy after verification of data in the system.
		d. System Outputs (Research status reports, State of the Reef report, and long term monitoring):		TEMPORARY. Destroy when 10 years old or when no longer needed as a reference.
1609-17	Monitor Marine Sanctuary.	Records relating to the discovery, preservation, scientific study, historic research, and archeological interpretation of the wreck of U.S.S. Monitor.		
		1. Correspondence and other records of the Monitor Project. The records include correspondence, reports, studies, memorandums, abstracts, and other records relating to the establishment and subsequent administration of the Monitor Marine Sanctuary. Arranged by agency or institution.	N1-370-87-001 (4/23/87)	PERMANENT. Start a new file each year. Transfer to the National Archives in 5 year blocks when 30 years old, subject to NOAA's certification that the records must

				be retained in use in conduct of the regular current business of the agency.
		<p>2. NOAA Subject File Relating to the U.S.S. Monitor.</p> <p>Proposals, reports, contracts, and other records maintained by the NOAA Sanctuary Programs Division relating to the Monitor and the Monitor Marine Sanctuary. Arranged by subject under NOAA Filing Code 2004.</p>	<p>N1-370-87-001 (4/23/87)</p>	<p>PERMANENT. Start a new file each year. Transfer to the National Archives in 5 year blocks when 30 years old, subject to NOAA's certification that the records must be retained in use in conduct of the regular current business of the agency.</p>
		<p>3. Historical Reference File.</p> <p>Secondary copies of correspondence, monographs, articles, correspondence, reports, illustrations, and other records relating to the historical background and current site administration and activity in the Monitor Marine Sanctuary, as well as background on the vessel itself. Arranged by subject.</p>	<p>N1-370-87-001 (4/23/87)</p>	
		<p>a. Subject headings "log copies of research expeditions" and "operations manuals."</p>		<p>PERMANENT. Transfer to the National Archives in 5 year blocks when 30 years old, subject to</p>

				NOAA's certification that the records must be retained for use in the conduct of the regular current business of the agency.
		b. Other subject headings not described in A above.	N1-370-87-001 (4/23/87)	TEMPORARY. Destroy in agency space when no longer needed.
		4. Correspondence and Other Records of Edward M. Miller. Correspondence, reports, monographs, abstracts, articles, and other records relating to the U.S.S. Monitor. As a midshipman at the U.S. Naval Academy, Miller became interested in the Monitor and began an interdisciplinary study of the ship and its possible location. Miller gave these records to the Monitor project which now considers them part of the Federal records relating to the Monitor, predating NOAA's involvement with the Marine Sanctuary. This is a closed records series of approximately 2 cubic feet.	N1-370-87-001 (4/23/87)	PERMANENT. Transfer to the National Archives when 30 years old, subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.
		5. Slide Transparencies. Color and black and white slides of expeditions and research work on the Monitor, including surface activity, pictures of equipment, underwater pictures of the wreck, and artifact recovery and treatment.	N1-370-87-001 (4/23/87)	PERMANENT. Transfer to the National Archives when 30 years old, after the conclusion of the expedition,

		Arranged by institution administering the diving expedition and expedition year.		subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.
		<p>6. Video Tapes.</p> <p>Underwater video tape recordings of the wreck of the Monitor and activities around it, together with accompanying descriptive logs, if any. Arranged by expedition year and dive number.</p>	N1-370-87-001 (4/23/87)	PERMANENT. Transfer to the National Archives 30 years after the conclusion of the dive subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.
		<p>7. Photographs.</p> <p>Photographic prints, both black and white and color, with accompanying negatives, of subjects relating to the U.S.S. Monitor and the Monitor Marine Sanctuary. Arranged by subject, usually within the context of an expedition dive or other activity.</p>	N1-370-87-001 (4/23/87)	PERMANENT. Transfer to the National Archives 30 years after the conclusion of the Expedition or activity, subject to NOAA's certification that the records must be retained for use in the regular current business of the

				agency.
		<p>8. Motion Picture Film.</p> <p>Outtakes, unedited and edited work prints, trims, and projection prints of films relating to the U.S.S. Monitor and the Monitor Marine Sanctuary.</p>	<p>N1-370-87-001 (4/23/87)</p>	<p>PERMANENT. Transfer to the National Archives when 30 years old, subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.</p>
		<p>9. Audio Tapes.</p> <p>Tapes of meetings of the Monitor Technical Advisory committee and the Monitor Research Council. The tapes are arranged by date of meeting.</p>	<p>N1-370-87-001 (4/23/87)</p>	
		<p>a. Transcriptions.</p>	<p>N1-370-87-001 (4/23/87)</p>	<p>PERMANENT. Transfer to the National Archives when 30 years old subject to NOAA's certification that the records must be retained for use in the regular current business of the agency.</p>
		<p>b. Tapes:</p>	<p>N1-370-87-001 (4/23/87)</p>	<p>TEMPORARY. Erase for reuse when transcription is made and verified.</p>

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1610	Office of Coastal Resource Management (OCRM) Coastal Program Division	The Coastal Program Files are used within NOS to monitor the state Coastal Zone Management Programs. The programs themselves are run by the states, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.		
1610-01	Coastal Zone Management Program Documents.	The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state.	N1-370-02-004 (9/23/03)	
		a. Designation files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approvability. Paper:		PERMANENT. Cut off when corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
		b. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence, and email <u>Federal Register</u> notices and similar documentation accumulated during the processing of the plan:		TEMPORARY. Cut off annually. Destroy 30 years after cut off or when no longer needed for future reference, whichever is later.
1610-02	Program Change Files.	Documents all proposed changes to an approved costal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed	N1-370-02-004 (9/23/03)	PERMANENT. Cut off when corresponding site is no longer active, or when no longer

		change. Paper:		needed, whichever is later. Transfer to NARA 10 years after cut off.
1610-03	Coastal Non-point Pollution Control Program.	Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-authorization Amendments of 1990. These documents include the generic EIS and program development and approval guidance. Paper:		
		a. Designation Files consisting of the approved state plan, any approved update to the plan, and NOAA's conditional and final findings of approvability.	N1-370-02-004 (9/23/03)	PERMANENT. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program Transfer to NARA 10 years after cut off.
		b. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan.	N1-370-02-004 (9/23/03)	TEMPORARY. Cut off on approval of the plan or update. Destroy 5 years after cut off.
1610-04	Federal Consistency.	Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions.	N1-370-02-004 (9/23/03)	
		a. Regulations and Guidance:		TEMPORARY. Destroy when superseded or

		Paper.		obsolete.
		b. Consistency objection letters:		TEMPORARY. Cut off when corresponding site is no longer designated part of the Coastal Zone Management Program. Destroy 10 years after cut off.
1610-05	Program Administrative Guidance.	Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions. Paper:	N1-370-02-004 (9/23/03)	TEMPORARY. Cut off annually. Destroy 12 years after cut off.
1610-06	The Coastal and Marine Management Program Information System-Grant Applications and Reporting System (CAMMP-GARS).	This system is used for grant management, program evaluation, management support, data missing, support for a corporate database, and public access. The data is used in the grant process to evaluate program performance, to assess expenditure trends, to document where funding goes, and to approve awards and changes to awards. The system includes Grant Applications (currently) Unfunded Actions and Performance Reports.	N1-370-02-004 (9/23/03)	
		1. <i>Information within System (data):</i>	N1-370-02-004 (9/23/03)	TEMPORARY. Retain until successfully migrated to new version or software program.
		2. <i>System Software:</i>	N1-370-02-004 (9/23/03)	TEMPORARY. Destroy when successfully

				replaced with new version or software program.
		3. <i>System Documentation:</i>	N1-370-02-004 (9/23/03)	TEMPORARY. Destroy 6 months after system is terminated or eliminated.
		4. <i>System Inputs</i> (Text and budgetary data from grant applicants (state partners) Grant Working Files (1601-01)):	N1-370-02-004 (9/23/03)	Follow disposition instructions for related records.
		5. <i>System Outputs</i> (PDF grant applications, unfunded action and performance report documents, SQL queries):	N1-370-02-004 (9/23/03)	TEMPORARY. Destroy 6 months after system is terminated or eliminated.