

## Request for Records Disposition Authority

Records Schedule Number DAA-0370-2019-0001

Schedule Status Approved

Agency or Establishment National Oceanic and Atmospheric Administration

Record Group / Scheduling Group Records of the National Oceanic and Atmospheric Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Marine and Aviation Operations (OMAO)

Minor Subdivision Marine Operations Center

Schedule Subject Marine Operations Records

Internal agency concurrences will be provided No

### Background Information

The National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations (OMAO) manages and operates NOAA's fleet of 16 research and survey ships and nine aircraft. Comprised of civilians and officers of the NOAA Commissioned Officer Corp, OMAO also manages the NOAA Diving Program, NOAA Small Boat Program and the NOAA Aviation Safety Program. OMAO's research and survey ships comprise the largest fleet of federal research ships in the Nation. Ranging from large oceanographic research vessels capable of exploring the world's deepest ocean, to smaller ships responsible for charting the shallow bays and inlets of the United States, the fleet supports a wide range of marine activities including fisheries research, nautical charting, and ocean and climate studies.

These vessels are operated by NOAA's Office of Marine and Aviation Operations. The ships located in the Atlantic are managed by the Marine Operations Center-Atlantic (MOC-A) in Norfolk, Virginia. Ships located in the Pacific are managed by the Marine Operations Center-Pacific (MOC-P) in Newport, Oregon. Ships located in Hawaii are managed by the Marine Operations Center-Pacific Islands (MOC-PI). The ships are run by a combination of NOAA commissioned officers and wage marine civilians. The wage marine personnel include licensed masters, mates and engineers, and unlicensed members of the engine, steward and deck departments. In addition, survey and electronic technicians operate and/or maintain the ship's mission, communication and navigation equipment. The ship's officers and crew provide mission support and assistance to embarked scientists from various NOAA laboratories as well as the academic community.

This schedule is a update to the ship records currently created by  
Marine Operations

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

## Outline of Records Schedule Items for DAA-0370-2019-0001

Sequence Number	
1	Ship Schedules- Ship's Copy Disposition Authority Number DAA-0370-2019-0001-0001
2	Ships Schedules-Marine Center Copy Disposition Authority Number DAA-0370-2019-0001-0002
3	Project Instruction Files-Ship's Copy Disposition Authority Number DAA-0370-2019-0001-0003
4	Project Instruction Files- Marine Center Copy Disposition Authority Number DAA-0370-2019-0001-0004
5	Ship Allocation Files-Ship's Copy Disposition Authority Number DAA-0370-2019-0001-0005
6	Ship Allocation Files- Marine Center Copy Disposition Authority Number DAA-0370-2019-0001-0006

## Records Schedule Items

Sequence Number					
1	<p><b>Ship Schedules- Ship's Copy</b></p> <p>Disposition Authority Number      <b>DAA-0370-2019-0001-0001</b></p> <p><b>This series contains documents relating to the movement of ship, including the arrival and departure times and places</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>1703-06 1</td> <td>Ship and Ship Base Operation Files</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>NC-370-75-1/ VESSEL RECORDS/ 3</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off at the end of the calendar year</b></p> <p>Retention Period      <b>Destroy 3 year(s) after cut off</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>	Manual Citation	Manual Title	1703-06 1	Ship and Ship Base Operation Files
Manual Citation	Manual Title				
1703-06 1	Ship and Ship Base Operation Files				
2	<p><b>Ships Schedules-Marine Center Copy</b></p> <p>Disposition Authority Number      <b>DAA-0370-2019-0001-0002</b></p> <p><b>This series contains documents relating to the movement of ship, including the arrival and departure times and places</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>				

Manual Citation	Manual Title
1703-06 2	Ship and Ship Base Operation Files

#### Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year  
Retention Period Destroy after 6 years after cutoff or when no longer needed for operational or scientific needs, which is longer

#### Additional Information

GAO Approval Not Required

#### Project Instruction Files-Ship's Copy

Disposition Authority Number DAA-0370-2019-0001-0003

This series includes project instructions and other related material such as transmittal letters forwarding project data, specimens, etc

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1703-13d	Ship and Ship Base Operation Files

#### Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year  
Retention Period Destroy 3 year(s) after cutoff

#### Additional Information

GAO Approval Not Required

#### Project Instruction Files- Marine Center Copy

Disposition Authority Number DAA-0370-2019-0001-0004

This series includes project instructions and other related material such as transmittal letters forwarding project data, specimens, etc

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? No

Manual Citation	Manual Title
1703-13 2	Ship and Ship Base Operation Files

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Destroy after 6 years after cutoff or when no longer  
needed for operational or scientific needs, which is  
longer

Additional Information

GAO Approval Not Required

Ship Allocation Files-Ship's Copy

Disposition Authority Number DAA-0370-2019-0001-0005

This series includes documents relating to the allocation of ship time to regions  
and/or projects Includes input from requesting offices, descriptions of how ship  
would be used and the final allocation decisions made

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? No

Manual Citation	Manual Title
1703-24 1	Ship and Ship Base Operation Files

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Destroy 3 year(s) after cutoff

6

**Additional Information**

GAO Approval Not Required

**Ship Allocation Files- Marine Center Copy**

Disposition Authority Number DAA-0370-2019-0001-0006

This series includes documents relating to the allocation of ship time to regions and/or projects Includes input from requesting offices, descriptions of how ship would be used and the final allocation decisions made

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1703-24 2	Ship and Ship Base Operation Files

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Destroy after 6 years after cutoff or when no longer needed for operational or scientific needs, which is longer

**Additional Information**

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
07/24/2019	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
02/04/2020	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/13/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/19/2020	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist