REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

DATE RECEIVED	JOB NO
MAR 1 3 1975	NC - 3 7 0 - 75 -3

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

NOTIFICATION TO AGENCY

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved'' or with-drawn in column 10

2 MAJOR SUBDIVISION

National Oceanic and Atmospheric Administration

3 MINOR SUBDIVISION

Management Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Walter V. Barbash

5 TEL EXT

146-8595

8-29-75

Date *acting*   Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/10/75
(Date)

Robert T. Jordan
(Signature of Agency Representative)

Head, Mgmt Services Section
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	The attached schedules for Research & Development, Data Automation Program records, Safety Program records, and the following item.		
1.	Committee Management files – documents created in the implimentation of the Department's requirements for the management of committees to prevent overlap. Deals with public advisory, standing agency, and standing inter-agency committees; and includes copy of documents establishing committee, charter, any waivers, financial arrangements, continuance authorizations, annual reports, membership changes and lists, and significant documents concerning reason for membership of such committees. Destroy 25 years after committee is discontinued. Retire 2 years after committee is discontinued.		

Copy to Agency, NCW & Denver 9-5-75

1 33 item

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
3.	R&D project control files accumulated in laboratory or program offices from supervision, management, and evaluation of projects at installation. The essential information is duplicated in project case files.		
	a. Headquarters program offices.		Destroy after completion, termination, or cancellation of project.
	b. Office of lab chiefs and directors supervising R&D projects.		Destroy 2 years after completion, termination, or cancellation of the project.
4.	Summary progress reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects, and consolidated reports made from these.		
	a. Copies of reports retained in reporting office.		Destroy 1 year after completion or cancellation of project.
	b. Feeder reports used in consolidated reports except as listed in "c" below.		Destroy upon submission of consolidated report.
	c. Consolidated reports consisting of official file copy of each consolidated report and any feeder reports used but containing technical or scientific data not fully documented in the consolidated report.		Permanent. *Offer to NARS when 15 years old.*
5.	R&D Technical Report files, consisting of one copy of each preliminary, progress, or final R&D technical report or publication prepared or issued by an installation or activity, or received from contractors.		

RECORDS DISPOSITION SCHEDULE

RESEARCH AND DEVELOPMENT SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	a. Office of origin's record copy (marked "Official Record Copy") together with related papers showing inception, scope, and background.		Permanent. *Offer to NARS when 15 years old.*
	b. Other copies held for reference in any other office, including library facilities.		Destroy when no longer needed for reference. *(Non-record)*
6.	R&D drawings *and specification* files, consisting of preliminary, experimental, and final designs, and "as built" drawings *and specifications* created in connection with R&D projects.		
	a. Official record sets.		*File in project case files (see Item 10 of this schedule).* ~~Permanent.~~
	b. Other copies.		Destroy when superseded, obsolete, or no longer needed for reference. *(Non-record)*
~~7.~~	~~R&D specification files created in connection with engineering and technological projects.~~		
	~~a. Official record sets.~~		~~Permanent.~~
	~~b. Other copies.~~		~~Destroy when obsolete, superseded, or no longer needed for reference.~~
7.	R&D test scheduling files authorizing, scheduling, and controlling projects testing and evaluations.		Destroy *when* ~~after~~ 4 years *old.*
8.	R&D correspondence relating to management of a lab or program office.		Destroy 5 years after end of related program.
9.	R&D technical committee and board files, including agendas, directives, reports, and papers relating to establishment, revision, or termination of projects.		

RECORDS DISPOSITION SCHEDULE

RESEARCH AND DEVELOPMENT SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	a. Official files of boards or committee.		Permanent. *Offer to NARS when 15 year old.*
	b. Copies held by individual members.		Destroy when superseded, obsolete, or no longer needed.
10	Project case files reflecting history of each project. Includes copy of procurement documents or grants, status files, project authorizations and notifications of cancellation or termination, drawings and specifications necessary to the project, tests and evaluations, correspondence influencing project, and data location files.		
	Historically, politically or technologically a. ~~Significant projects.~~ *significant projects*		Permanent. *Offer to NARS 15 years after completion of project.*
	b. ~~Small projects whose data and results are summarized in a research report.~~ *Other projects.*		Destroy ~~after~~ 6 years. (Files necessary for succeeding projects may be transferred to that project's files.)
	c. Working or reference copies.		Destroy when no longer needed for reference.
11.	R&D Lab Notebook files containing technical and scientific data from R&D project.		
	~~b. Notebooks containing data which is routine, fragmentary, or duplicated in technical reports or papers.~~ *Other notebooks.*		Destroy 6 months after completion or termination of project.
	~~a. Other~~ *Notebooks* which relate to historical, significant, or unique accomplishments *retained under Item 10a of this schedule.*		Permanent. *Offer to NARS with related project case file.*

RECORDS DISPOSITION SCHEDULE

RESEARCH AND DEVELOPMENT SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
12.	Experimental data files used for research, development, and testing. This is usually preliminary or intermediate material.		
	a. Data essential to support lab notebooks information, and relating to significant, historical, or unique accomplishments *retained under Item 10a of this schedule.*		Permanent. *Offer to NARS with related project case files.*
	b. Data on magnetic tape.		See Schedule 20.
	c. Data fully incorporated in reports.		Destroy when report is released.
	d. Other data files.		Destroy after 6 years unless need for research studies within field of inquiry.
13.	Investigation files pertaining to exploration of the feasibility of proposed projects.		
	a. Proposals resulting in authorized projects. This material would be filed with the project's case file.		Same as for item 10.
	b. Rejected proposals.		Destroy 5 years after completion of investigation.
14.	Procurement files for contracts and agreements with universities, commercial concerns, or individuals for research and development work.		See Schedule 7.
15.	Technical reference files consisting of copies of reports, drawings, etc., received from other agencies, commercial concerns, or other sources and used for reference purposes. Excluded are any official files of exchanges between these sources.		Destroy when superseded or obsolete. *(Non-record)*

RECORDS DISPOSITION SCHEDULE

RESEARCH AND DEVELOPMENT SCHEDULE.

D   AUTOMATION PROGRAM RECORDS

CONTENTS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	DATA AUTOMATION PROGRAM RECORDS		

INTRODUCTION

This records control schedule covers records created through service documentation, procurement, operation and management of automatic data processing (ADP) activities.

The primary and supporting records have been divided into four parts to correspond with typical organizational and functional structures of most ADP and peripheral installations. Each part has its specific records identification to clarify the files there-in as they relate to similar files in other parts.

This schedule should be used unless definite program records have been functionally identified. If so, such identification shall ~~prevail~~ for disposition purposes.   take Precedence

The terms erasable and non-erasable media, identified as Parts III and IV, should not be considered separately when records retention and disposal authority is applied. To scratch, erase, or blank erasable media is a reclamation process, and should have no impact on the disposition standards that are applicable.

PERMANENT RECORDS

Electronic Records should be offered to NARS as soon as the agency has no further need for them. Hardcopy Records should be offered to NARS ~~with the related electronic~~ records or when 15 years old for general files. *RDHeise 14 Aug 75*

TEM NBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	PART I. DATA AUTOMATION PLANNING AND OPERATIONAL RECORDS: Covers documentation relating to objectives, concepts, policies and plans providing overall aspects of data automation data needs, and systems design of management supporting systems and operational supporting systems, including equipment selection and statistics..		
1	PLANNING FILES Documents consisting of master plan, feasibility studies with associated charts and diagrams, and supporting data, which are graphic, narrative, and tabular information. These relate to the present and or planned ADP composition and requirements, and reflect on the characteristics, of data automation activity.		Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Records Center).
2.	PROGRAM MANAGEMENT FILES Papers generated in the development of plans, policies and procedures governing the conversion to electrical machine operations, and the supervision, control, coordination, and operation of the mechanization program. These are maintained at policy determination level.		Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
3.	HARDWARE SELECTION FILES Consists of agency requirements, specifications for hardware and software, and support capabilities of vendors of complete installations or of major peripheral equipment. These are selection criteria for procurements in the establishment or modification of an ADP installation.		Destroy 2 years after specific configuration of equipment is discontinued. Cut off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area (outside Washington Metropolitan Area to the nearest Federal Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4.	STANDARDIZATION FILES Consists of data elements and codes, standardization requests, and justification for all data.systems. A. Promulgated Federal or national (Except record copies at National Bureau. of Standards). B. Other standards developed by agency.	.	.Destroy when superseded or obsolete. Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records. Center).
5.	UTILIZATION AND MAINTENANCE FILES A. Forms or cards that equipment operators complete relative to machine use, nonuse, or maintenance, which are used for daily management of operations. B. Daily detail cards, intermediate summary decks, related magnetic files, and machine listings. C. Monthly summary of cost and utilization reports, which are card decks, magnetic tapes, and machine listings.		Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center). Destroy after 90 days. Cut off at end of month, hold ninety days inactive, then destroy in current files area. Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding area (outside Washington Metropolitan Area to nearest Federal Records Center.)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
6.	ACCOUNTABILITY FILES		
	A. Documents concerning the management of automatic data processing equipment, which are original records maintained at data processing installations.		Destroy 2 years after equipment is discontinued. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
	B. Consists of requirements for cards, paper, and magnetic tape reels, and inventory of ADPE supplies.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	C. Contractors invoice for rental and other charges incurred for use of automatic data processing equipment.		Destroy after 3 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
7.	MAGNETIC TAPE LIBRARY CONTROL FILES Consists of ADP Media used to control transactions in the magnetic tape library.		
	A. Card decks and magnetic tapes		Destroy card decks and erase tapes after fourth update cycle is accepted.
	B. Machine listings		Destroy after 90 days. Cut off at end of month, hold ninety days inactive, then destroy in current files area.
	C. Transaction slips		Destroy after 90 days. Cut off at end of month, hold ninety days inactive, then destroy in current files area.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	PART II. DOCUMENTATION REQUIRED FOR SERVICING MACHINE READABLE RECORDS: Covers organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP Systems. These include system planning, specifications, operating instructions, and application program manuals along with other installation procedures and standards used in daily operations.		
8.	DATA SYSTEMS PLANNING FILES Documents defining the system, including the objectives and request for the system, authorizing directives, source data, studies reflecting advantages and disadvantages of alternate solutions, equipment requirements, tangible benefits, output requirements, and schedule for completion.		
	A. Created at departmental level headquarters.		Permanent, Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
	B. Supplementary files at ADP unit level.		Destroy after 5 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
9.	SYSTEMS TEST FILES Consists of specifications, test runs, machine listings of test data, and test results.		
	A. Resulting in an approved system.		Destroy 1 year after system is discontinued. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	B. Resulting in a disapproved proposed system.		Destroy 1 year after proposed system is disapproved. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
10.	SYSTEMS DESIGN PROCEDURES FILES Consists of papers containing operating procedures for implementation of a data system. Includes policies, instructions, details of computer techniques, logic charts, and input/output flow data.		
	A. Systems for which magnetic tape data produced is authorized to be erased.		Destroy 1 year after data produced on magnetic tapes has been erased. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	B. Systems for which magnetic tape data produced is not authorized to be erased.		Permanent. Cut off at the end of the calendar year, hold one year inactive, transfer with related magnetic tapes to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).

11.

DATA IDENTIFICATION FILES
Description of the source and functional
characteristics of the data. A definition of the
contents of the data in terms of relative position
name, length, and type of data elements in a run
layout. Explanation of coding system and a cross
reference code manual of all codes, and their values
used.

    A. Systems for which magnetic tape data
        produced is authorized to be erased.

> Destroy 1 year after data produced on
> magnetic tapes has been erased. Cut off at
> end of calendar year, hold·one year inactive,
> then destroy in current files area.

    B. Systems for which magnetic tape data
        produced is not authorized to be erased.

> ✡Permanent.   Cut off at end
> of calendar year, hold one year inactive,
> then transfer with related magnetic tapes
> to NOAA Records Holding Area (outside
> Washington Metropolitan Area to nearest
> Federal Records Center).

12.

INPUT DESCRIPTION FILES
Consists of description of data at the time it enters
the computer and generates some activity in the
system; identification title, recording media,
purpose, frequency, volume, and source; content
description of basic record file input and graphic
illustrations.

    A. Systems for which magnetic tape data
        produced is authorized to be erased.

> Des_roy 1 year after data produced on
> magnetic tapes has been erased. Cut off at
> end of calendar year, hold one year inactive
> then destroy in current files area.

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	B. Systems for which magnetic tape data produced is not authorized to be erased.		Permanent. Cut off at end of calendar year, hold one year inactive, then transfer with related magnetic tapes to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
13.	OUTPUT DESCRIPTION FILES Consists of description of products of the system that are to be used outside the ADP installation. The products are listings of output by sequence, name, media, purpose, frequency, volume and distribution; data description; and layouts or copies of samples of output.		Destroy 1 year after termination of the system through updata, discontinuance, or becoming obsolete. Cutoff at end of calendar year, hold one year inactive, then destroy in current files area.
14.	PROGRAM APPLICATION MANUAL FILES Consists of information concerning function, use, and methodology of the program. Such as description of input and output files, source and object code listings, program logic flow diagrams,output messages, codings, test plan, and operating instructions.		Destroy 1 year after termination of the system through update, discontinuance, or becoming obsolete. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	USER'S GUIDE FILES Consists of handbooks used in training or an explanation of the overall system, as a guide to data availability, and procedures for extracting such data.		Destroy 1 year after termination of the system through update, discontinuance, or becoming obsolete. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.

	USER'S OPERATING PROCEDURES FILES Consists of instructions oriented to the user regarding preparation of input data, for processing work on the computer, and for control and interpretation of output reports.		
16.	A. Systems for which magnetic tape data produced is authorized to be erased.		Destroy 1 year after data produced on magnetic tapes has been erased. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
	B. Systems for which magnetic tape data produced is not authorized to be erased.		✗Permanent. Cut off at end of calendar year, hold one year inactive, then transfer with related magnetic tapes to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).
17.	**SYSTEM DOCUMENTATION REPORT FILES** Consists of one copy of published final report containing a narrative description of the methodology used to obtain statistical tabulations and analyses of the findings of studies or surveys.		✗Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center).

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	Part III - ERASABLE MEDIA: Covers all devices storing machine readable records in an erasable mode, and which are part of the peripheral hardware of the ADP installation. The medias are: Tapes (analog and digital), drums, disks, disk packs, and data cells. Where record series are described in Parts I and II, or in other NOAA records schedules, their disposition instructions will be used. This Part III relates to event or action periods that are prior to the reclamation process of the storage media (See introduction, paragraph 3).		
18.	SCRATCHED OR BLANK TAPES Use by console operators or tape handlers to facilitate temporary computer runs, such as sort and merge. They may be new tapes or those with expired retention periods.		Considered a stock item that is available for immediate use or reuse.
19.	TEST TAPES Consists of magnetic tapes used in the testing of a proposed system.		
	A. Used by programmer for individual runs, and not under library control.		Erase tapes after acceptance or discontinuance of a system, whichever is sooner.
	B. Used to debug individual or groups of programs prior to final acceptance testing.		Erase tapes after program has been discontinued.
	C. Used for final acceptance of the system.		Erase tapes after all records produced under the system are disposed of. Where procurement function is involved use Schedule 7, item 3.

	DISPOSITION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
20.	**PROGRAM TAPES OR DISK PACKS** Consists of tapes or disk packs containing sequence of instructions required to process data or solve problems.		
	A. Updated instructions.		Erase after third update cycle.
	B. Last update instructions used in a terminated system.		Erase after agency no longer requires the instructions.
	C. Used to audit the processing instructions for the system.		Erase after functional guidelines provided by General Accounting Office have been satisfied.
21.	**RAW DATA INPUT TAPES** Consists of data abstracted from source documents, or other media, and entered into the system for the first time.		
	A. Used to update existing program and to support master file reconstruction.		Erase after third update cycle.
	B. Used for a one-time study or survey and not required to support master file reconstruction		Erase upon acceptance of final data.
	C. Used to replace or serve as basic source data rather than "hard copy" or other input source documents.		Erase according to disposition applied to the "hard copy" or other functional files.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
22.	**WORKING TAPES (INPUT/OUTPUT)** Consists of magnetic tapes of output or control within or from one run to a subsequent run that manipulates, sorts, and moves data through a system. Includes check points, edit, correction, reject list, unmatched data eliminating errors, and reruns. A. Used in an updated system. B. Used for a one-time study or survey.		 Erase after acceptance of updated tape. Erase upon acceptance of master data tape.
23.	**VALID TRANSACTION TAPES** Consists of valid file of items used with a master data tape input file to create a master data tape output file. A. Partially valid transaction after outstanding items are removed from current tapes. B. Valid transaction after acceptance of cumulative final master tape and a statistical analysis is not necessary. C. Used when a statistical analysis is necessary		 Erase after third update cycle. Erase after third update cycle. Erasing not authorized unless transferred to or merged with other data.

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
24.	**INFORMATION RETRIEVAL SYSTEM REFERENCE MASTER TAPES** Consists of data created by merging of prior master file with valid transaction data to create a new master file (may include security copy tape of data on disk pack).		
	A. Cumulative index to publications and other nonrecord material.		Erase after third update cycle.
	B. An index to record material, such as correspondence, hearings, decisions, patents, etc., and record copy of publications.		Permanent.
25.	**FEDERAL LOAN AND GRANT PROGRAM MASTER TAPES** Consists of data created by merging of prior master file with valid transaction data to create a new master file (may include excerpts from forms placed in case files.)		
	A. Cumulative data of funds available through federally supported loan and grant programs.		Erase after third update cycle.
	B. Noncumulative periodic status file of federal loan and grant activity.		Erasing not authorized.unless transferred to or merged with other data.

See page 2.

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
26.	HOUSEKEEPING SYSTEMS MASTER TAPES Consists of data for such housekeeping systems as fiscal accountability, supply management, and payroll administration.		
	A. Not required for General Accounting Office site audit.		Erase according to disposition applied to the "hard copy" or other functional files.
	B. Required for General Accounting Office site audit.		Erase after functional guidelines provided by General Accounting Office have been satisfied.
27.	ECONOMIC STATISTICS MASTER TAPES Consists of data created by merging of prior master file with valid transaction data to create a new master file.		
	A. Cumulative data such as production, consumption, and monetary status of industry, agriculture, banks, and insurance institutes; value of foreign commerce and other indicators such as habitat construction, travel facilities, and communication outlets.		Erase after third update cycle.
	B. Data used to prepare reports covering specified time periods.		Erasing not authorized. unless transferred to or merged with other data.
	C. Data used in recurring periodic surveys of economic indicators covering specific time periods.		Erasing not authorized. unless transferred to or merged with other data.
	D. Data of economic censuses taken during five year intervals.		Erasing not authorized. unless transferred to or merged with other data.

ITEM	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
28.	**SOCIAL STATISTICS MASTER TAPES** Consists of data created by merging of prior master file with valid transaction data to create a new master file.		
	A. Cumulative data concerning social and demographic statistics and other social indicators.		Erase after third update cycle.
	B. Data used to prepare reports covering specified time periods.		Erasing not authorized. unless transferred to or merged with other data.
	C. Data used in recurring periodic surveys of social indicators covering specific time periods.		Erasing not authorized. unless transferred to or merged with other data.
	D. Data of demographic censuses taken for any period in time.		Erasing not authorized.unless transferred to or merged with other data.
29.	**NATURAL RESOURCES MASTER TAPES** Consists of data created by merging of prior master file with valid transaction data to create a new master file.		
	A. Cumulative data on characteristics, use, and ownership of natural resources.		Erase after third update cycle.
	B. Data used to prepare reports covering specified time periods.		Erasing not authorized.unless transferred to or merged with other data.

30.	LONGITUDINAL STUDIES MASTER TAPES Consists of data recorded over a period of time from one or more sources that is a series of observations relating to individual units (events, actions, individuals or groups, places, things).		Erasing not authorized unless transferred to or merged with other data.
31.	SCIENTIFIC DATA TAPES Consists of Source Data Recordings received from sensor instruments for scientific measurements. Recordings may be from crafts orbiting in outer space, oceanographic and Geophysical Phenomena, and Medical Research (includes analog tapes).		
	A. When converted to raw data digital tape.		Erase after analysis of data.
	B. When partially or not converted to raw data digital tape.		Erase after determining data will not be converted.
32.	SCIENTIFIC MASTER TAPES Consists of data created either from analog tape or direct recording on digital tape for scientific measurements of astronomic and outer space phenomena, oceanographic and atmospheric qualities and conditions, and medical research.		
	A. When held in National Data Centers.		Permanent.
	B. When not duplicated in National Data Centers.		Permanent.

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	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	C. When Duplicated in National Data Centers.		Erase after determining data is not required outside National Data Centers.
	D. When neither calibrated nor validated.		Erase upon acceptance of final data.
33.	SUMMARY DATA TAPES Consists of data created by combining individual observations from valid transaction or master tapes that are obtained from various published sources. Tapes are substantially unpublished, such as data that is disclosure free.		Erasing not authorized. unless transferred to or merged with other data.
34.	PUBLICATION TAPES Consists of source output data taken from a system without destroying the source tapes. When reproduced and distributed as a publication or for reproducing a printed publication.		Erase after acceptance of record copy for which erasing is not authorized.
35.	PRINT TAPES Consists of source output data taken from a system without destroying the source tapes. When used for producing printouts of tabulations, ledgers, tables, registers, and reports.		Erase after printouts have been accepted.
36.	RE-FORMATED DATA TAPES Consists of essentially duplicate data from the master tapes but is created for use with other computer handware systems.		
	A. When used for specific purpose of information interchange.		Erase according to provisions applicable to master tapes.

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	B. When a specific application for agency computer hardware systems is required.		Erase when determined that format is not required.
37.	SAMPLE AND SUBSAMPLE DATA TAPES Consists of individual observations selected from a larger census or survey, such as stratified or pure random sample, with or without weighting factors. These are disclosure free or useful in statistical analysis or policy formulation models and simulation studies.		Erasing not authorized unless transferred to or merged with other data.
38.	SECURITY BACKUP TAPES Consists of security copy identical in format to master tape retained to replace damaged or accidentally erased tape.		
	A. Used in an updated system.		Erase after third update cycle.
	B. Used for one-time study or survey.		Erase or retain according to provisions of identically related tape.
39.	EXTERNAL AGENCY TAPES Consists of tapes created by other agencies which may not be altered sustantially by the receiving agency.		Erase when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
PART IV. NON-ERASABLE MEDIA: Covers such media as punch cards and paper tape. This media is used by ADP installations in various roles and functions, and is mostly temporary in retention. Whenever punch cards are used as documents; such as checks, savings bonds, and requisitions, the functional retention period approved in other NOAA schedules will apply.		
PROGRAM CARD FILES		
A. Consists of cards containing common language source program data (source deck). These are processed with a processor or utility program to produce a machine-coded object program.		Destroy cards as they become obsolete. Destroy program deck after program is removed from system.
B. Consists of cards containing coded machine language instructions arranged in sequence (object deck). These are input to computer to activate it into performing data processing functions.		Destroy cards after completion of program revision or removal from the system.
C. Consists of utility or proccessor program card decks. These are used to update installation systems software.		Destroy cards as they become obsolete, or one year after program is removed from the system.
D. Consists of job stream card decks (job stack, job control) which are used to activate program-processing modules performance data processing.		Destroy cards as they become obsolete, and when neccessary changes have been made to Data-Processing Manual.

	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS

41.	**PROGRAM CONTROL CARD FILES**
	Consists of cards created by producer or user, and containing data to control the ADP program.
	
	    A. When pertinent to a specific run or cycle.
	
	    B. When used in an updated system.
			
			Destroy cards as they become obsolete, and when neccessary changes have been made to Data-Processing Manual.
			
			Destroy cards as they become obsolete, or one year after program is removed from the system.

42.	**SOURCE DATA FILES**
	Consists of cards or paper tape containing data abstracted from source documents and used for conversion to magnetic tape or processing on electrical accounting machine (EAM) equipment.
	
	    A. When retained as backup to magnetic tape or disk by ADP installation.
	
	    B. When they are EAM output listings and reports.
	
	    C. When on Magnetic Media.
	
	    D. When cards are the source documents containing original entry data with film or writen inserts.
			
			Destroy upon acceptance and first update cycle of magnetic tape.
			
			Destroy after 6 months if, in processing, conversion to magnetic tape is not accomplished.
			
			Destroy upon acceptance of data on related magnetic tape.
			
			Destroy or retain according to the disposition applied to the "hard copy" or other related functional files.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	SAFETY PROGRAM RECORDS		
1.	Major policy and program planning records for the safety program. Does not include copies of policy set outside NOAA.		Permanent. Transfer to NOAA Records Holding Area when no longer needed. Offer To NARS when 15 years old.
2.	Regulations on safety written outside NOAA.		Destroy when superseded or no longer needed.
3.	Accident, property damage, and motor vehicle accident reports (NOAA Form 64-1) including the case files. Also reports to Dept. of Commerce (OSHA Forms 102f and 102ff), general reports (OSHA Form 100f), and related statistics.		Destroy when 5 years old. Cut off when case is closed or at end of calendar year, whichever is appropriate, hold one year inactive, then transfer to the NOAA Records Holding Area.
4.	Accident and fire prevention promotion files.		Destroy when 2 years old.
5.	Safety checks and reviews.		Destroy when 3 years old.
6.	Safety studies.		Destroy when 15 years old unless study is published, in which case written material can be destroyed one year after publication.
7.	Copies of NOAA reports to Environmental Protection Agency on NOAA pollution, or other specially required reports on energy and related areas.		Destroy when 5 years old. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area.
8.	Laser eye exams and test results. These are exams for the eyes of employees using laser equipment to check for eye damage. These are retained as a protection against claims.		Destroy when 6 years old

RECORDS DISPOSITION SCHEDULE

SAFETY RECORDS

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
9.	Employee driver's tests.		Destroy *when* ~~after~~ 3 years *old*.
10.	Cross reference cards on driver's licenses.		Destroy 3 years after issuance of driver's license.
11.	Training files:		-
	a. Training plans, textx, outlines, and related training material.		Destroy when superseded or obsolete.
	b. Other papers.		Destroy *when* ~~after~~ 2 years *old*.
12.	Office administrative files not covered in Schedule 1.		Destroy *when* ~~after~~ 2 years *old*.

RECORDS DISPOSITION SCHEDULE