

**Revised on 08/2020** to incorporate changes transmitted under NARA transmittal 31 to the General Records Schedules (GRS), NARA approved schedule DAA-0370-2019-0001 for Marine Operations Records, and

**Revised on 05/2017** to include updates to GRS schedule items listed in Subfunction 1703 and 1704 by GRS 5.4.

## **NOAA Records Schedules**

### **Chapter 1700 – Office of Marine and Aviation Operations (OMAO) Functional Files**

OMAO's research and survey ships collect oceanographic, atmospheric, hydrographic, and fisheries data. The fleet supports a wide range of marine activities including fisheries research, nautical charting, and ocean and climate studies. Subfunction 1702 covers NOAA Corps Operation Files, 1703 covers Ship and Ship Base Operations, and 1704 covers Aircraft Operation Files.

This Chapter does not include records created, maintained and used in OMAO that are covered in Chapter 100, Enterprise Wide Functions; Chapter 200, Administrative and Housekeeping; Chapter 1200, Scientific Research Records, and Chapter 1800, Ocean and Marine Technology Functional Files. Records under disposition authority 5.4, created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying this disposition schedule.

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### Subfunctions:

- 1702 NOAA Corps Operation Files
- 1703 Ship and Ship Base Operations Files
- 1704 Aircraft Operations Files

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1700	NOAA CORPS, Ships and Ship Based Operation, and Aircraft Operation Files.			
1702-01	Policy and Program Planning Files.	Documents related to recruitment, appointment, assignment and guidance of commissioned officers. Included in these files are appointment policies and the files of boards establishing the policies.		
		a. Official Record Set. One copy of each official NOAA publication, study, report, scientific paper, or other formally published or informally produced materials.	N1-370-90-2 <b>(6/9/95)</b>  Supersedes: NC-370-75-001, item 1 of NOAA Corps Records <b>(2/27/75)</b>	<b>Permanent.</b> Follow disposition for record series 100-11 of this handbook.

		b. All other copies. Duplicate copies of NOAA publications maintained by all NOAA operating units and divisions solely for convenience or reference purpose	<p><i>N1-370-90-2 (6/9/95)</i></p> <p><i>Supersedes:</i> <i>NC-370-75-001, item 1 of NOAA Corps Records (2/27/75);</i></p> <p><i>1702-02, General Correspondence Files;</i></p> <p><i>1702-03, Correspondence and Reports Files, NC-370-75-001, item 2 of NOAA Corps Records (2/27/75)</i></p>	<b>TEMPORARY.</b> Follow disposition for records series 100-12 of this handbook.
1702-02	<b>General Correspondence File</b>	<p>Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:</p> <ul style="list-style-type: none"> <li>• staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)</li> <li>• office-level administrative policies and procedures and files related to their development (see Note 1)</li> <li>• calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)</li> <li>• informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement</li> </ul>	<p>DAA-GRS- 2016-0016-0001 (GRS 5.1, item 010)</p> <p><i>Supersedes:</i> <b><i>(GRS 23, item 1)</i></b></p> <p><i>1702-03, Correspondence and Reports Files.</i></p>	<b>TEMPORARY.</b> Follow disposition instruction for 200-01, Office Administrative Files.

		<p>and payment records and forms requesting training (e.g. SF-182)</p> <ul style="list-style-type: none"> <li>• internal office activity and workload reports</li> <li>• studies and analyses of office administrative functions and activities</li> <li>• non-mission related management reviews and surveys</li> <li>• minutes of meetings related to administrative activities</li> </ul> <p><b>Exclusion 1:</b> This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the (GRS 23, item 1) office. Agencies must schedule those records on an agency-specific schedule.</p> <p><b>Note 1:</b> This item covers administrative policies and procedures at the office/unit level. See NOAA Series 100-03 for agency level administrative issuances; directives, bulletins, organization manuals and charts, functional statements, delegations of authority, and similar administrative issuances and manuals.</p>		
1702-03	<b>DEFUNCT</b>			
1702-04	Travel and Transportation Files.	<p>Documents resulting from representation of NOAA by membership in various committees such as Per Diem, Travel and Transportation Allowance, etc.</p> <p><b>Travel Coordinators must follow NOAA Chapter 400-15 for the retention of travel vouchers and authorizations</b></p>		<b>TEMPORARY.</b> Follow disposition for 200-01 of this handbook.
1702-05	Special Studies Files.	Documents relating to review and analysis of problem, reports of findings, including recommended approaches. Included are studies of economic consequences of marine programs and resources.		

		<p>a. Official Record set.</p> <p>One copy of each official NOAA publication, study, report, scientific paper, or other formally published or informally produced materials.</p>	<p>N1-370-90-2 <b>(6/9/95)</b></p> <p><i>Supersedes: NC-370-75-001, item 6a of NOAA Corps Records (2/27/75)</i></p>	<p><b>PERMANENT.</b> Follow disposition for record series 100-01a of this handbook.</p>
		<p>b. All other copies.</p> <p>Duplicate copies of NOAA publications maintained by all NOAA operating units and divisions solely for convenience or reference purpose.</p>	<p>N1-370-90-2 <b>(6/9/95)</b></p> <p><i>Supersedes: NC-370-75-001, item 6b of NOAA Corps Records (2/27/75)</i></p>	<p><b>TEMPORARY.</b> Follow disposition for record series 100-01b of this handbook.</p>
1702-06	NOAA Corps Projects Files.	Documents relating to the structure of the commissioned corps, including motivation, evaluation, recruitment, pay and administration.	<p>N1-370-90-2 <b>(6/9/95)</b></p> <p><i>Supersedes: NC-370-75-001, item 1 of NOAA Corps Records (2/27/75)</i></p>	<p><b>PERMANENT.</b> Follow disposition for 100-03a (1) of this handbook.</p>
1702-07	Officer Personnel Files		NOAA Corps Directives Chapter 01, Part 6, Official Personnel Records Management.	

		<p>a. Long-term Documents:</p>	<p><i>Supersedes:</i>  NC-370-88-002  <b>(10/31/89);</b></p> <p><i>Supersedes:</i>  NC-370-75-001, item  8 of NOAA Corps  Records;</p> <p>1702-07a, Career  Guides Files;</p> <p>1702-08a, Personnel  Long term  documents;</p> <p>1702-11a, ROTC  Student Appointment  Files; and</p> <p>1702-13a, Training  School and Course  Files.</p>	<p><b>PERMANENT.</b>  Follow disposition for  307-01a, Officer  Personnel Folder, Long  Term Documents, of  this handbook.</p>
		<p>b. Temporary Documents:</p>	<p><i>Supersedes:</i>  NC-370-88-002  <b>(10/31/89);</b></p> <p><i>Supersedes:</i>  NC-370-75-001, item 8  of NOAA Corps Records;</p>	<p><b>TEMPORARY.</b>  Follow disposition for  307-01b of this  handbook.</p>

			<p>1702-08b, Personnel Long term documents;</p> <p>1702-11b, ROTC Student Appointment Files;</p> <p>1702-13b, Training School and Course Files; and</p> <p>1702-13b, Graduate Studies Records.</p>	
1702-08	Medical Folder Files.		NOAA Corps Directives Chapter 01, Part 6, Official Personnel Records Management.	
		a. Long-term Documents:	<p><i>Supersedes:</i>  NC-370-88-002  <b>(10/31/89); and</b></p> <p>NC-370-75-001, item 8 of NOAA Corps Records.</p>	<b>PERMANENT.</b> Follow disposition for 307-02a of this handbook.
		b. Temporary Documents:	<p><i>Supersedes:</i>  NC-370-88-002  <b>(10/31/89); and</b></p> <p>NC-370-75-001, item 8 of NOAA Corps Records.</p>	<b>TEMPORARY.</b> Follow disposition for 307-02b of this handbook.



1702-09	NOAA Corps Regulations Files.	Documents relating to regulations established for the NOAA Corps and the background reference copies.	N1-370-90-002 <b>(6/9/95)</b>  <i>Supersedes: NC-370-75-001, item 9 of NOAA Corps Records</i>	<b>PERMANENT.</b> Use disposition for 100-03 of this handbook.
1702-10	<b>DEFUNCT</b>			
1702-11	<b>DEFUNCT</b>			
1702-12	Program Operations Files.	Correspondence and background data concerning charting and marine-oriented programs, or other area of NOAA Corps involvement.		
		a. Maintained at the Operating Unit, Line Organization and Program Offices <b>above the Division Level.</b>	N1-370-90-002 <b>(6/9/95)</b>	<b>PERMANENT.</b> Follow disposition for 100-11 in this handbook.
		b. Maintained at the Operating Unit, Line Organization and Program Offices <b>below the Division Level</b>	N1-370-90-002 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Follow disposition for 100-12 of this handbook.
1702-13	<b>DEFUNCT</b>			

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1703	Ship and Ship Base Operations Files.	<p>Operational and engineering files maintained primarily at headquarters offices, marine center offices, research laboratories, and aboard ship, in support of the NOAA fleet. The ships are run by a combination of NOAA commissioned officers and wage marine civilians. The ship's officers and crew provide mission support and assistance to embarked scientists from various NOAA laboratories as well as the academic community.</p> <p><b>NOTE:</b> Before any of the records described below are destroyed they should be reviewed for possible inclusion in 1703-03.</p>		
1703-01	Administrative Records Maintained in any Agency Office.	General correspondence concerning the routine internal operations and administration or housekeeping activities of the office rather than the functions for which the office exists.	<p>DAA-GRS-2016-0016-0001 <b>(GRS 5.1, item 010)</b></p> <p>Supersedes GRS 23, item 1</p>	<p><b>TEMPORARY.</b> Follow disposition for 200-01 of this handbook.</p>
1703-02	Land Vehicle and Water Vessel Inspection, Maintenance, and Service Records.	<p>Land vehicle and water vessel inspection, maintenance, and service records. Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> <li>• work orders, service and repair requisitions, and logs</li> <li>• descriptions of provided service and repair, and related papers.</li> </ul>	<p>DAA-GRS-2016-0011- 0011 <b>(GRS 5.4, item 090)</b></p> <p><i>Supersedes:</i> <i>1703-02, Inspection and Operational Readiness Files, NC-370-75-004, Item 84 (12/2/75);</i></p>	<p><b>TEMPORARY.</b> Destroy when 25 years old or sooner if no longer needed. Cut off at end of calendar year, hold 10 years, then transfer to the nearest FRC.</p>

		<p><b>Exclusion:</b> Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these)</p>	<p><i>1703-11, Ship Maintenance and Repair Files, NC-370-75-001, item 5b1 of Vessel Records (2/27/7;</i></p> <p><i>1703-14, Ship Service Files, N1-370-96-002, (7/14/97);</i></p> <p><i>1703-19, Equipment Replacement Files; and</i></p> <p><i>1703-22, Ship Equipment Alteration Files.</i></p>	
1703-03	Historical Ship Data Files.	<p><i>(Supersedes Item 85, NC-370-75-004, 12/2/75.)</i></p> <p>Files pertaining to the operation, maintenance, acquisition, disposition, and other important events relating to a ship, that the custodian of the records considered to be <b>of permanent historical significance</b>. <b>These records are normally filed under other</b> record series, but are placed under this code when the related material is being destroyed. The custodian should annually review all records pertaining to ships. Documents considered to have permanent significance that are not already classified as permanent will be removed and placed under this code.</p>	N1-370-96-002 <b>(7/14/97)</b>	<b>PERMANENT.</b> Ships will forward historical records to the marine centers after one year. The centers will retain them for 10 years, and then transfer them to the National Archives (thru the NOAA

				Records Officer) for permanent retention.
1703-04	Ship Design and Equipment Files.	Two types of files are to be retained under this code, and must be maintained in separate folders.		
		<i>(Supersedes Item 86, NC-370-75-004, 12/2/75.)</i>  a. Master Ship Plan files, including original plans, photographs, booklets, profile plans, general arrangement plans (including machinery), and seaworthiness reports.	N1-370-96-002 <b>(7/14/97)</b>	
		1. Offices:	N1-370-96-002 <b>(7/14/97)</b>	<b>PERMANENT.</b> When ship leaves service transfer to the National Archives thru the NOAA Records Officer.
		2. Ship's copy:	N1-370-96-002 <b>(7/14/97)</b>	<b>TEMPORARY.</b> Destroy when ship leaves service, or transfer to new owner if ship is sold.
		b. Equipment file on ship's deck, electronic and scientific equipment systems. Includes technical data, procurement selection, priority designation, and logistical support. See 1703-02	N1-370-96-002 <b>(7/14/97)</b>  <i>Supersedes:</i>	<b>TEMPORARY.</b> Destroy when equipment leaves service.

		for Ship Maintenance and Repair Files, and Equipment Replacement Files.	NC-370-75-004 <b>(12/2/75)</b>	
		1. job control cards for maintenance:	N1-370-96-002 <b>(7/14/97)</b>  <i>Supersedes:</i> NC-370-75-004 <b>(12/2/75)</b>	<b>TEMPORARY.</b> Destroy when action is completed.
		2. logs for machine maintenance, repairs:	N1-370-96-002 <b>(7/14/97)</b>  <i>Supersedes:</i> NC-370-75-004 <b>(12/2/75)</b>	<b>TEMPORARY.</b> Destroy when equipment leaves service.
		3. machine blueprints, specifications:	N1-370-96-002 <b>(7/14/97)</b>  <i>Supersedes:</i> NC-370-75-004 <b>(12/2/75)</b>	<b>TEMPORARY.</b> Destroy when superseded or obsolete.
1703-05	Ship Log Files.	Original deck and engineer logs created on board ship. The deck log gives information regarding the officers attached to the ship, and certain operational/managerial/ dimensional aspects pertaining to the daily tasks. The engineer log provides details regarding engine RPM, pressure, temperature, fuel, oil, etc., on an hourly basis.		
		<i>(Supersedes NC-370-75-004, 12/2/75, item 87a of Fleet Operations.)</i>  1. Deck Logs:	NC-370-96-002 <b>(7/14/97)</b>	<b>PERMANENT.</b> Transfer to National

				Archives when 15 years old.
		<i>(Supersedes NC-370-75-004, 12/2/75, item 87b of Fleet Operations.)</i>  2. Engineer Logs:	NC-370-96-002 <b>(7/14/97)</b>	<b>TEMPORARY.</b> Transfer to FRC after one year. Destroy 10 years later.
1703-06	Ships Schedules.	This series contains documents relating to the movement of ship, including the arrival and departure times and places.		
		1. Ships' copy:	DAA-0370-2019-0001-0001 <b>(02/19/20)</b>  <i>Supersedes: 1703-06 NC-370-75-1/Vessel Records/3 dated (2/27/75)</i>	<b>TEMPORARY.</b> Cut off at end of calendar year. Destroy 3 years after cut off.
		2. Marine Center Copy:	DAA-0370-2019-0001-0002 <b>(02/19/20)</b>  <i>Supersedes: N1-370-90-2, Item 100-11 and/or 100-12 (6/9/95)</i>	<b>TEMPORARY.</b> Cut off at end of calendar year. Destroy 6 years after cut off or when no longer needed for operational or scientific needs, which is longer.
1703-07	Monthly Activity Reports.	Detailed reports of the monthly activity of the NOAA Fleet.	N1-370-96-002 <b>(7/14/97)</b>	<b>TEMPORARY.</b> Transfer to FRC after 1 year.

				Destroy 10 years later.
1703-08	Cruise Reports/Season Reports Files.	Narrative reports prepared by the Commanding Officer and/or Chief Scientist at the end of each research cruise or upon completion of annual field operations.	N1-370-96-002 <b>(7/14/97)</b>	<b>PERMANENT.</b> Transfer to the Federal Records Center after 1 year. Transfer to the National Archives after 50 years.
1703-09	<b>Revoked.</b>	Maintain Monthly Ships Accomplishment Reports with Monthly Activity Reports, 1703-07 above.		
1703-10	Labor Union Activities Files.	Documents relating to labor union matters concerning the NOAA fleet.	NOAA Corps Directives Chapter 01, Part 6, Official Personnel Records Management.	<b>Temporary.</b> Follow disposition for 307-01 of this handbook.
1703-11	DEFUNCT.			
1703-12	Mess Files.	Documents relating to meals provided to officers and crew-members assigned to ships.	N1-370-96-002 <b>(7/14/97)</b>  <i>Supersedes: NC-370-75-001, item 9 of Vessel Records (2/27/75)</i>	<b>TEMPORARY.</b> Cut off at end of calendar or fiscal year. Destroy 3 years later.
1703-13	Project Instruction Files.	Project instructions and other related material, such as a transmittal letters forwarding project data, specimens, etc.		
		a. Ship's Copy	DAA-370-2019-0001-0003 <b>(2/19/2020)</b>	<b>TEMPORARY.</b> Cutoff at the end

				of the calendar year. Destroy 3 year(s) after cutoff.
		b. Marine Center Copy	DAA-370-2019-0001-0004 <b>(2/19/2020)</b>	<b>TEMPORARY.</b> Cutoff at the end of the calendar year. Destroy 6 years after cutoff or when no longer needed for operational or scientific needs, which is longer.
1703-14	<b>DEFUNCT.</b>			
1703-15	Communications Files.	Includes radio logs, regulations, and other material pertaining to a ship's radio communications.	NC-370-75-001, item 8 of Vessel Records <b>(2/27/75)</b>	<b>TEMPORARY.</b> Destroy after 1 year.
1703-16	Miscellaneous Reports Files.	Reports on ship or fleet activities, and not otherwise described in this sub-function.		
		1. Office copies:	DAA-GRS-2016-0016-0001 <b>(GRS 5.1, item 010)</b>  <i>Supersedes: GRS 23, item 1</i>	<b>TEMPORARY.</b> Follow disposition for 200-01 of this handbook.
		2. Ships' copies:	DAA-GRS-2016-0016-0002 <b>(GRS 5.1, item 020)</b>  <i>Supersedes: NC-370-75-001, item 7 of Vessel Records</i>	<b>TEMPORARY.</b> Destroy immediately after copying to a recordkeeping system or



			<b>(2/27/75)</b>	otherwise preserving, but longer retention is authorized if required for business use.
1703-17	<b>DEFUNCT.</b>			
1703-18	Pollution Control Program Files.	Overall planning, policy, and guidance documents pertaining to pollution control system, programs, and equipment.	N1-370-90-003 <b>(12/9/92)</b>  <i>Supersedes: NC-370-75-003, item 7 of Safety Records. (8-29-75)</i>	<b>TEMPORARY.</b> Cut off at end of calendar year. Destroy 7 years later.
1703-19	<b>DEFUNCT.</b>			
1703-20	Logistics Files.	Procurement action documents and specific contract items not covered elsewhere in this sub-function.		
		1. Record copy:	DAA-GRS-2013-0003-0001 <b>(GRS 1.1, item 010)</b>	<b>TEMPORARY.</b> Follow disposition for item 1 of 702-03 of this handbook.
		2. Other copies:	DAA-GRS-2013-0003-0002 <b>(GRS 1.1, item 011)</b>	<b>TEMPORARY.</b> Follow disposition for item 2 of 702-03 of this handbook.
1703-21	Facility, Space, Vehicle, Equipment,	Records relating to administering and operating facilities, spaces, Federally owned and operated	DAA-GRS-2016-0011-0001 <b>(GRS 5.4, item 010)</b>	<b>TEMPORARY.</b> Destroy when 3

	<p>Stock, and Supply Administrative and Operational Records.</p>	<p>housing, land vehicles, <b>water vessels</b>, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> <li>• statistical and narrative reports</li> <li>• studies</li> <li>• requests for space using Standard Form 81 or equivalent</li> <li>• space assignments and directories</li> <li>• inventories of property, equipment, furnishings, stock, and supplies</li> <li>• reports of survey regarding lost, damaged, missing, or destroyed property</li> <li>• requisitions for supplies and equipment</li> <li>• records tracking supply and procurement requirements</li> <li>• records scheduling and dispatching vehicles, monitoring use, and reporting use</li> <li>• related correspondence</li> </ul> <p><b>Exclusion 1:</b> Records of aircraft operations (item 110 in this schedule covers these).</p>	<p><i>Supersedes:</i>  1703-21a (GRS 3, item 9a)  1703-21b (GRS 3, item 9b)</p>	<p>years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>
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		<p><b>Exclusion 2:</b> Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 3:</b> Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p> <p><b>Note:</b> This series cover previous inventories of ship equipment (inventory lists and inventory cards).</p>		
1703-22	<b>DEFUNCT.</b>			
1703-23	Catalog Files.	Catalogs with ship, shipyard, and ship equipment data.	Nonrecord	<b>TEMPORARY.</b> Destroy when no longer needed for reference.
1703-24	Ship Allocation Files.	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.		

		1. Ships copy:	DAA-0370-2019-0001-0005 <b>(2/19/2020)</b>  <i>Supersedes: NC-370-75-001, item 3 of Vessel Records (2/27/75) and</i>  <i>1703-17, Ship Stability and Characteristics Files, N1- 370-75-01, item 5d of Vessel Records, (2/27/75).</i>	<b>TEMPORARY.</b> Cutoff at the end of the calendar year. Destroy 3 year(s) after cutoff.
		2. Office copy:	DAA-0370-2019-0001-0006 <b>(2/19/2020)</b>  <i>Supersedes: N1-370-90-2, Item 100-11 and/or 100-12 (6/9/95),</i>  <i>1703-17, Ship Stability and Characteristics Files, N1- 370-75-01, item 5d of Vessel Records, (2/27/75).</i>	<b>TEMPORARY.</b> Cutoff at the end of the calendar year. Destroy 6 year(s) after cutoff or when no longer needed for operational or scientific needs, which is longer.
1703-25	Charter Vessel Clearance and Report File.	Requests relating to the obtaining of clearance to charter vessels for research or other purposes; includes the action taken and statistics compiled on such charters.	<b>46 CFR380.24(a)(4) and (5)</b>  <i>Supersedes: NC-370-75-001, item 5d of Vessel Records (2/27/75)</i>	<b>TEMPORARY.</b> Records should be retained for not less than 2 years after final release

				agreement or settlement agreement is completed between the Administration and contractors under operating differential subsidy contracts.
1703-26	Research Clearance Files.	Documents relating to the obtaining of clearance from other nations to conduct research in areas under their jurisdiction and to make port calls. Includes related communications with the State Department.		
		a. Official file copy:	N1-370-90-002 (6/9/95)	<b>Use disposition for 600-04, International Agreements of this handbook.</b>
		b. All other copies:	N1-370-90-002 (6/9/95)	<b>Use disposition for 600-01, "Country" or International Affairs Subject Files; 600-03, International Project Files, or 600-05, Bilateral Relations Files.</b>
1703-27	Ordinance Files.	Documents relating to the control, maintenance, and use of ordinance material. Includes firearms qualification by	DAA-GRS-2017-0006-0004 <b>(GRS 5.6, item 030)</b>	<b>TEMPORARY.</b> Destroy 3 months

		potential users, arms distribution sheets, charge records, and receipts.	<i>Supersedes: GRS 18, item 19d</i>	after return of equipment, but longer retention is authorized if required for business use.
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Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1704	Aircraft Operations Files.	These files relate to the operation of an aircraft fleet for NOAA's use. This general records schedule provides disposition instructions for records pertaining to the management, maintenance, and operation of aircraft used by Federal agencies, including Federal records accumulated in connection with the use of leased aircraft as well as records provided by contractors for government agencies. Specifically excluded from this schedule are previously approved records from the Federal Aviation Administration, Department of the Air Force, Department of the Navy, and the Department of the Army.		
1704-01	General Administrative Files.	General correspondence concerning the routine internal operations and administration or housekeeping activities of the office rather than the functions for which the office exists.	DAA-GRS-2016-0016-0001 <b>(GRS 5.1, item 010)</b> <i>Supersedes GRS 23, item 1</i>	<b>TEMPORARY.</b> Follow disposition for 200-01 of this handbook.
1704-02	Aircraft Procurement and Release Files.	Documents establishing the need and requirements for aircraft comparisons that are pertinent in selecting and procurement of aircraft. Also, includes records relating to transfer, sale, donation, and exchange of aircraft.		
		a. Procurement records.	DAA-GRS-2013-0003-0002 <b>(GRS 1.1, item 011)</b>	<b>TEMPORARY.</b> Follow disposition for 702-03 for procurement records.

		b. Sale or donation records.	DAA-GRS-2013-0003-0001 <b>(GRS 1.1, item 010)</b>	<b>TEMPORARY.</b> Follow disposition for 704-02 for sale and donation of personal property.
1704-03	Aircraft Design.	Includes general construction plane, booklets, photographs, and original tracing of the aircraft's construction planes. Contains all details of the construction, electrical and hydraulic systems, fire control system, and other structural details (blueprints, working drawing, etc.)	N1-370-90-002 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when the related instrumentation, machinery, or equipment is destroyed, or donate design drawings to the NOAA History Center, NOAA museum, or other federal agency or institution with the instrumentation, machinery, or equipment in accordance with 36 CFR 1228.60.
1704-04	Scientific Instrumentation Installed in Aircraft.	Documents relating to scientific equipment added to aircraft to carry out operations in research mission, including its installation. Also included should be advanced navigation systems installed on the aircraft.	N1-370-90-002 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when the related instrumentation, machinery, or equipment is destroyed, or



				donate design drawings to the NOAA History Center, NOAA museum, or other federal agency or institution with the instrumentation, machinery, or equipment in accordance with 36 CFR 1228.60.
1704-05	Aircraft Inspection, Maintenance, and Modification Records.	<p>Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> <li>• servicing, manufacturing, rebuilding and testing equipment</li> <li>• classifying material's condition status</li> <li>• preventive maintenance</li> <li>• aircraft or equipment configuration and material alteration</li> <li>• logistics services Includes records such as:</li> <li>• technical and non-technical correspondence</li> </ul>	<p><i>DAA-GRS- 2016-0011-0013 (GRS 5.4, item 100)</i></p> <p><b>Supersedes NOAA Schedule Items:</b></p> <p><i>1704-06, Aircraft Equipment Files (GRS 10, item 12);</i></p> <p><i>1704-07b (GRS 10, item 11);</i></p> <p><i>1704-08b (GRS 10, item 11); and</i></p> <p><i>1704-19 (GRS 10, item 12)</i></p>	<p><b>TEMPORARY.</b> Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.</p>

		<ul style="list-style-type: none"> <li>• maintenance manuals</li> <li>• documentation of mechanical defects and evidence of repair</li> <li>• annotated manuals or manuals different from those the manufacturer issued</li> <li>• bulletins directing specific inspections and records of action</li> <li>• logbooks</li> <li>• diagnostic checkouts</li> <li>• spot check inspections</li> <li>• maintenance requests</li> </ul> <p><b>Exclusion 1:</b> Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p><b>Exclusion 2:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>		
1704-06	Aircraft Equipment Files.	Plans and documents for equipment replacement programs.		
		a. Recordkeeping copies of maintenance manuals for unique or customized aircraft:		<b>UNSCHEDULED.</b> Do not destroy until

				disposition authority is authorized by NARA.
1704-08	Aircraft Inspection, Maintenance, and Modification Records.	<p>Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> <li>• servicing, manufacturing, rebuilding and testing equipment</li> <li>• classifying material's condition status</li> <li>• preventive maintenance</li> <li>• aircraft or equipment configuration and material alteration</li> <li>• logistics services Includes records such as:</li> <li>• technical and non-technical correspondence</li> <li>• maintenance manuals</li> <li>• documentation of mechanical defects and evidence of repair</li> <li>• annotated manuals or manuals different from those the manufacturer issued</li> <li>• bulletins directing specific inspections and records of action</li> <li>• logbooks</li> <li>• diagnostic checkouts</li> <li>• spot check inspections</li> <li>• maintenance requests</li> </ul> <p><b>Exclusion 1:</b> Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p>	<p>DAA-GRS-2016-0011-0013 <b>(GRS 5.4, item 100)</b></p> <p><i>Supersedes: (GRS 10, item 11)</i></p>	<p><b>TEMPORARY.</b> Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.</p>

		<b>Exclusion 2:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies		
1704-09	Aircraft Services and Utilization Files.	Project control files consisting of memoranda, reports, and other records documenting assignments, progress, and completion of projects. They include documents relating to the scheduling of flight time as requested by projects, original service requests, description of how aircraft is to be used, assignment of crew, and final allocation decisions made. Also may include technical and operational advice on effective utilization of aircraft for research programs.		<b>UNSCHEDULED.</b> Do not destroy until disposition authority is authorized by NARA.
1704-10	Aircraft Operations Files.	Aircraft flight operations records. Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders; flight plans; load manifests; dispatch releases; flight logs; and similar records. <b>Exclusion:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.		<b>UNSCHEDULED.</b> Do not destroy until disposition authority is authorized by NARA.
1704-11	<b>DEFUNCT</b>			

1704-12	<b>DEFUNCT</b>			
1704-13	Qualification and Currency Files for Pilots and Crew.			
		a. Documents providing a record of experience and currency qualification, and pilot license of individuals piloting NOAA planes. . . . .	Previously scheduled as: 1704-16a  <i>Supersedes: 1704-14, Pilot Training Files</i>	Use disposition for 307-01, Official Personnel Folder
		b. Annual flight and medical examinations, and related papers for license renewal as NOAA pilot and crew. Previously scheduled as: 1704-16b Use disposition for 311-02, Officer Medical Folder.	Previously scheduled as: 1704-16B	Use disposition for 307-02, Officer Medical Folder.
1704-14	<b>DEFUNCT</b>			
1704-15	Airfield Usage and Aircraft Housing Files.	Documents arranging for use of airport facilities to conduct NOAA business; and for hanger space for aircraft used by NOAA.	DAA-GRS-2013-0003-0002 <b>(GRS 1.1, item 011)</b>  <i>Previously scheduled as: 1704-18</i>	<b>TEMPORARY.</b> Follow disposition for 702-03 for procurement records.
1704-16	Accident and Incident Records.	Records documenting accidents and incidents occurring on, in, or at Government-owned or -leased facilities, vehicles (land, <b>water, and air</b> ), and property used by Federal agencies. Includes: <ul style="list-style-type: none"> <li>• statements of witnesses</li> <li>• warning notices</li> <li>• records about arrests, commitments, and traffic violations</li> <li>• accident and incident reports</li> <li>• law enforcement agency requests for information</li> </ul>	DAA-GRS-2017-0006-0013 <b>(GRS 5.6, item 100)</b>  <i>Previously scheduled as: 1704-20</i>	<b>TEMPORARY.</b> Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later, but longer retention is authorized for business use.

		<p><b>Exclusion 1:</b> Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by Federal agencies, including leased aircraft used by Federal agencies. The FAA and NTSB cover these records under agency-specific schedules.</p> <p><b>Exclusion 2:</b> Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records.</p>		
1704-17	Historical Aircraft Data Files.	These are files pertaining to the operations and maintenance of the aircraft that are considered by the custodian to be of historical significance. They could include routine operation and maintenance records, records relating to the acquisition and filed under other file series, but placed under this code when related material is being destroyed.		<b>UNSCHEDULED.</b> Do not destroy until disposition authority is authorized by NARA
1704-18	Vehicle and Heavy Equipment Operator Records.	<p>Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.</p> <p><b>Note: Covers records of aircraft operations.</b></p> <p><b>Exclusion:</b> Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).</p>	DAA-GRS-2016-0011- 0014 <b>(GRS 5.4, item 110)</b>	<b>TEMPORARY.</b> Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.

1704-19	Aircraft Operational Support Records.	<p>Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes:</p> <ul style="list-style-type: none"> <li>• comments on regulations</li> <li>• directives and other records regarding logistics</li> <li>• management improvement reports</li> <li>• cost reduction reports</li> <li>• requests for substantive information regarding logistics</li> <li>• aircraft inventories</li> </ul>		<p><b>UNSCHEDULED.</b> Do not destroy until disposition authority is authorized by NARA</p>
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