

(Reformatted and Updated Disposition Authority on 05/2018)

NOAA Records Schedules

Chapter 2100

Sea Grant Program Records

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Chapter 2100 – Sea Grant Program Records

This section of the NOAA Records Disposition Handbook describes unique program records that are created and maintained in the NOAA Sea Grant Program Office regardless of media or physical format. The records relate to Sea Grant programs that assist state and local governments, educational institutions, and private industries in cooperative programs to better access, tap, and manage marine resources; to advance marine science and technology; and to official activities relating to NOAA Sea Grant proposals, funding, and awards. Other records that may be located in Sea Grant Offices may be scheduled in Chapter 100, Enterprise Wide Functions, which cover official NOAA program and mission records that are common to all NOAA offices, such as Sea Grant program subject files or they may be located in Chapter 200, Administrative and Housekeeping Records. If program records are not listed in Chapter 100 or 200, or in other specific functional chapters of this Handbook, contact the NOAA Records Management Officer for disposition instructions and assistance.

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
2100	Sea Grant Program Records			
2100-01	Grant Case Files.	Case files maintained for each proposal and award made to Sea Grant universities and research centers to support marine research. The case files include the proposal, correspondence, evaluations and review reports; site visit records; contract and proposal negotiations, recommendations, and revisions; contracts, financial and budgetary reports; periodic grant progress and final project reports; and other records related to the proposal or award process.		
		a. Funded Proposals	<p>N1-370-90-002 (6/9/95)</p> <p><i>Supersedes NOAA Schedule Items: 2100-01, Grant Case Files, NCI-370-75-1, Items SG-la (2/27/75)</i></p>	<p>TEMPORARY. Cutoff each FY at close of grant and transfer to the FRC. Destroy when 15 years old.</p>

		b. Unfunded Proposals	<p>N1-370-90-002 (6/9/95)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>2100-01, Grant Case Files, NCI-370-75-1, Items SG-1b</i> (2/27/75)</p>	<p>TEMPORARY. Cutoff each FY at close of proposal period and transfer to the FRC. Destroy when 5 years old.</p>
2100-02	Grant Record Logs, Cards, and Electronic Indexes.	Grant control and tracking information maintained in card indexes, logs, or in electronic format that includes the year of award, grant case number, amount of award, university, principal investigator, and similar information used for grant control purposes.	<p>DAA-GRS-2013-0002 (GRS 4.1, item 010)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>2100-02, Grant Record Logs, Cards, and Electronic Indexes, NCI-370-75-1, Items SG-2</i> (2/27/75)</p>	<p>TEMPORARY. Destroy when no longer needed.</p>
2100-03	Statistical Grant and Program Analysis Records.	Electronic records, spreadsheets, databases, and printouts of charts, tables, graphs, or other statistical information which list university, funding amount, matching amount, principal investigator, and the like, and are used for Sea Grant program management and development purposes.	<p>N1-370-90-002 (6/9/95)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>2100-03, Statistical Grant and Program Analysis Records, NCI-370-75-1, Items SG-4a and 4b</i> (2/27/75)</p>	<p>TEMPORARY. Destroy 1 year after the statistical analyses are superseded or obsolete.</p>

2100-04	Sea Grant College Designation Records.	Records such as correspondence, reports, site visits, notes, recommendations, program guidelines, official designation letters, and similar materials that relate to the official designation of a college or university as a Sea Grant Institution. First-time or initial applications from colleges and universities for designation as a Sea Grant Institution are maintained separately from that institution's ongoing biennial site visit and review conducted by NOAA to renew the institution's status and designation in the Sea Grant Program.		

		a. Initial designation files	N1-370-90-002 (6/9/95)	PERMANENT. Close files 5 years after the official designation is cancelled or withdrawn, and transfer to the FRC. Transfer to the National Archives 20 years after closure.
		b. Biennial review submissions	N1-370-90-002 (6/9/95)	PERMANENT: Break files 5 years after the submission is approved and transfer to the FRC. Transfer to the National Archives when 20 years old.