

**Revised on 09/2020** to change Disposition Authority from GRS 6.6, items 040 and 050 to GRS 5.7, items 070 and 080,

**Revised on 06/2020** to include DAA-0370-2019-0006, Rulemaking Record for Regulations, and

**Revised on 04/2017** to include GRS Schedule 6.2, Federal Advisory Committee Records

## **NOAA Records Schedules**

### **Chapter 100 – Enterprise Wide Functions**

This chapter describes official NOAA program and mission records that may be located throughout all NOAA Headquarters offices, Line Offices, bureaus, services, centers, laboratories, divisions, branches, sections or other organizational units, and in all NOAA regional and field offices. The records in this chapter are unique program records in NOAA, and many of the records listed are permanently valuable such as photographs and certain program correspondence subject files. Permanent records are transferred to the National Archives in accordance with the disposition instructions. These records are important in preserving the history of NOAA, and to maintain a record of significant decisions, actions, policies, and programs. Other records are listed as temporary, and can be transferred to a federal records center if inactive or destroyed in accordance with the approved disposition. In some instances, specific NOAA offices are identified as the office of record, and disposition instructions for records in those custodial offices are provided.

This schedule is “media-neutral” and includes, in addition to a paper recordkeeping system, special media records (such as still pictures, aerial photography, maps, charts, drawings, motion picture film, analog videotape, and analog sound recordings).

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Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
100	Enterprise Wide Functions	<p>This chapter describes official NOAA program and mission records that may be located throughout all NOAA Headquarters offices, Line Offices, bureaus, services, centers, laboratories, divisions, branches, sections or other organizational units, and in all NOAA regional and field offices. The records in this chapter are unique program records in NOAA, and many of the records listed are permanently valuable such as photographs and certain program correspondence subject files. Permanent records are transferred to the National Archives in accordance with the disposition instructions. These records are important in preserving the history of NOAA, and to maintain a record of significant decisions, actions, policies, and programs. Other records are listed as temporary, and can be transferred to a federal records center if inactive or destroyed in accordance with the approved disposition. In some instances, specific NOAA offices are identified as the office of record, and disposition instructions for records in those custodial offices are provided.</p> <p>This schedule is “media-neutral” and includes, in addition to a paper recordkeeping system, special media records (such as still pictures, aerial photography, maps, charts, drawings, motion picture film, analog videotape, and analog sound recordings).</p>		

100-01	Publication, Studies, and Reports	One copy of all official NOAA publications formally coordinated, prepared, and printed by the Government Printing Office, private contractors, or the agency itself including but not limited to annual reports to Congress and the Secretary of Commerce; special project studies and reports that are conducted by NOAA or under contract to NOAA; journals, technical reviews, catalogs, and other scientific and other agency guidance; public relations flyers, brochures and educational materials prepared to furnish information or to promote agency programs and operations to the public.		
		<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>	N1-370-90-3 (12/9/92)	<b>PERMANENT.</b> Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 20 years old.
		<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>	N1-370-90-3 (12/9/92)	<b>TEMPORARY.</b> Destroy when no longer needed for current agency business.
		<p>c. Manuscript and Reviews of Manuscripts.</p> <p>Manuscript and Reviews of Manuscripts. Manuscripts and reviews of manuscripts submitted to NOAA or</p>	N1-370-90-3 (12/9/92)	<b>TEMPORARY.</b> Destroy when no longer needed for frequent reference or

		other public or private publisher for review and comment prior to publication.		when 3 years old, whichever is sooner.
		d. Publication clearance and review records. Files containing official documentation of the NOAA publication review and approval process.	N1-370-90-3 <b>(12/9/92)</b>	<b>TEMPORARY.</b> Destroy 3 years after notification of publication.
100-02	Unofficial, Routine, or Informal Publications, Newsletters, Bulletins, Calendars, and Announcements.	Publications circulated or distributed to NOAA staff for informational purposes. These publications are not considered to be official NOAA publications, nor have they been submitted to formal editorial review board offices or receive other formal review and approval prior to publication.	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when no longer needed for current agency business.
100-03	Administrative Issuance.	The distribution copies and the official record set of all NOAA directives, bulletins, organization charts, functional statements, administrative manuals, and similar records.		
		<b>a. Official Record Set</b>  The original file copy of all NOAA directives, bulletins, organization manuals and charts, functional statements, and similar administrative issuance and manuals.	N1-370-90-2 <b>(6/9/95)</b>	<b>PERMANENT.</b> Break files every 5 years and transfer to the Federal Records Center. Transfer to the National Archives when 20 years old.
		(1) Reorganization Proposal Case Files. These files provide a detailed description of the arrangement		

		and administrative structure of the agency: Included are proposals, justifications, staff evaluations, correspondence relating to the establishment and reorganization of the Agency; mission, functions, and changes in organizational directives; functional statements; delegations of authority, including Headquarters and Component offices; final products and graphs/charts. This item applies only to internal NOAA reorganizations requiring NOAA approval.		
		(2) NOAA directives, bulletins, organization manuals, and similar administrative issuance and manuals. The official record set prescribes authority, responsibility, procedures, and information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, comments, justifications, and other significant background document or issuance history records, for all agency directives, administrative issuances, and bulletins.		
		(3) Delegations of Authority – Records that establish concepts and principles for, and documents the delegation of authority and order of succession to key NOAA positions. The records specify who is authorized to act on behalf of NOAA Administrator or other key NOAA officials for specific purposes. Individuals are identified by title or position, not by name. The delegations record copy contains the approved delegations, comments, and all background material.		



		<p><b>b. Duplicate copies.</b> NOAA directive, bulletins, organization charts, mission and functional statements, issuances, and administrative manuals maintained outside of the NOAA Office of Administration.</p>	<p>N1-370-90-2 <b>(6/9/95)</b></p>	<p><b>TEMPORARY.</b> Destroy when superseded, becomes obsolete, or no longer needed.</p>
		<p>c. Interim Delegations of Authority: Temporary delegation of authority to act on another official behalf during their absence or for a specific activity.</p>	<p>N1-370-90-2 <b>(6/9/95)</b></p>	<p><b>TEMPORARY.</b> Destroy when superseded, becomes obsolete, or no longer needed.</p>
100-04	Reserved			
100-05	Reading Files (Also known as chronological or day files)	<p>Duplicate copies of outgoing correspondence prepared by NOAA organizational units and circulated to staff, or maintained in offices solely for convenience of reference.</p>	<p>Nonrecord item</p>	<p><b>TEMPORARY.</b> Destroy when no longer needed for current agency business or 2 years old, whichever is sooner.</p>
100-06	Photographic Prints, Negatives and Slides.			
		<p>a. Original or master negatives, slides, and photographic prints.</p> <p>Photographic records maintained in NOAA units at all levels in organized central photographic files relating to architecturally or historically significant NOAA buildings, research facilities, and laboratories; aircrafts, ships, and scientific equipment or</p>	<p>N1-370-90-2 <b>(6/9/95)</b></p>	<p><b>PERMANENT.</b> Break files every 5 years and transfer the required record elements listed above directly to the National</p>

		<p>apparatus; scientific and technical research projects and experiments that are not maintained as part of an official project case file (scheduled in Chapter 1200, Item 1): significant special studies and other investigations; portraits of senior agency officials or distinguished NOAA researchers, and other significant photographs that document activities directly related to NOAA's mission and programs.</p> <p>(1) Black and white color negative photography: the original negative, and a captioned print.</p> <p>(2) Color Photography: the original negative, a captioned print, and a duplicate negative, if one exists.</p> <p>(3) Color transparency and slide photography: The original and one duplicate copy.</p> <p>(4) Slide sets or filmstrip and accompany audio recording or scripts: The original and one duplicate copy.</p> <p>(5) Finding aids: All finding aids, whether electronic or hard copy, relating to the photographic records described above.</p>		Archives in 5-years blocks when 20 years old.
		<p>b. Routine photographs, negative and slides.</p> <p>Photographs, negative, slides of routine award ceremonies, common laboratory equipment, routine research projects, duplicate copies of slides, transparencies, or photographs used for audiovisual presentations, and other photographic records that are not related to NOAA's mission, activities, and programs.</p>	<p>N1-370-90-2 (6/9/95)</p>	<p><b>TEMPORARY.</b> Destroy when no longer needed for current agency business, or when 10 years old, whichever is sooner.</p>

100-07	Public Affairs Photographs, Negatives, and Slides.	(Renumbered, see 100-10)		
100-08	Sound Recordings, Videotapes, Motion Picture Film, and other Audiovisual Records	<p>Sound recordings, videotapes, motion picture film and equivalent or related records created or produced by NOAA, or acquired from other outside sources.</p> <p><b>Video recording:</b> The original or earliest generation of each video recording, and dubbing, if one exists.</p> <p><b>Sound recording:</b> The original or earliest generation of each audio recording, and a dubbing, if one exists.</p> <p><b>Motion pictures:</b> Agency-sponsored films: The original negative or color original plus separate sound track, and intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or video recording.</p> <p><b>Acquired films:</b> Two projection prints or one projection print and a video recording.</p> <p><b>Unedited footage:</b> The original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exist, appropriately arranged, labeled and described.</p>		
		a. Official record set - The original master sound or video recording, or the original film negative and one	NC1-370-90-2 <b>(6/9/95)</b>	<b>PERMANENT.</b> Break files every

		print motion picture film that documents scientific and engineering research programs and activities conducted by NOAA; public affairs or news interviews with NOAA officials and staff; news releases and public service announcements; and other productions created to disseminate agency information regarding NOAA operations and programs to the public.		5 years and transfer the required record elements listed above directly to the National Archives.
		b. All other copies	NC1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when no longer needed for current agency business.
100-09	Posters, Graphic Arts and Original Artworks			
		a. Posters, charts, flyers, brochures, handouts, and other graphic arts that are related to NOAA mission or programs and are distributed agency-wide or the public for promotional, scientific, educational, exhibition, or public relations purposes.	NC1-370-90-2 <b>(6/9/95)</b>	<b>PERMANENT.</b> Break files every five years and transfer two copies of each poster or graphic art product directly to the National Archives.
		b. Posters, charts, flyers, brochures, handouts and similar records that advertise or publicize activities not directly related to NOAA's missions or programs such as charity drives, credit unions, general building and fire safety programs, facilities and energy	NC1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when no longer needed for current agency business.

		conservation programs, professional meetings and associations, personnel and employee services, and the like.		
100-10	Public Affairs Speeches, Comments and News Releases.	The original or official copy of all NOAA news or press release; copies of speeches, addresses and comments made by senior NOAA and Department of Commerce officials; transcripts of summaries of remarks for news or public affairs program interviews on television or radio, or at Congressional hearings; and similar interviews, speeches, or hearings that relate to official NOAA policies and programs.		
		a. Official Record Set in the office of record: Public Affairs Division	N1-370-90-2 (6/9/95)	<b>PERMANENT.</b> Break files annually and transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
		b. All other copies	N1-370-90-2 (6/9/95)	<b>TEMPORARY.</b> Destroy when no longer needed for current agency business or when 5 years old, whichever is sooner.

100-11	Program Correspondence Subject Files Maintained at the Operating Unit, Line Organization and Program Offices <b>above the Division Level.</b>	<p>Official files of all incoming and outgoing correspondence, 'memoranda, annual reports and program area reports; special studies; long-range planning records; speeches, addresses, or presentations made by NOAA HQ, L.O., and Operating Units; reports prepared for Congress or its committees, and similar records that are created and maintained above the Division level within NOAA. <b>These records document NOAA programs, policies, procedures, decisions, initiatives, long range planning, organization, functions, and other mission-related, program-related or policy-related management issues,</b> and are usually filed alphabetically by subject.</p> <p><i><b>NOTE:</b> This item does not cover unique program subject files that serve a specific function or purpose, and that are listed in other functional chapters of this handbook. Refer to the appropriate functional chapter for disposition of these records.</i></p>	N1-370-90-2 <b>(6/9/95)</b>	<b>PERMANENT.</b> Break files annually and transfer to the Federal Records Center when 6 years old; transfer to the National Archives when 20 years old.
100-12	Program and Correspondence Subject Files Maintained at the Division Level or Lower.	Official files of all incoming and outgoing correspondence, memoranda, reports, studies and other records relating to the management of NOAA administrative units that are created and maintained at or below the Division level within NOAA, and usually filed alphabetically by subject.	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Break files annually and destroy when 5 years old if files are inactive, or 5

				years after the files are closed.
100-13	Routine and Non-Program Related Congressional and Constituent Correspondence Records.	<p>Copies of routine correspondence referred to NOAA from members of Congress, and NOAA replies to Congress or Congressional constituents. This correspondence is often controlled by the NOAA Executive Secretariat and forwarded to the respective NOAA unit for a response. After the response is approved and signed, the original incoming correspondence and a copy of the outgoing letter is returned for filing purposes to the unit that prepared the response.</p> <p><b>NOTE:</b> <i>Congressional and Constituent records maintained by the office of primary interest, can be found in NOAA Records Series 505, Congressional Affairs.</i></p>	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Break files annually and destroy when 3 years old.
100-14	Routine Public Relations Correspondence Files.	(Moved to Chapter 507, Public Affairs Records)		
100-15	Current Legislation and Regulation Reviews and Comments.	<p>Recommendations for proposed legislation, comments or reviews of pending legislation, comments on proposed regulations, and other input records that are sent to central NOAA office from other NOAA units, or to the General Counsel.</p> <p><b>NOTE:</b> <i>This item does not apply to official file copies of comments, correspondence, memorandums, reports, or other records in the General Counsel's office, or in the NOAA HQ unit that requested the comments or reviews.</i></p>	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Break closed files annually and destroy when 2 years old.

100-16	NOAA-Sponsored Committee, Task Force, Conference, Group, and Board Records.	<p>Records created by NOAA-sponsored committees, task forces, conferences, boards or other advisory, governing or policy bodies or organizations to develop or revise scientific programs, coordinate scientific and technological research for the federal government, the United States, or for international scientific and technological projects; to implement new legislation, regulations, policies, or programs or projects; and for other purposes that are consistent with NOAA's mission. The disposition instructions apply to all such committees unless specific committees are individually listed in separate program areas of their records schedule.</p> <p>In each case, NOAA staff or offices have certain designated sponsorship, governing, policy, or recordkeeping responsibility for these committees. The files of the Secretary, recordkeeping, or designated federal officer are considered to be the official records of the committees' activities. The files of other members are considered to be duplicate copies of official records, and are disposable. In those instances where the chairman of a committee operates in the dual function as a recording secretary or the office of record, the chairman's records will be considered the records of the Secretary.</p>		
		<b>a. Non-FACA Committees</b>		
		1. Official Committee Records. Minutes or meeting summaries, agendas, transcripts, reports, studies, and	N1-370-90-2 <b>(6/9/95)</b>	<b>PERMANENT.</b> Break files when



		publications in the Secretary's office, or the designated recordkeeping office.		5 years old or when a new Secretary is in place, and transfer to the Federal Records Center. Transfer to the National Archives when 20 years old.
		2. Routine Administrative Records. Membership records, administrative correspondence, mailing or distribution records, and other routine administrative committee records.	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when superseded, or when no longer needed for current agency business.
		3. Records of Committee Officers. Copies of records that are maintained by committee officers that are not official records of the committee, or records listed in Item 16a above and maintained by the designated recordkeeper or Secretary.	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Transfer records to incoming chairman or other officer, or destroy when no longer needed for current business.
		4. Records of Committee Members	N1-370-90-2 <b>(6/9/95)</b>	<b>TEMPORARY.</b> Destroy when no longer needed

				for current committee business.
		5. Records of Defunct committees, except those records listed in Item 16a.	N1-370-90-2 (6/9/95)	<b>TEMPORARY.</b> Destroy 2 years after the committee is terminated.
		<b>b. Federal Advisory Committee Act (FACA) Records.</b>		
		<p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies or departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p>		
		<b>1. Substantive Committee Records (Non-Grant Review Committees).</b>	DAA-GRS-2015-0001-0001 (GRS 6.2, item 010)	<b>PERMANENT.</b> Transfer when

		<p><b>Exclusion:</b> This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records documenting the establishment and formation of committees and their significant actions and decisions. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees. Records may include:</p> <ul style="list-style-type: none"> <li>• records related to the establishment of the committee: <ul style="list-style-type: none"> <li>○ charters (original, renewal, re-establishment, and amended)</li> <li>○ enacting legislation</li> <li>○ explanation of committee need, when required</li> <li>○ filing letters to Congress</li> <li>○ organization charts</li> <li>○ committee specific bylaws, standard operating procedures, or guidelines</li> <li>○ any other materials that document the organization and functions of the committee and its components</li> </ul> </li> <li>• records related to committee membership: <ul style="list-style-type: none"> <li>○ memos or similar documentation of how and/or why individual members were selected</li> <li>○ membership balance plans</li> </ul> </li> </ul>		<p>records are 15 years old or upon termination of committee, whichever is sooner.</p>
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		<ul style="list-style-type: none"><li>○ membership rosters</li><li>○ appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc.</li><li>○ Resignation or termination letters</li><li>● records of committee meetings and hearings:<ul style="list-style-type: none"><li>○ agency head's determination that a meeting or portion of a meeting may be closed to the public</li><li>○ agendas</li><li>○ materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations</li><li>○ meeting minutes</li><li>○ public comments</li><li>○ testimony received during hearings</li><li>○ transcripts of meetings and hearings (NOTE: If transcripts do not exist, audio/visual recordings are permanent under item 020)</li></ul></li><li>● records related to committee findings and recommendations:<ul style="list-style-type: none"><li>○ one copy each of final reports, memoranda, letters to agency, studies, and pamphlets produced by or for the committee</li><li>○ responses from agency to committee regarding recommendations</li><li>○ committee presentations or briefings of findings</li></ul></li></ul>		
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		<ul style="list-style-type: none"><li>• records created by committee members:<ul style="list-style-type: none"><li>○ correspondence documenting discussions, decisions, or actions related to the work of the committee (excluding administrative or logistical matters), including electronic mail, exchanged between one or more committee members and/or agency committee staff (such as the Designated Federal Officer)</li></ul></li><li>• records related to research collected or created by the committee:<ul style="list-style-type: none"><li>○ records relating to research studies and other projects, including unpublished studies, reports, and research materials (may include electronic data)</li><li>○ raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies</li></ul></li><li>• documentation of advisory committee subcommittees (i.e., working groups, or other subgroups):<ul style="list-style-type: none"><li>○ records relating to the formation of the subcommittee or working exist<ul style="list-style-type: none"><li>▪ decision documents</li><li>▪ membership</li><li>▪ statement of purpose or other documentation of duties and responsibilities</li></ul></li><li>○ records that document the activities of subcommittees that support their reports</li></ul></li></ul>		
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		<p>and recommendations to the chartered or parent committee. This documentation may include, but is not limited to:</p> <ul style="list-style-type: none"><li>▪ meeting minutes</li><li>▪ transcripts</li><li>▪ reports</li><li>▪ briefing materials</li><li>▪ substantive correspondence, including electronic mail, exchanged between one or more subcommittee members, any other party that involves the work of the subcommittee, and/or agency committee staff (such as the Designated Federal Officer)</li><li>▪ background materials</li></ul> <ul style="list-style-type: none"><li>• records related to committee termination (i.e., email, letter, memo, etc.).</li><li>• other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.</li></ul> <p><b>Note:</b> <i>Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to NARA. Committee records should be arranged by committee, not by the type of record (e.g. NARA should not receive a collection of charters for multiple committees; original charters should be transferred</i></p>		
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		<i>with the other permanent records related to the committee, regardless of where they are maintained).</i>		
		<p><b>2. Substantive Audiovisual Records (Non-Grant Review Committees).</b></p> <p><b>Exclusion:</b> This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed</li> <li>• captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings posters (2 copies) produced by or for the committee.</li> </ul>	DAA-GRS-2015-0001-0002 <b>(GRS 6.2, item 020)</b>	<b>PERMANENT.</b> Transfer when records are 3 years old or upon termination of committee, whichever is sooner.
		<p><b>3. Grant Review Committee Records.</b></p> <p>Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item 010 for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials.</p> <p><b>Note:</b> If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records.</p>	DAA-GRS-2015-0001-0003 <b>(GRS 6.2, item 030)</b>	<b>TEMPORARY.</b> Destroy upon termination of committee.
		<p><b>4. Committee Accountability Records.</b></p> <p>Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents.</p> <p>Records include:</p>	DAA-GRS-2015-0001-0004 <b>(GRS 6.2, item 040)</b>	<b>TEMPORARY.</b> Destroy when 6 years old. Longer retention is authorized if required for business use.

		<ul style="list-style-type: none"> <li>• travel costs</li> <li>• committee member payments</li> <li>• meeting room costs</li> <li>• contractor costs</li> <li>• Federal Register notice costs</li> </ul> <p><b>Exclusion:</b> Forms filed under the Ethics in Government Act (see note).</p> <p><b>Note:</b> Forms filed under the Ethics in Government Act are scheduled in GRS 2.8, Employee Ethics Records. These forms may apply to committee members designated as special Government employees (SGEs).</p>		
		<p><b>5. Non-substantive Committee Records.</b> Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere.</p> <ul style="list-style-type: none"> <li>• drafts and copies of Federal Register notices</li> <li>• audiotapes and videotapes of committee meetings and hearings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created)</li> <li>• photographs of committee social functions, routine award events, and other non-mission-related activities</li> <li>• records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc.</li> <li>• routine correspondence: <ul style="list-style-type: none"> <li>○ correspondence (including intra-agency, with committee members, or the public) regarding</li> </ul> </li> </ul>	<p>DAA-GRS-2015-0001-0005 <b>(GRS 6.2, item 050)</b></p>	<p><b>TEMPORARY.</b> Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.</p>



		<ul style="list-style-type: none"> <li>logistics (e.g., agenda planning, meeting arrangements, administrative issues)</li> <li>○ public requests for information</li> <li>● Non-substantive committee membership records, including: <ul style="list-style-type: none"> <li>○ Resumes, curriculum vitae, or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee</li> <li>○ Member credentials (resumes or biographies)</li> <li>○ Member files (personnel-type records)</li> </ul> </li> <li>● Non-substantive web content</li> </ul> <p><b>Note 1:</b> Consult with the appropriate agency staff (i.e., records officials, general counsel) to ensure the records designated in this category are accurately designated as administrative.</p> <p><b>Note 2:</b> Records on agency websites that are duplicative of records maintained elsewhere and that are not designated as the recordkeeping copy may be destroyed subject to GRS 4.3, item 040.</p>		
		<p><b>6. Committee Management Records.</b>  Records created and/or maintained by Committee Management Officers (CMOs) and their staff related to the overall management of committees for an agency. These records may pertain to specific committees or to the committee management function in general. Records include:</p> <ul style="list-style-type: none"> <li>● agency guidelines</li> <li>● correspondence</li> <li>● requests for approval of committee nominees</li> <li>● copies of records about committees maintained for reporting purposes, such as:</li> </ul>	DAA-GRS-2015-0001-0006 <b>(GRS 6.2, item 060)</b>	<b>TEMPORARY.</b> Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate. Longer retention is authorized if

		<ul style="list-style-type: none"> <li>○ information provided to GSA Secretariat for annual comprehensive reviews</li> <li>○ statistical data files and reports</li> <li>○ annual reports to the Library of Congress describing the agency's compliance with the Government in the Sunshine Act</li> <li>○ financial operating plans and final cost accountings</li> </ul> <p><i>Note: This item does not apply to the reporting database or records maintained by the General Services Administration (GSA) Committee Management Secretariat for oversight purposes.</i></p>		required for business use.
100-17	Non-Mission Related Committee, Task Force, Conference, Group, and Board Records.	These records document the functions of committees having no direct bearing on the activities of NOAA such as staff professional association committees or task forces, and other committees NOAA staff may participate in but for which NOAA does not serve as a designated sponsoring or coordinating agency with official governing, policy or recordkeeping responsibility.	N1-370-90-3 <b>(12/9/92)</b>	<b>TEMPORARY.</b> Destroy when 5 years old or when no longer needed for current agency business.
100-18	Briefing Files.	Overhead transparencies, charts, graphs, tables, copies of notes, outlines, comments, and other records prepared by NOAA staff for briefing to Department of Commerce, NOAA, interagency, and other committees, panels, conferences and meetings excluding Congressional reports and briefings.	N1-370-90-3 <b>(12/9/92)</b>	<b>TEMPORARY.</b> Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

100-19	Interagency Cooperative Documents/ Agreements.	Files created to document Cooperative Agreements, Memorandum of Understanding, Reimbursable Agreements, data sharing, technical support, and program support between NOAA and universities, other Federal agencies and other public and private agencies.  <i><b>NOTE:</b> This item does not cover International Agreements. Refer to Chapter 600 for the authorized disposition for these records.</i>	N1-370-99-2 <b>(2/18/99)</b>	<b>TEMPORARY.</b> Close files at the end of the FY in which the agreement expires and transfer the files to the FRC. Destroy files 5 years after closure.
100-20	The Official Rulemaking Docket Case File.	The case file records may document negotiated rulemaking activities, including records that document the proceedings of stakeholder meetings, public hearings, and court briefs, and files documenting the clearance and processing of proposed and final rules, along with the final and proposed rules.		
		<b>a. Final Rule/Regulation Files.</b>  These records are case files maintained in the originating offices which document the history of substantive regulations, rulemaking, supporting background materials, and records created in preparation for publication of the rule in the Federal Register. Includes: Decision memoranda signed by senior official; Federal Register documents; Internal/external studies;	DAA-0370-2019-0006-0001  <i>Supersedes:</i> NI-370-03-9/100-20/A; NI-370-03-9/100-20/B; NI-370-03-9/100-20/C; NI-370-03-9/100-20/D; NI-370-97-03/1504-14B; NI-370-90-03/1514-04; NI-370-01-01/1605-5/A; NI-370-01-01/1605-15/B; NI-370-90-2/100-15	<b>PERMANENT.</b> Cut off at end of calendar year when policy or regulation is published. Transfer to the National Archives 20 year(s) after cutoff.

		Public and internal comments (all data that supported the policy, and data that refuted the policy, and data that would support alternative options).		
		<p><b>b. Federal Register Notices Other than Proposed and Final Rules.</b></p> <p>Records of notices announcing public stakeholder meetings, hearings, investigations, petition filing, application filing, license issuance, license revocation, grant application deadlines, environmental impact statement availability, delegations of authority, hours of public opening, use of an agency’s seal, guidance, System of Records Notices (SORNs), Paperwork Reduction Act Information Collection Requests (PRA ICRs), and other matters not codified in the Code of Federal Regulations.</p> <p><b>Note 1:</b> SORNs per se are covered by GRS 4.2, item 150.</p> <p><b>Note 2:</b> PRA Information Collection reports are covered by GRS 5.7, item 050.</p> <p><b>Note 3:</b> Notices of meetings of committees established under the Federal Advisory Committee Act (FACA) are covered by GRS 6.2, item 050.</p>	<p>DAA-GRS-2017-0012-0004 <b>(GRS 5.7, item 070)</b></p> <p><i>Supersedes:</i> DAA-GRS-2017-0012-0004 <b>(GRS 6.6, item 040)</b></p>	<p><b>TEMPORARY.</b> Destroy when 1 year old, but longer retention is authorized if required for business use.</p>
		<p><b>c. Agency Input into the Unified Agenda.</b></p> <p>Records that process agency input into the publication of:</p> <ul style="list-style-type: none"> <li>• The Unified Agenda of Federal Regulatory and Deregulatory Actions (also known as the “unified agenda” or “semiannual regulatory agenda”) published by General</li> </ul>	<p>DAA-GRS-2017-0012-0005 <b>(GRS 5.7, item 080)</b></p>	<p><b>TEMPORARY.</b> Destroy when 2 years old, but longer retention is authorized if</p>

		<p>Services Administration (GSA) with input from the Office of Management and Budget (OMB),</p> <ul style="list-style-type: none"> <li>• agency regulatory flexibility agendas, and</li> <li>• The Regulatory Plan</li> </ul> <p><b>Exclusion:</b> Compiled records received by GSA, OMB, and the Office of the Federal Register; those entities must schedule these records.</p>	<p><i>Supersedes:</i> DAA-GRS-2017-0012-0005 <b>(GRS 6.6, item 050)</b></p>	<p>required for business use.</p>
100-21	Schedules of Senior-Level Daily Activities.	<p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by federal employees while serving in an official capacity, created and maintained in hard copy or electronic form.</p>		<p><b>PERMANENT.</b> Follow retention for NOAA Chapter 207-01, Email Managed Under a Capstone Approach which includes Schedules of Senior-Level Daily Activities.</p>