

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-NU-86-6

DATE RECEIVED

8-7-86

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of the Navy

2 MAJOR SUBDIVISION

Naval Data Automation Command

3 MINOR SUBDIVISION

IRM Plans, Programs and Architecture Dept.

4 NAME OF PERSON WITH WHOM TO CONFER

Pat Townsend

5. TELEPHONE EXT.

433-4217

DATE

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary.

B DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

Julie A. Harting
J. L. ADAMS

Navy Records Manager

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRSR OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

Disposal of Navy and Marine Corps Records
(SECNAVINST 5212.5B, Part II)

Operations and Readiness Records
Observations/Measurements
(Standard Subject Identification
Code 3141)

1. Weather Observations

a. Monthly observations

Transfer monthly to
Naval Oceanography
Command Detachment
(NOCD), Asheville,
NC (except for units
attached to special
missions or expedi-
tions requiring
retention of obser-
vations for use in
special reports who
may hold the obser-

*Job superseded
by NI-NU-87-1.*

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b. Reconnaissance observations and others not covered by specific directives.

ations for 3 months) for periodic transfer to the National Climatic Center.

Retain 1 year then transfer to NOCD, Asheville, NC.

c. Duplicate copies of observations.

Destroy when no longer needed for local reference.

2. Ocean Survey Records which include all intermediate survey data generated in deep sea bathymetric surveys; Hydrographic Survey Records (microform) such as Real Time System (RTS) logs, sounding journals, Senior Naval Oceanographic Office Representatives (SNR) reports, sonar tracer and data sheets; Geodetic Records microform copies of compilations and reports; and Mapping, Charting, and Geodetic Records (MC&G) which include field survey documents and data which are cartographic and geodetic in nature and final products derived therefrom.

Permanent. Transfer to local FRC after 5 years. Offer to NARA after 30 years.

3. Oceanographic Measurements reference material such as descriptions of marine environment and study of the oceans and related science, biological, chemical, dynamic, physical, acoustic, shore and near shore processes, ocean bottom processes, underwater sound and tabulations of sea and current data; charts containing oceanography illustrations to be incorporated in

Destroy when superseded or obsolete, or place in a DOD library or data center.

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hydrographic project programs; Geology and Geophysics Records include intermediate marine geology and geophysics survey data used in chart and publication preparation and models of ocean bottom and subbottom; Gravity Records include survey records from the field, high and low frequency records, satellite records, quality control records, survey design and production records; Magnetic Records include airborne and marine survey documents; magnetic tapes, logs, data tapes, charts, plots, microfilm analog records and chart products.

4. Other Hydrographic Surveys

a. Survey Field rate and track sheets.

Destroy when no longer required.

b. Real time system magnetic tape.

Destroy after 8 years or when no longer required.