

(Revised and Reformatted on 12/2016)

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.

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- 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.	NC-370-75-001, item 1 of NOAA Corps Records (2/27/75)	PERMANENT. Retire to the FRC when no longer needed. Offer to the National Archives after 15 years.
1702-02	General Correspondence Files.	These are temporary paper dealings with the inception of personnel actions or with administrative matters.	NC-370-75-001, item 2 of NOAA Corps Records (2/27/75)	TEMPORARY. Cut off at the end of calendar year when created. Destroy 2 years later.
1702-03	Correspondence and Reports Files.	Documents relating to organizations NOAA is a part of, such material is not the organization's official copy.	NC-370-75-001, item 3 of NOAA Corps Records (2/27/75)	TEMPORARY. Destroy when no longer needed.
1702-04	Travel and	Documents resulting from representation of NOAA by	GRS 23, item 21	TEMPORARY. Follow

	Transportation Files.	membership in various committees such as Per Diem, Travel and Transportation Allowance, etc. Travel Coordinators must follow NOAA Chapter 400-15 for the retention of travel vouchers and authorizations		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.		
		a. Record copy of each special study.	NC-370-75-001, item 6a of NOAA Corps Records (2/27/75)	PERMANENT. Retire to the FRC when no longer needed. Offer to the National Archives after 15 years.
		b. Special reports and study working papers, including questionnaires, interim reports, and other material providing background for studies.	NC-370-75-001, item 6b of NOAA Corps Records (2/27/75)	TEMPORARY. Destroy after 2 years unless evaluation of material indicates value for a future study.
1702-06	NOAA Corps Projects Files.	Documents relating to the structure of the commissioned corps, including motivation, evaluation, recruitment, pay and administration.	NC-370-75-001, item 1 of NOAA Corps Records (2/27/75)	PERMANENT. Retire to the FRC when no longer needed. Offer to the National Archives after 15 years.
1702-07	Career Guides Files.	Career Guides written by NOAA Corps staff.	NC-370-75-001, item 7 of NOAA Corps Records (2/27/75)	TEMPORARY. Destroy when superseded or when it becomes obsolete.
1702-08	Personnel and Medical Folder Files.	(Supersedes NC-370-75-001, item 8 of NOAA Corps Records)		

		Official Personnel Folder (OPF)		
		a. Long-term Documents:	NC-370-88-002 (10/31/89)	PERMANENT. Follow disposition for 311-01a of this handbook.
		b. Temporary Documents:	NC-370-88-002 (10/31/89)	TEMPORARY. Follow disposition for 311-01b of this handbook.
		Officer Medical Folder.		
		a. Long-term Documents:	NC-370-88-002 (10/31/89)	PERMANENT. Follow disposition for 311-02a of this disposition handbook.
		b. Temporary Documents:		TEMPORARY. Follow disposition for 311-02b of this handbook.
1702-09	NOAA Corps Regulations Files.	(Supersedes NC-370-75-001, item 9 of NOAA Corps Records) Documents relating to regulations established for the NOAA Corps and the background reference copies.	N1-370-90-002 (6/9/95)	PERMANENT. Use disposition for 100-03 of this handbook.
1702-10	DEFUNCT			
1702-11	ROTC Student Appointment Files.	ROTC student appointment records kept to ensure fulfillment of 6 year commitment.	NC-370-75-001, item 12 of NOAA Corps Records (2/27/75)	TEMPORARY. Destroy after 7 years.
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	N1-370-90-002	PERMANENT. Follow

		and Program Offices above the Division Level.	(6/9/95)	disposition for 100-11 in this handbook.
		b. Maintained at the Operating Unit, Line Organization and Program Offices below the Division Level	N1-370-90-002 (6/9/95)	TEMPORARY. Follow disposition for 100-12 of this handbook.
1702-13	Training			
	Training School and Course Files.	a. Copy of each training syllabus and other training materials originated by NOAA, class photos, and records of education and training committee.	NC-370-75-001 (2/27/75)	PERMANENT. Follow disposition for 304-03 of this handbook.
	Graduate Study Records.	b. Graduate study records containing correspondence from schools, schedules for sending students, and similar material.	N1-370-90-002 (6/9/95)	TEMPORARY. Destroy after 7 years.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1703	Ship and Ship Base Operations Files.	Operational and engineering files maintained primarily at headquarters offices, marine center offices, research laboratories, and aboard ship, in support of the NOAA fleet. Before any of the records described below are destroyed they should be reviewed for possible inclusion in 1703-03.		
1703-01	General Administration 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.	GRS 23, item 1	TEMPORARY. Destroy when 2 years old.
1703-02	Inspection and Operational Readiness Files.	Reports on ships' gear and equipment. The hull condition is included when the ship is dry-docked. Also includes inspection reports and replies.	NC-370-75-004, Item 84 (12/2/75)	TEMPORARY. 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.
1703-03	Historical Ship Data Files.	<i>(Supersedes Item 85, NC-370-75-004, 12/2/75.)</i> 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 of permanent historical significance. These records are normally filed under other record series, but are placed under this code when the related material is being destroyed. The custodian	N1-370-96-002 (7/14/97)	PERMANENT. 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

		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.		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 (7/14/97)	
		1. Offices:	N1-370-96-002 (7/14/97)	PERMANENT. When ship leaves service transfer to the National Archives thru the NOAA Records Officer.
		2. Ship's copy:	N1-370-96-002 (7/14/97)	TEMPORARY. 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 1703-11 for Ship Maintenance and Repair Files, and 1703-19 for Equipment Replacement Files.	NC-370-75-004 (12/2/75)	

		1. job control cards for maintenance:	NC-370-75-004 (12/2/75)	TEMPORARY. Destroy when action is completed.
		2. logs for machine maintenance, repairs:	NC-370-75-004 (12/2/75)	TEMPORARY. Destroy when equipment leaves service.
		3. machine blueprints, specifications:	NC-370-75-004 (12/2/75)	TEMPORARY. 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 (7/14/97)	PERMANENT. 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 (7/14/97)	TEMPORARY. Transfer to FRC after one year. Destroy 10 years later.
1703-06	Ships Schedules.	Documents relating to the movements of ships, including arrival and departure time and places.		
		1. Ships' copy:	NC-370-75-001, item 3 of Vessel Records (2/27/75)	TEMPORARY. Cut off at end of calendar

				year. Destroy 2 years later.
		2. Office copy: File in General Correspondence File. <i>Note: Correspondence with district offices, vessels, and shore based parties regarding survey instruments, assignments, personnel matters and travel.</i>	N1-370-90-2, Item 100-11 and/or 100-12 (6/9/95)	TEMPORARY. Follow disposition for 100-11 and/or 100-12.
1703-07	Monthly Activity Reports.	Detailed reports of the monthly activity of the NOAA Fleet.	N1-370-96-002 (7/14/97)	TEMPORARY. 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 (7/14/97)	PERMANENT. Transfer to the Federal Records Center after 1 year. Transfer to the National Archives after 50 years.
1703-09	Revoked.	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.	GRS 1, item 28a and b.	Temporary. Follow disposition for 307-01 of this handbook.
1703-11	Ship Maintenance and Repair Files.	Documents relating to repairs of and alterations to ships and their equipment, including logs, schedules, copies of contracts, job control cards, and machine blueprints and specifications.		
		1. Logs:	NC-370-75-001, item 5b1 of Vessel Records	TEMPORARY. Destroy when

			(2/27/75)	equipment is removed, sold, or otherwise leaves service.
		2. Schedules:	NC-370-75-001, item 5b2 of Vessel Records (2/27/75)	TEMPORARY. Destroy when 1 year old. Cutoff at end of calendar year, hold one year, then destroy.
		3. Contracts:	DAA-GRS-2013-0003-0001(GRS 1.1, item 010) & DAA-GRS-2013-0003-0002 (GRS 1.1, item 011)	TEMPORARY. Follow disposition for 702-03 of this handbook.
		4. Job control cards:	NC-370-75-001, item 6a of Vessel Records (2/27/75)	TEMPORARY. Destroy when action is completed.
		5. Machine blueprints and specifications:	NC-370-75-001, item 6c of Vessel Records (2/27/75)	TEMPORARY. Destroy when superseded or obsolete.
1703-12	Mess Files.	Documents relating to meals provided to officers and crew-members assigned to ships.	NC-370-75-001, item 9 of Vessel Records (2/27/75)	TEMPORARY. 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. Routine day-to-day activities:	GRS 23, item 1	TEMPORARY. Follow disposition for 200-

				01 of this handbook.
		b. Project related data:	N1-370-90-002 (6/9/95)	TEMPORARY. Follow disposition for 100-16 of this handbook.
1703-14	Ship Service Files.	Material relating to a Ship Service Activity.	NC-370-75-001, item 5 of Vessel Records (2/27/75)	TEMPORARY. Follow disposition for 1703-11 above.
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 (2/27/75)	TEMPORARY. 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:	GRS 23, item 1	TEMPORARY. Follow disposition for 200-01 of this handbook.
		2. Ships' copies:	NC-370-75-001, item 7 of Vessel Records (2/27/75)	TEMPORARY. Cut off at end of calendar year. Destroy 2 years later.
1703-17	Ship Stability and Characteristics Files.	Includes inclining experiments, stability booklets, and measurement certificates, canal certificates, and related correspondence.	N1-370-75-01, item 5d of Vessel Records. (2/27/75)	TEMPORARY. Destroy when ship leaves service.
1703-18	Pollution Control Program Files.	Overall planning, policy, and guidance documents pertaining to pollution control system, programs, and equipment.	NC-370-75-003, item 7 of Safety Records. (8-29-75)	TEMPORARY. Destroy when 5 years old. Cutoff when case is closed or at end of calendar, whichever is

				appropriate, hold one year inactive, then transfer to the Federal Records Center.
1703-19	Equipment Replacement Files.	Plans and other documents relating to the replacement of equipment on ships.	NC-370-75-001, item 6b of Vessel Records (2/27/75)	TEMPORARY. Destroy when ship leaves service.
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 (GRS 1.1, item 010)	TEMPORARY. Follow disposition for item 1 of 702-03 of this handbook.
		2. Other copies:	DAA-GRS-2013-0003-0002 (GRS 1.1, item 011)	TEMPORARY. Follow disposition for item 2 of 702-03 of this handbook.
1703-21	Inventory Files.	Inventories of ship equipment.	GRS 3, item 9	
		a. Inventory lists.	GRS 3, item 9a	TEMPORARY. Destroy 2 years from date of list.
		b. Inventory cards.	GRS 3, item 9b	TEMPORARY. Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after removed from agency control.

1703-22	Ship and Equipment Alteration Request Files.	Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Retain with Vessel records	NC-370-75-001, item 6 of Vessel Records (2/27/75)	TEMPORARY. Destroy when ship leaves service.
1703-23	Catalog Files.	Catalogs with ship, shipyard, and ship equipment data.	Nonrecord	TEMPORARY. 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:	NC-370-75-001, item 3 of Vessel Records (2/27/75)	TEMPORARY. Follow disposition for 1703-06 above.
		2. Office copy:	N1-370-90-2, Item 100-11 and/or 100-12 (6/9/95)	TEMPORARY. Follow disposition for 1703-06 above.
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.	NC-370-75-001, item 5d of Vessel Records (2/27/75)	TEMPORARY. Destroy when ship leaves service.
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)	Use disposition for 600-04,

				International Agreements of this handbook.
		b. All other copies:	N1-370-90-002 (6/9/95)	Use disposition for 600-01, "Country" or International Affairs Subject Files; 600-03, International Project Files, or 600-05, Bilateral Relations Files.
1703-27	Ordinance Files.	Documents relating to the control, maintenance, and use of ordinance material. Includes firearms qualification by potential users, arms distribution sheets, charge records, and receipts.	GRS 18, item 19d	TEMPORARY. Destroy 3 months after return of arms.

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.	GRS 23, item 1	TEMPORARY. Destroy when 2 years old.
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 (GRS 1.1, item 011)	TEMPORARY. Follow disposition for 702-03 for procurement records.
		b. Sale or donation records.	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	TEMPORARY. Follow disposition for 704-01 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 (6/9/95)	TEMPORARY. 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 (6/9/95)	TEMPORARY. 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 Licensing Files.	Documents pertaining to the licensing of aircraft.		TEMPORARY. 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.
1704-06	Aircraft Inspection Files.	Records relating to maintenance activities involving specific aircraft. Included are inspection reports, replies, aircraft logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, and maintenance requests. Also included are records relating to configuration change to a specific aircraft that is a material change, modification, or an alteration in the characteristics of the equipment.	GRS 10, Item 12	TEMPORARY. Destroy 6 years after aircraft disposal or clearance of related equipment from the program.
1704-07	Aircraft Equipment Files.	Plans and documents for equipment replacement programs.	GRS 10, Item 11	
		a. Recordkeeping copies of maintenance manuals for	GRS 10, Item 11	PERMANENT.

		unique or customized aircraft:		Transfer to the National Archives in 5-year blocks after they become superseded or obsolete.
		b. All other records:	GRS 10, Item 11	TEMPORARY. Destroy when 6 years old or when superseded or obsolete, whichever is later.
1704-08	Aircraft Maintenance and Repair Files.	Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements (as opposed to maintenance activities performed on a specific aircraft; see GRS 10, item 12 for records relating to maintenance activities involving specific aircraft). Included are records related to servicing, manufacturing, rebuilding and testing of equipment and classifying the condition status of materiel, non-technical correspondence that pertains to aircraft maintenance and related organizational matters and overhaul and rework projects as well as technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and their maintenance. Also included in this category are maintenance manuals for aircraft that have been customized from the standard production model design in order to meet agency-specific needs or manuals that have been annotated and are different from those issued by the manufacturer. Additionally, this category includes	GRS 10, Item 11	

		preventive maintenance records; aircraft inventories that account for the aircraft held by, or assigned to, an agency or agency component, especially as counted and classified into categories; and bulletins that direct a one-time inspection to determine whether a given condition exists and specify what action should be/has been taken.		
		a. Recordkeeping copies of maintenance manuals for unique or customized aircraft:	GRS 10, Item 11	PERMANENT. Transfer to the National Archives in 5-year blocks after they become superseded or obsolete.
		b. All other records:	GRS 10, Item 11	TEMPORARY. Destroy when 6 years old or when superseded or obsolete, whichever is later.
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.	GRS 16, Item 5	TEMPORARY. Destroy 1 year after the year in which the project is closed.
1704-10	Aircraft Operations Files.	Documents relating to dispatch, clearance, and control of aircraft and related papers.	GRS 10, Item 9	TEMPORARY. Destroy when 2 years old.
1704-11	Aircraft Flight Log	Documents used in navigation of aircraft and	GRS 10, Item 9	TEMPORARY.

	Files.	reflecting air traffic control clearance instruction, navigational data required for paper navigation and position reporting, fuel plan logs, weight and balance sheets, departures logs, flight schedules, take off time, destination, passenger manifest, and comparable data. (Logs required to reconstruction a flight for investigative purposes will become a part of the investigative file which they pertain.)		Destroy when 2 years old.
1704-12	Flight Report Files.	Flight reports prepared on completion of any flight.	GRS 10, Item 9	TEMPORARY. Destroy when 2 years old.
1704-13	Monthly or Periodical Activities Reports.	Detailed reports of monthly or periodical activities of NOAA aircraft submitted to the office managing the aircraft.	Follow disposition guidance of item 100.12 of the NOAA Records Control Schedule	TEMPORARY: Destroy
1704-14	Monthly Flight Accomplishment Reports.	Reports submitted to the managing office documenting work accomplished by NOAA aircraft.	GRS 16, item 5	TEMPORARY. Destroy 1 year after the year in which the project is closed.
1704-15	Communications Files.	Includes radio logs, regulations and other related materials pertaining to the aircraft radio communications.	GRS 10, Item 9	TEMPORARY. Destroy when 2 years old.
1704-16	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.		Use disposition for 311-01, Official Personnel Folder.

		b. Annual flight and medical examinations, and related papers for license renewal as NOAA pilot and crew.		Use disposition for 311-02, Officer Medical Folder.
1704-17	Pilot Training Files.	Requirements (contractually, where applicable) an instructional program to train flight program personnel, initially and on a recurrent basis, in their responsibilities and in the operational skills.		Use disposition for 311-01, Official Personnel Folder.
1704-18	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 (GRS 1.1, item 011)	TEMPORARY. Follow disposition for 702-03 for procurement records.
1704-19	Aviation Safety Files.	Documents pertaining to safe aircraft operations.	GRS 10 item 12	TEMPORARY: Destroy 6 years after aircraft disposal or clearance of related equipment from the program.
1704-20	Aircraft Accident and/or Incident Case Files.	Correspondence, reports, and other materials such as weather charts, films, tapes, logs, photographs, statements, forecasts, and other operational weather records assembled in connection with National Transportation Safety Board investigation of aircraft accidents, safety enforcement, and litigation involving NOAA owned or leased aircraft.	GRS 10, Item 13	TEMPORARY. Keep for the duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports.
1704-21	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	Grs 10, item 11a	PERMANENT. Transfer to the National Archives in 5-year blocks after they become superseded or obsolete.

		related material is being destroyed.		
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