

NOAA Records Disposition Handbook
Chapter 2100: Sea Grant Program Files
Rev. 5/95

2100-01	Grant Case files	NCI-370-15-1, Items SG-1a, SG-1b
2100-02	Grant Record Indexes	NCI-370-75-1, Item SG-2
2100-03	Statistical Analysis records	NCI-370-75-1, Items SG-4a, 4b
2100-04	S.G. College Designations	New item

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 which 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, Records Common to All NOAA Offices, such as Sea Grant program subject files. Other common records may be scheduled Chapter 200, Housekeeping and Routine Administrative Records. If program records are not listed in either Chapters 100 or 200, or in other specific functional chapters of this Handbook, contact the NOAA Records Management Officer for disposition instructions and assistance.

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-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.

AUTHORIZED DISPOSITION:

a. Funded Proposals

Cutoff each FY at close of grant and transfer to the FRC. Destroy when 15 years old.

b. Unfunded Proposals

Cutoff each FY at close of proposal period and transfer to the FRC. Destroy when 5 years old.

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-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.

AUTHORIZED DISPOSITION: Update or delete as needed for current agency business. {GRS 23, Item 8}

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-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.

AUTHORIZED DISPOSITION: Destroy 1 year after the statistical analyses are superseded or obsolete.

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-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..

AUTHORIZED DISPOSITION:

a. Initial designation files

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

PERMANENT: Break files 5 years after the submission is approved and transfer to the FRC. Transfer to the National Archives when 20 years old.