NOAA Records Schedule

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802 Real Property and Facilities Acquisition, Lease, and Disposal

These records relate to the acquisition of real property and facilities by purchase or lease; to the leasing of NOAA property and facilities, and to the disposal of such property. Also includes rental of housing to NOAA personnel.

802-01 Real Property Planning

Documents relating to plans to meet NOAA's real property requirements.

Authorized Disposition: To be determined. Retain records until a disposition instruction is issued.

802-02 Real Property Acquisition

Case files on the acquisition of real property (include land, buildings, and other structures) by purchase or lease, except for space leased from GSA (see 802-03 below). Case file includes negotiation material, titles, easements, right-of-way use permits, and all related papers.

Authorized Disposition:

1. Title papers for poverty acquired before Jan. 1, 1921: Contact the NOAA Records Officer.

2. Title papers for property acquired before Jan. 1, 1921, other than abstract or certificate of title: Destroy 10 years after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens.

3. Abstract or certificate of title : Transfer to purchaser after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens.

4. Records necessary to use of real property sold, donated, or traded to non-Federal ownership (includes the site maps, architect's sketches, and other papers pertaining to the planning, construction, management, and maintenance of the property): Transfer to new custodian upon completion of sale, trade, or donation proceedings, or upon acceptance of purchase money mortgage.

802-03 GSA Lease

Documents relating to the lease of property from GSA for NOAA's use.

Authorized Disposition: To be determined. Retain records until a disposition instruction is issued.

802-04 Real Property Reports

Reports made or received on the acquisition, lease, or disposal or real property or facilities.

Authorized Disposition: Transfer to Federal Records Center. Destroy after 10 years. NI-370-96-9

802-05 Real Property Report

Case files on the disposal of surplus real and related personnel property.

Authorized Disposition: To be determined. Retain records until a disposition instruction is issued.

802-06 Real Property Lease

Documents relating to the leasing of NOAA property for use by NOAA personnel or by non-NOAA organizations. Includes copies of leases, renewals, termination notices, and related papers.

Authorized Disposition:

1. Leases of more than $10,000: Cut off at final payment. Destroy 6 years and 3 months later.
2. Leases of $10,000 of less: Cut off at final payment. Destroy 3 years later (if no actions are pending).

802-07 Housing Application

Applications, other than those with the lease records, for rental of housing.

Authorized Disposition:

Rejected applications: Cut off at end of calendar year when rejected. Destroy 1 year later.

Accepted: Cut off at end of calendar year when accepted. Destroy 2 years later.

802-08 Assignment and Vacancy Card

Documents relating to housing units or the individuals renting them.

Authorized Disposition:

Individual tenant cards: Destroy when tenant vacates unit.

Individual housing unit cards: Destroy 3 fiscal years after unit is closed to tenancy or leaves agency control.

802-09 Furnishing Inventory

Inventories of furnishing of leased buildings.

Authorized Disposition: Destroy 3 fiscal years after inventory is superseded.

802-10 Schedules of Appraised Value

Documents relating to value of housing. Used to determine rental charges.

Authorized Disposition: Cut off at end of calendar year when created. Destroy 2 years later.

802-11 Housing Management Report

Reports pertaining to the management of housing, including expenditure reports, collection reports, and other overall statistical and narrative data.

Authorized Disposition: Cut off at end of calendar year when created. Destroy 2 years later.

803 Facilities Engineering

These records are related to the formation of policies and procedures concerning facilities engineering; about plans for meeting facility needs; design and construction of actual facilities, and related records.

803-01Policy and Procedures

Documents relating to the formation of policies and procedures for planning, designing and constructing facilities and related equipment. Include handbooks and directives material issued.

803-02 Planning

NOAA Master Plan and other plans to meet overall facility requirements. Does not include specific facility plans.

803-03 Local Code

Copies of local building codes

Authorized Disposition: Destroy when superseded, obsolete, or no longer needed.

803-04 A&E Selection

Criteria for the selection of firms or individuals to perform architectural or engineering services; information on firms, etc., which offer these services; and related materials. Does not include transactions which concern a specific project.

803-05 Site Acquisition

Reference copies of papers pertaining to the acquisition of property and facilities. Clearly mark these as a reference material. Record copies are filed under 802-02

Authorized Disposition: Destroy when no longer needed for current reference purposes.

803-06 Facility Listing

Documents listing NOAA facilities and special equipment which does not fall under another item described in the subfunction.

Authorized Disposition: Cut off at end of calendar year when created. Destroy 3 years later.

803-07 General Correspondence

General correspondence about facilities engineering which does not fall under another item described in this subfunction.

803-08 Facility Engineering Project

Documents relating to the planning, design, specifications, layouts, construction, modification, or rehabilitation of a facility. Includes correspondence and reports. Subdivide by either location or project name.

Authorized Disposition:

1. Design drawings and construction records (which includes preliminary and presentation, intermediate and prefinal, shop, repair and alteration, contract, and standard drawings; project specifications; and related documents.

    a. Selected for architectural, historical, or technological significance (see note below for selection criteria):

    b. Records not selected in “a” above: Destroy when no longer needed for administrative use, or transfer necessary records to new owner if building is sold or transferred, whichever is appropriate.

2. Other records: To be determined.

    Note: The selection criteria for significant records are based on the value of the designs themselves or upon the historical associations of the buildings which resulted from them. Design drawings are significant if they are original, if they are characteristic of a period or regional style, or if they include some architectural or engineering innovations.

    Design and construction records are also significant if they are for a building which is associated with a major federal function or activity; which is associated with some historical event or person; which was designed by a noted architect; or which utilized some controversial design.

803-09 Contracts Administration

Documents pertaining to the letting of contract to perform architectural or engineering services; including the request for such services; including the request for such services and paper accumulated in ensuring proper tasks assigned by the contract are completed.

803-10 Emergency Power Program

Documents relating to providing designated facilities with adequate emergency secondary power supplies, derived from supplementing the commercial system, to protect equipment and data from damage due to power outages or surges. Includes material on power sources, equipment requiring protection, cooperative agreements on standby power, reports, and related papers.

803-11 Maintenance and Alteration

Documents pertaining to the maintenance and minor alteration of NCAA facilities. Includes inspections to identify problems, complaints, and actions taken in response to complaints (such as painting, repairs to equipment which is an integral part of the facility, minor construction, etc.). This item does not apply to maintenance contracts and agreements, or to major alterations in the facility's physical structure. See 804-06 for custodial maintenance requests.

Authorized Disposition: Cut off at end of calendar year when created. Destroy 1 year later.

803-12 Equipment Installation

Documents pertaining to the installation of measuring devices or other pieces of equipment which are not an integral part of a facility (compare with 803-08).

804 Space, Planning, Allocation, Modification, and Maintenance

These records are related to the planning and allocation of space in buildings, to modification of the space to allow proper allocation and arrangement, to custodial services, and related services involving building services. Not included are records pertaining to communications services such as telephones and mail service, or to transportation and moving services.

804-01 Space Planning

Plans for space allocation within agency, including future needs due to move or reorganizations, and related records. These are overall agency plans.

804-02 Space Allocations and Utilization

These records are usually arranged by site or location, and may contain the following types of documents:

a. Space Allocation records.

   Documents relating to the allocation of space at locations to various units of NOAA.

   Authorized Disposition: Cut off at termination of allocation, when lease is cancelled, or when information is superseded or obsolete. Destroy 2 years later.

b. Space Arrangement records

   Documents relating to assistance given offices in the design and arrangement of the office layout, and related records.

c. Space Modification records

   Documents relating to construction and renovations in space to meet allocation or arrangement needs, or to meet safety requirements.

804-03 Space Reports and Census

All reports made concerning amount of space used, space requirements, space assigned to non-federal activities, etc.

Authorized Disposition:

1. Reports to GSA: Destroy 2 years after date of report
2. Other reports and feeder reports: Destroy 1 year after date of report

804-04 Space Fund Allocation

Document relating to determinations of cost of relative space holdings of POEs.

804-05 Custodial Services

Contracts and other documents related to arrangements providing custodial services for NOAA occupied buildings.

804-06 Maintenance Request

Requests for custodial or maintenance services.

Authorized Disposition: Destroy 3 months after work is performed or requisition is cancelled.

804-07 Facilities Services

Miscellaneous services associated with use of space. Includes parking, agreements concerning vending machines, placement of signs, and similar matters.