



STOP Things to consider before tossing, shredding or deleting files.

- Are the records covered by a NOAA Records Schedule or NARA Records Schedule?
- NOAA Records Schedule
- Has the record met its retention requirements?
- Has the business needs been met?
- Are records needed for a litigation or FOIA request?
- If unsure, check with your General Counsel office.

RE-ENTRY NOT BACK TO WORK AS USUAL

CAUTION If the answer is yes, you may have to prepare these records for disposal.

List the records proposed for disposal on the NOAA Records Destruction form.

Records Destruction form.

Submit the form to your Records Liaison Officer and Program Manager for approval before submitting to the NOAA Records Officer for final approval.

Once approved, mark folders, cabinets or boxes to indicate they are for disposition.

Note From NOAA's Records Team:

We realize during the last 2 years we were able to complete our mission related activities effectively, without having to rely on hard copy files. As we begin reintegration, you may be excited to initiate a spring cleaning project. Be thoughtful and consider what are personal papers versus what are official record documents. Records must be disposed of in accordance with the appropriate disposition authority as stipulated by the National Archives and Records Administration's (NARA) General or NOAA's record schedules.

For questions contact the NOAA Records Management Team: records.management@noaa.gov
Audits and Information Management Office
Office of the Chief Administrative Officer



PROCEED Scheduling a Records Disposal Company Service.

Use a reputable records recycling company who is certified by the National Association of Information Destruction (NAID).

NAID is an international association that sets standards on information destruction for both paper and electronic data.

NAID certification.

Is shredding on-site a requirement?

Ensure the company provides a destruction certificate.