

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-27-76-1

DATE RECEIVED

FEB 11 1976

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-25-76
Date

James B. Rhoads
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION
National Weather Service
~~Records Management Services Branch~~

4. NAME OF PERSON WITH WHOM TO CONFER
Walter V. Barbash, Chief, Mgt. Ser. Br.

5. TEL. EXT
443-8571

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/30/76	Ivy V. Parr <i>Ivy V. Parr</i>	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Attached NWS Schedule.</p> <p>3-29-76 The National Weather Service concurs in all changes made in this schedule. <i>R.C.T.</i> R C Tagge NARS/NCD</p> <p>RG-27; 117 items</p> <p><i>Copy to Agency 5-27-76-@</i></p>		

National Weather Service
Records Disposition Schedule

- I. Program, Planning and Management Records, Items 1-6
- II. Procurement, Supply and Transportation Records, Items 7-10
- III. Publication Record Set Files, Item 11
- IV. Operating Official's Personnel Files, Item 12
- V. Engineering Records, Items 13-42
- VI. Technical Training Center Files, Item 43
- VII. Communications Records, Items 44-57
- VIII. Hydrology Records, Items 58-66
- IX. Forecast Records, Items 69-74
- X. Aviation Safety Investigation Case Files, Item 75
- XI. Research and Development Records, Item 76-79

This schedule covers records which can be found throughout NWS or in its subdivisions, but generally not records dealing with general administration, research and development, and data automation program records (NOAA Records Disposition Schedules 1-20).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
<p>1.</p> <p><i>Volume is about 4-10 cu. ft.</i></p>	<p>Program, Planning, and Management Records</p> <p><u>Program Management Files</u></p> <p>a. Files of the Director and Associate Director (or equivalent management level) containing records on the planning and coordination, development and administration phases of programs to develop, design and operate meteorological, hydrological, and oceanographic operations.</p> <p>b. Files of Division offices and lower, containing correspondence of a routine nature with private services, other U. S. agencies, and other NWS offices.</p> <p>c. Copies of project plans, design study reports, project financial reports and other material for the information of program managers reflecting the actions of subordinate staff or other officials in NWS or elsewhere. Record copies covered by ^{other} items herein.</p>		<p><i>FEDERAL RECORDS CONTROL</i></p> <p><i>NOAA RECORDS HOLDING AREA</i></p> <p><i>TRANSFER TO ERG!</i></p> <p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRHA for a 5 year hold, offer to the National Archives when 15 years old.</p> <p>Destroy when 2 years old. Cut-off at end of calendar year, hold 2 years inactive, then destroy in current files area.</p> <p>Destroy when obsolete or superseded.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
2.	<p>International agreements and organization records including correspondence, memoranda, reports and documents pertaining to the origination, processing, review, and acceptance of project agreement dealing with overseas operations. Includes weather telecommunication agreements, WMO sponsored and Bi-lateral projects.</p> <p>a. All material not duplicated in NOAA-wide offices dealing with international agreements.</p> <p>b. Working copies duplicated in overseas operations where official file maintained in NOAA-wide offices dealing with international agreements.</p>		<p>Permanent. Cut off at end of calendar year, hold until agreement inactive, transfer to the NRHA for a 5 year hold, ^{TRANSFER TO REC.} offer to the National Archives when 15 years old.</p> <p>Destroy when no longer needed.</p>
3.	<p>Correspondence and reports relating to overseas operations and projects including weather communication which are of:</p> <p>a. Historical value, excluding agreement files, ^{SUCH AS PACIFIC BASE WEATHER STATIONS OF WWII.}</p> <p>b. Routine matters pertaining to personnel, management, finance and related problems on station.</p>		<p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRHA for a 5 year hold, ^{TRANSFER TO REC.} offer to the National Archives when 15 years old.</p> <p>Destroy when two years old. Cut-off at end of calendar year, hold 2 years inactive, then destroy in current files area.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
4.	<p><i>EX-105</i></p> <p>Agreements between Weather Service and intra-agency, national, and intra-agency organizations or conferences consisting of case files documenting meteorological, hydrological, or oceanographic agreements. Includes station agreement files and weather communications circuit agreement files.</p> <p><i>W.F.T.</i></p> <p>a. Office of primary responsibility.</p> <p>b. Working copies maintained in other offices.</p>		<p><i>Cut off at end of CY, hold until agreement inactive, transfer to the NRHA for a 5 year hold. Transfer to FRC. Offer to NARS when 15 years old.</i></p> <p>Permanent. <i>See item 2</i></p> <p>Destroy when obsolete or superseded.</p>
5.	<p>Grant Files between the Weather Service and other organizations. Includes WMO sponsored and Bi-Lateral projects. <i>Record copies kept in NOAA finance office in accordance with GAO requirements.</i></p>		<p>Destroy 3 years after close of contract grant.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
6.	<p>Records of Interagency and National committees, boards and advisory groups dealing with meteorological, hydrological and oceanographic matters.</p> <p>Files reflecting functions, action taken and the members and their terms in office. Contains charter and by laws, agenda and minutes, directives, reports and documents supporting the creation, organization, or change of the organization.</p> <p>a. Official program records maintained by the executive secretariat or other person designated as records custodian, excluding records and other material on administrative support matters.</p> <p>b. Copies of committee records, correspondence, and other material retained by members or non-members.</p> <p>c. Material on routine administrative support actions, such as correspondence regarding travel arrangements, arrangement for meetings.</p> <p>d. Membership files containing biographical data on members. (Item 6.d. withdrawn by Agency)</p>	<p>WITHDRAWN</p>	<p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRHA for a 5 year hold, ^{Transfer to FCC.} offer to the National Archives when 15 years old.</p> <p>Destroy when no longer needed for reference.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 5 years old. Cut Off when member leaves committee, hold one-year inactive, then transfer to Federal Record Center.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
7.	<p>Procurement, Supply, and Transportation Records</p> <p>Working copies of contract bids, title papers, requisitions, purchase orders, leases, bond and security records including correspondence and related papers pertaining to award, administration, receipt, inspection and payment that documents the logistical history of overseas operations and projects. Official copy of individual documents are maintained by NOAA-wide offices dealing with procurement, supply and finance.</p>		<p>Destroy 3 years after transaction is completed or terminated.</p>
8.	<p>Working copies of freight and passenger records consisting of export certificates, shipping documents, memorandum copies of government or commercial bills of lading, all supporting documents, and files relating to the shipment of overseas station supplies and equipment. Official copies of individual documents maintained by NOAA-wide offices dealing with travel and transportation.</p>		<p>Destroy 3 years after completion or termination of transaction.</p>
	<p>Monthly Inventory files consisting of Station supplies and equipment from overseas operations and projects.</p>		<p>Destroy when 3 years old.</p>
10.	<p>Requisition card file for GSA products and equipment</p>		<p>Destroy cards when superseded or when no longer needed.</p>

RECORDS DISPOSITION SCHEDULE

Agency says -
Volume for this item is difficult to determine

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
11.	<p><u>PUBLICATION RECORD SET FILES</u></p> <p>A separate and complete file of one copy of each publication and all changes issued. The file may be single or multipage issuances, such as circulars, directives, orders of a general nature, memorandums, regulations, or manuals on equipment maintenance, programs, operations, and specifications. The file will be marked "Record Set" for identification, and defined as that maintained by preparing office, or office of record. It is distinguished from the identical publication distributed and maintained for reference purposes.</p>		<p>Permanent. Cut off at end of calendar year, hold one year inactive. then transfer to NOAA Records Holding Area (outside Washington Metropolitan Area to nearest Federal Records Center). Retain according to item 8 of Records Transmittal and Receipt. <i>for a 5yr hold. Transfer to FRC. Offer to NARS when 15 years old (Outside Washington metropolitan area; cut off at end of CY, hold one year inactive then transfer to nearest FRC)</i></p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
* 12.	<u>OPERATING OFFICIAL'S PERSONNEL FILES</u> Supervisor's copy of papers concerning employees responsible to him. They consist of, but are not limited to, awards, actions, ratings, attendance, training, and promotions. These files may be located in any office responsible for a group of employees.		Destroy 1 year after employee leaves. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
13.	<u>BUILDINGS AND GROUNDS MAINTENANCE FILES</u> Documents accumulated in the performance of preventive maintenance to structures and landscape. Included are program requirements for new structures, roads, and utilities, and such plans of real estate holdings necessary.		Destroy papers as updated, superseded, or obsolete.
14.	<u>ENGINEERING EQUIPMENT RECORD FILES</u> Documents accumulated regarding evaluation, modification, and comparability actions of equipment used for test beds.		Destroy on disposal of related equipment or when individual papers are updated. Whichever is sooner.
15.	<u>ENGINEERING EQUIPMENT SERVICE CONTROL FILES</u> Documents concerning services, changes or charges, such as installation, replacement, and recurring maintenance to test bed equipment.		Destroy two years after completion of related action.
16.	<u>ENGINEERING MODIFICATION FILES</u> Documents created in the process of changes, partial elimination, or rejection of certain equipment designs concepts, or output requirements.		Destroy five years after related project completion.
17.	<u>EQUIPMENT TEST PHOTOGRAPH FILES</u> Copies of Photo negatives and prints created during testing and evaluation of equipment. Used to visualize processes of test events and results. <i>Records Copies</i> <i>Required by FPMR 101-11.411-7 are maintained in related project files under procedure 19 (RED).</i>		Destroy ^{when} after 3 years ^{old} . Cut off at end of calendar year after test completion, hold one year inactive, then transfer to the NOAA Records Holding Area (outside Washington Metropolitan Area to ^{near} the ^{the} Center ^{Center} Federal Archives and Records in Current Files area.

RECORDS DISPOSITION SCHEDULE

* #12 duplicates item 10, NOAA Sch 1, RCMO and will be dropped in published text

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>These files relate to all engineering aspects of procurement specifications, contract monitoring, training coordination, tests and inspections, equipment reconditioning, installation and maintenance standards and procedures, and modification of operational data acquisition, data processing, communications, and display equipment and instruments.</p>		
18.	<p><u>EQUIPMENT ENGINEERING CORRESPONDENCE FILES</u> Records relating to the general application of standardization, design, operation, replacement, stock level, and funding needs of the equipment engineering activity.</p>		<p>Destroy ^{when} after 3 years, ^{add.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). when 3 yrs old in current files area.</p>
19.	<p><u>FACILITIES ENGINEERING CORRESPONDENCE FILES</u> Records relating to the general application of standards, practices, and criteria of maintenance, repair, operation, and improvement of the facilities engineering activity.</p>		<p>Destroy ^{when} after 3 years, ^{add.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). when 3 yrs old in current files area.</p>
20.	<p><u>SITE ACQUISITION FILES</u> Records relating to the acquisition of real estate by purchase, condemnation, transfer, and donation. Included are options, appraisals, ownership data, title certificate, guarantees, settlement sheets, mutual purchase cancellation, reports relating to progress, and other comparable documents and correspondence.</p>		<p>Destroy 6 years after real estate audit of final disbursement and/or any claims settlement, ^{close.} Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). TRANSFER TO FRC ONE YEAR AFTER CASE IS CLOSED.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
21.	<u>EQUIPMENT AND FACILITIES PLANNING FILES</u> Records relating to engineering responsibility for preparation of policies and establishing procedures to assure that properly planned, designed, constructed, and maintainable items meet personnel and operational requirements at a basic cost.		Destroy when ^{after} 3 years ^{old} . Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center) ^{Destroy in current files area.}
22.	<u>FACILITIES DESIGN FILES</u> Records relating to development design of facilities according to existing criteria, and applicable codes and standards. Records may be created by in-house or contractual bid design work. Includes schematic or preliminary drawings, site plans, floor plans, elevations, and site improvements which are outline specifications indicating materials and finishes to be used, a breakdown of estimated costs, and such other items needed for design review.		Destroy 4 years after completion of design needs. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center) ^{Destroy in current files area.}
23.	<u>FIVE-YEAR FACILITIES PLAN FILES</u> Records relating to scheduled annual requirements for projected years containing information used in preparation of a master plan for future development, and the support of budget requests. Includes priorities, cost and feasibility studies, preliminary engineer reports, and comments and recommendations to the Facilities Review Board.		Destroy 5 years after all requirements have been superseded by an updated plan. Cut off at end of fiscal year, hold one year inactive then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center) ^{Destroy in current files area.}
24.	<u>FACILITIES CONSTRUCTION CONTRACT FILES</u> Record series identification is in the ^{NOAA} General Records Schedule 7, item 3.	NOAA Records Schedule 7 ^{Schedule 7, item 3.}	Destroy 6 years after completion of construction. Cut off at end of fiscal year, hold one year inactive, then transfer to NOAA Holding Area (outside Washington Metropolitan Area to nearest Federal Archives and Records Center) ^{Destroy in current files area.}

FEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
25.	<p><u>IN-HOUSE CONSTRUCTION FILES</u> Records created in accomplishing facilities actions or tasks that result in low cost purchase actions through use of in-house capabilities or, by approved procurement procedure, the rental of tools and equipment and the engaging of firms or individuals to perform specialized jobs that usually require less detailed plans and specifications, and no formal contract negotiating.</p>		<p>Destroy ^{When} after 3 years ^{etc.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area.})</p>
26.	<p><u>FACILITIES ITEM STATUS REPORT FILES</u> Records relating to status of facilities projects designed to provide information regarding currency of various phases of RD&F projects. These files permit a comparison of planned versus actual performance by modifying or adjusting estimated against actual completion dates.</p>		<p>Destroy 2 years after project completion. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area.})</p>
27.	<p><u>FACILITIES PROJECT CONTROL FILES</u> Records relating to scheduling of projects in categories according to availability of resources, such as, manpower and funds being available at pre-planning period or not available to accomplish post operation and essential maintenance of facilities. Resources concern description of major category of work in connection with the project, descriptive detail of project to discern what is to be accomplished, desirable completion date, total contractual services required for project, and justification relating to station mission, and health and welfare of personnel if not accomplished. Includes papers on approval or cancellation of facilities projects.</p> <p>a. Record copy (Engineering)</p>		<p>Destroy 3 years after completion of a funded project. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area.})</p>

EM IDR	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	b. Others (field) Includes unfunded projects.		Destroy after 1 year. Cut off at end of calendar year, hold one year inactive, then destroy in current files area.
28.	<u>EQUIPMENT AND FACILITIES MAINTENANCE INSPECTION FILES</u> Records relating to performing periodic inspections to uncover conditions leading to operational breakdown or depreciation, and maintenance performed to avoid, or to adjust and repair, such conditions while still in a minor stage. Includes minor construction, alteration, repair work, and painting to maintain usability.		Destroy ^{when} after 2 years, ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area}).
29.	<u>FACILITIES ALTERATION FILES</u> Records relating to construction work required to adjust interior or exterior arrangements, or other physical characteristics of an existing facility, that it may be adapted to or utilized for a designated National Weather Service purpose. Included are separate design changes, if required.		Destroy 3 years after alteration completion. Cut off at end of the calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area}).
30.	<u>ENGINEERING PROGRESS REPORT FILES</u> Reports relating to accomplishment of maintenance and repair of facilities and equipment. Includes facilities design work and acquisition and installation services. Constitutes a general progress report for such work funded under authorized appropriations. a. Record copy (Engineering) b. Others (field)		Destroy ^{when} after 2 years, ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in current files area}). Destroy ^{when} after 1 year, ^{old} Cut off at end of calendar year, hold one year inactive, then destroy in current files area.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
31.	<p><u>MAINTENANCE ENGINEERING FILES</u> Records relating to development, reproduction, design, standardization, and improvement of operations in the installation and maintenance of electronic, electro-mechanical, other technical equipment, and plant facilities. These files establish technique uniformity in observing and measuring weather conditions to provide comparability of data for meteorological analysis and climatological studies.</p>		<p>Destroy ^{before} after 6 years ^{old}. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to ^{Destroy} nearest Federal Archives and Records Center). <i>in current files area.</i></p>
32.	<p><u>EQUIPMENT AND FACILITIES REQUIREMENT FILES</u> Records created in maintaining standards of initial issues, levels of procurement and production, and rebuilding or replacement of equipment and facility supply parts and items to satisfy quantitative requirements in support of network programs. Included are equipment and facility summaries for adjustment and distribution of excess declarations, and planning studies for guidance, design, and construction in computing operational requirements.</p>		<p>Destroy ^{before} after 5 years ^{old}. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to ^{Destroy} nearest Federal Archives and Records Center). <i>in current files area.</i></p>
33.	<p><u>EQUIPMENT RECEIPT FILES</u> Records relating to receipt of equipment, consisting of required data on defective, malfunctioning, or surveyed equipment. These files are used to monitor the repair or disposal cycle and maintain identity of item responsibility in movement from stations to CLSC, Reconditioning Center, etc.</p>		<p>Destroy upon completion of action.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
34.	<p><u>EQUIPMENT OPERATIONAL LOG FILES</u> Records created to provide continuous statistics of meteorological equipment operational status. Data recorded is used to improve maintenance procedures, insure precision and uniformity of measurement, establish status of equipment in legal proceedings, define need for engineering modification, and maintain inservice time by recordation of malfunction and restoration to service dates.</p> <p>a. Station copy</p> <p>b. Others</p>		<p>Destroy ^{when} after 3 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to ^{in current files area} nearest Federal Archives and Records Center).</p> <p>Destroy ^{when} after 1 year ^{old} Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>
35.	<p><u>EQUIPMENT FAILURE REPORT FILES</u> Records created and reports prepared to document major or minor failures, component or parts replacement, and nonroutine adjustment of controls of electronic equipment. Includes failure information summaries accumulated in the central data bank to provide basic decisions, measureable effects on overall system output, and assist in design improvement to equipment.</p> <p>a. Record copy (engineering)</p>		<p>Destroy ^{when} after 3 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to ^{in current files area} nearest Federal Archives and Records Center).</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
36.	<p>b. Data Bank</p> <p>c. Others (field)</p> <p><u>ENGINEERING QUALITY CONTROL FILES</u> Records relating to inspection, evaluation, and review to unit piece or overall systems to assure required quality level of maintenance work and equipment performance, to hold outages to a minimum, that operational schedules are met according to established standards, that equipment operation is within design capabilities, and that output of electronic systems data for meteorological purposes is controlled and meets established specifications. Includes verification of equipment adjustment and physical condition, station visits, and engineering quality control inspection reports.</p> <p>a. Record copy (engineering)</p> <p>b. Others (field)</p>	<p>NC-370-75-3</p>	<p><i>Erase after third update cycle.</i></p> <p>Instructions are in NOAA Records Disposition Schedule 20, item 21a.</p> <p>Destroy ^{when} after 1 year, ^{all} Cut off at end of calendar year, hold one year inactive, the destroy in current files area.</p> <p>Destroy ^{when} after 3 years, ^{all} Cut off at end of calendar year, hold one year inactive, the transfer to NOAA Records Holding Area (outside Washington Metropolitan area ^{Restored} nearest Federal Archives and Records Center ^{in current files area.}</p> <p>Destroy ^{when} after 1 year, ^{all} Cut off at end of calendar year, hold one year inactive, ^{then} destroy in current files area.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
37.	<p><u>EQUIPMENT PRIORITY FILES</u> Records relating to the designation of equipment into categories of priority to provide adequate operation of facilities subject to available funding.</p>		<p>Destroy ^{when} after 5 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area destroy nearest Federal Archives and Records Center) ^{in current file area.}</p>
38.	<p><u>EMERGENCY POWER PROGRAM FILES</u> Records relating to adequate emergency secondary power supply, derived by supplementing commercial system, to protect equipment and meteorological data whenever a disruption occurs which could adversely affect an operation through complete outage or power surges. Includes papers on power sources, equipment requiring electrical service, plans to provide power facilities, budget support, cooperative agreements on standby power, and such reports required.</p>		<p>Destroy ^{when} after 5 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area destroy nearest Federal Archives and Records Center) ^{in current file area.}</p>
39.	<p><u>CALIBRATION DATA CARD FILES</u> Records created to record standards and items of test and measuring equipment requiring engineering calibration, and the records of such calibrations accomplished.</p>		<p>Destroy upon modification or disposal of related equipment.</p>
40.	<p><u>COMPONENT PARTS IDENTIFICATION FILES</u> Records consisting of aperture cards, tabulations, or other type formats, containing equipment data, such as: name, illustrations, number, description, name of manufacturer, and related parts information. These files are an aid to eliminating duplication, establishing interchangeability, and item substitution.</p>		<p>Destroy when updated or no longer needed.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
11.	<p><u>EQUIPMENT TECHNICAL DATA FILES</u> Records created to provide unified means to handle technical stock items and replacement parts. Information establishes a common language for recognition, preparation of requisitions, stocking and issuance of instrumental engineering equipment, and maintains consistency of related records.</p> <p><u>ARCHITECTURAL SERVICES FILES</u> Records relating to consultation and other services performed regarding architectural interpretation of project design concept, modification and changes to drawings and specifications, construction criteria and documentation, and design development to assure a coordinated work environment and optimum space utilization. Includes papers and diagrams on relocation, rehabilitation, work requirement diagrams, and schematic drawings.</p> <p>a. Design, Siting, and Construction criteria</p> <p>b. Planning and Structural, Mechanical, and Electrical requirements</p>		<p>Destroy when updated or no longer needed.</p> <p>DISPOSAL NOT APPROVED</p> <p>Destroy ^{when} after 3 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to ^{to nearest Federal Archives and Records Center} nearest Federal Archives and Records Center).</p> <p>Destroy 3 years after project completion. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center).</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
43.	<p><u>NWS TECHNICAL TRAINING CENTER FILES</u> These files document the Engineering Training Program of the NWSSTC in developing technical and professional competence and provide information necessary to meet engineering requirements in an area of ever increasing technology.</p> <p>a. Administrative Files: Records relating to routine administration of the training and educational activities of the center. Includes routine budget and financial matters, comments on center functions, staff visits, and orientation and briefing to trainees.</p> <p>b. Curriculum Files: Records relating to areas of course specialization in the engineering training program. Covers field experience and modern educational concepts and methods of engineering technology. These files provide material for courses designed to give trainees practical knowledge in the installation, activation, calibration, and maintenance of instrumental equipment systems and facilities. Includes papers on annual surveys of training requirements and schedules on activation of new equipment.</p> <p>c. Equipment Resources Files: Records relating to visual aids, lectures, and laboratory exercises, operating instrumental systems, standard test equipment, special test units and facilities, and other training devices used for demonstration purposes and "hands on" experience.</p>		<p>Destroy ^{when} after 2 years, ^{all} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area ^{to} nearest Federal Archives and Records Center <i>in current files area.</i>)</p> <p>Destroy when superseded or obsolete. One complete set of courses is to be maintained under Publication Record Set Files.</p> <p>Destroy ^{when} after 2 years, ^{all} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area ^{to} nearest Federal Archives and Records Center <i>in current files area.</i>)</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
d.	<p>Trainee Selection Files: Records relating to selection of technicians, both domestic and foreign, for training in the field of engineering. Includes request for training, selection approval, students selected listing requirements and program priorities allocations, enrollment procedures, and statement of prerequisites along with notifications to insure they are satisfied.</p> <p>1. NOAA Trainees (and other domestics)</p> <p>2. Foreign Trainees</p>		
e.	<p>Class Schedule Files: Records relating to convening and dismissal of students, specific hours and days, with consideration for holidays, for conducting classes, and travel itinerary plans to meet center class schedules.</p>		<p>Send one copy of selection approval and certificate of training to Official Personnel Folder. Other copies destroy after 2 years. Cut off at end of calendar year, hold two years inactive, then destroy in current files area.</p> <p>Send one copy of all records to Office of International Affairs. Other copies destroy after 2 years. Cut off at end of calendar year, hold two years inactive, then destroy in current files area.</p> <p>Destroy ^{when} after 2 years. ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to nearest Federal Archives and Records Center. <i>destroy.</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	<p>f. Certificate of Training Files: Records relating to issuance of certificates to students satisfactorily meeting specified course standards and are qualified to maintain equipment. Included are files relating to issuance of waiver of training certificates and delayed certificates to students not meeting minimum course standards.</p> <p>g. City Area Facilities Files: Records relating to the furnishing of information to students of available public transportation, parking privileges, points of interest, mail services, restaurants, and housekeeping accommodations in motels or private homes.</p>		<p>Destroy ^{when} after 3 years ^{old} Cut off at end of calendar year, hold one year inactive, then transfer to nearest Federal Archives and Records Center. <i>destroy.</i></p> <p>Destroy ^{when} after 1 year ^{old} Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
10 <i>conf.</i> 44.	<p><u>Communications Planning and Programming files.</u> Records the development and execution of plans and programs for the operation of the Weather Service Communications network.</p>		<p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRHA for a 5 year hold, ^{transfer to FRC.} Offer to the National Archives when 15 years old.</p>
2-3 <i>conf.</i> 45.	<p><u>Telecommunication Agreement files</u> between Weather Service and international and national organizations for link-up and coordination to Weather Service Communication circuitry.</p>		<p>Permanent. See item 2 Cut off at end of CY, hold until agreement inactive, transfer to the NRHA for 5 year hold. Transfer to FRC. Offer to NARS when 15 years old.</p>
46.	<p><u>Communication Correspondence files.</u> General correspondence on national, interagency, and intra-agency Weather communications. Includes facsimile drops, circuit, and telecommunication information.</p>		<p>Destroy when 2 years old. Cut-off at end of calendar year, hold two years inactive, then destroy in current files area.</p>
47.	<p><u>Communications Quality Control files.</u> Records relating to inspection, evaluation, and review to unit piece or overall systems to assure required quality level of maintenance work and equipment performance, to hold outages to a minimum, that operational schedules are met according to established standards, that equipment operation is within design capabilities and that output of electronic systems data for communications purposes is controlled and meets established specifications. Includes verification of equipment adjustment and physical condition, station visits, and engineering quality control inspection reports.</p> <p>a. Record copy</p>		<p>Destroy ^{when} after 3 years ^{old.} Hold one year inactive, then transfer to NOAA Records Holding Area. (Outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{Destroy in current files area.})</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
48. 20 C.F.R.	<p>b. Others (field)</p> <p><u>Circuit history files</u> documenting the systems development, installation and operation of the Weather communications network. Includes Letters of Intent sent to commercial communications companies.</p>		<p>Destroy when 1 year old. Cut-off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRHA for a 5 year hold, ^{Transfer to FCC.} offer to the National Archives when 15 years old.</p>
49. 5 C.F.R.	<p><u>Communication Studies files.</u> Records relating to the development of communications systems. Includes final report and accompanying correspondence.</p>	NC-370-75-3	<p>Permanent. ^{Relate to NOAA Records Holding area (outside Washington metropolitan area to the nearest Federal Records Center) when records become inactive. Offer to NARS when 15 yrs old.} See NRDS 19, Item 1a.</p>
50.	<p><u>Test and Evaluation Circuit files.</u> Documents accumulated by offices responsible for testing or advising on techniques and equipment designed to reduce or eliminate communication problems.</p>	NC-370-75-3	<p>^{Cut off at end of two years, hold one year inactive, then transfer to NOAA/NRHA for a 5 year hold. Transfer to FCC.} Offer to NARS when 15 yrs old. Permanent. See NRDS 19, Item 5a</p>
51. 3 C.F.R.	<p>a. Record copies.</p> <p>b. Other copies.</p> <p><u>Global Telecommunications System File.</u> Documents pertaining to the World Meteorological Organizations Working Group on global telecommunications.</p> <p>a. Official program records.</p> <p>b. Material on routine administrative support actions, such as correspondence regarding travel arrangements, arrangement for meetings, etc.</p>	NC-370-75-3	<p>Destroy when 5 years old. Cut-off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area. (outside the Washington Metropolitan Area ^{Relate to NOAA records holding area (outside Washington metropolitan area to nearest FCC) when records become inactive. Offer to NARS when 15 yrs old.} to the nearest Federal Record Center)</p> <p>Permanent. ^{Relate to NOAA records holding area (outside Washington metropolitan area to nearest FCC) when records become inactive. Offer to NARS when 15 yrs old.} See Item 2</p> <p>Destroy when 4 years old. Cut-off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. (outside Washington Metropolitan Area ^{Relate to NOAA records holding area (outside Washington metropolitan area to nearest Federal Record Center.) in current files area.} to nearest Federal Record Center.)</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
52.	<p><u>Weather Communication problems and program files.</u></p> <p><u>Operational Specifications files.</u> Preliminary; experimental and final specifications created in connection with communication projects.</p> <p>a. Record set.</p> <p>b. Other copies.</p>	<p>NC-370-75-3</p>	<p>Destroy when 5 years old. Cut-off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area. (Outside the Washington Metropolitan Area transfer to the nearest Federal Record ^{Permanent, cut off 2 years after completion of project. Hold inactive 1 yr then transfer to NOAA Records for a 5 yr hold. Transfer to FRC. Offer to NIS 15 yrs after completion of project.}</p> <p>Destroy when obsolete, superseded or no longer needed for research.</p>
54.	<p><u>Operational Standards and Procedures Manuals</u> describing Weather communication procedures.</p>		<p>Destroy when obsolete, superseded or no longer needed for research.</p>
55.	<p><u>Station Index Numbers files</u> facilitating identification of stations which are part of the international network participating in a routine observation program for the benefit of the international meteorological community.</p>		<p>Destroy when obsolete, superseded or no longer needed for research.</p>
56.	<p><u>National and International and regional code forms</u> to facilitate the exchange of weather reports of all types: upper air, satellite, radar, surface observations, aviation, analysis, climate, oceanographic area and route forecasts, terminal forecasts, atmospheric, and ship reports.</p> <p>a. National code forms generated according to WMO guidelines.</p> <p>b. International and regional code forms.</p>		<p>Permanent. Cut off at end of calendar year, hold 2 years inactive, transfer to the NRMA for a 5 year hold, ^{transfer to NIS} offer to the National Archives when 15 years old.</p> <p>Destroy when no longer needed for research purposes.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
57.	<u>International Reports of Code Meetings files.</u> Documents relating to WMO's Working Group.		<i>Destroy 3 yrs after transaction is completed or terminated.</i> See item #8 for disposition instructions.
58.	<u>Hydrologic Policy and Procedure Files</u> Records relating to formulation and planning of hydrologic policies, and activities which provide technical information, instructions on techniques and procedures, and methods for gathering and reporting hydrometeorological data. Includes papers pertaining to initiation of management controls, background data, and coordination material.		Destroy 3 years after policy and procedure revision. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). <i>area.</i>
59.	<u>Hydrologic Committee Files</u> Records relating to participation in joint, inter-departmental, and international meetings and conferences as they relate to coastal zone activities, international hydrologic programs, hydromatic instruments, flood reporting, water resources, water quality, and rainfall frequency. Includes action reports, minutes of meetings, agendas, and other related items. <ul style="list-style-type: none"> a. International b. Others (<i>sub committees</i>) 		Permanent. Cut off at end of CY, hold 2 yrs inactive, transfer to NOAA/RHA for 5 year hold. Transfer to FRC. Offer to NARS when 15 years old. Permanent in office of chairperson. To be transferred as new officers are elected. Individual papers disposed of as necessary. Destroy 5 years after specifically assigned activity is completed. Cut off at end of calendar year, hold two years inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center).

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
60.	<p><u>Flood Reports Files</u> Records relating to the documentation of floods of major or national interest. The files give a narrative description and analysis of the weather situation and factual data on precipitable conditions producing the event. The final product may be in the form of a publication.</p>		<p>Destroy 3 years after publication of the report. Cut-off at end of calendar year, hold 3 years inactive, then destroy in current files area.</p>
61.	<p><u>River District Service Files</u> Records relating to duties, responsibilities, and outline of procedures for stations to accomplish assigned mission. Includes information on services rendered or required, schematic diagram of area and reporting network coverage, emergency situation actions, liaison with cooperating agencies and specific service recipients, communications, topography, past climatic conditions, submission of reports and forms, and personnel assigned and their functions. The files may be maintained in manual format.</p>		<p>Destroy individual papers ^{when superseded} as required, or obsolete.</p>
62.	<p><u>Hydrologic Correspondence Files</u> Records relating to internal operations of hydro-meteorological functions of a general nature. Includes informational requests, status reports, coordination aspects, and such other files not part of a specific project or study.</p>		<p>Destroy when 3 years old. Cut-off at end of calendar year, hold 3 years inactive, then <u>destroy</u> in current files area.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
53.	<p><u>Hydrologic Network Management Files</u> Records relating to establishment, modification, and administration of hydroclimatic and hydrologic reporting networks, Includes papers on requests for establishment, approval authority, implementation actions, inspections, technical supervision, request coordination, and cost factors on equipment, maintenance, communication, and fees.</p>		<p>Destroy ^{when} after 5 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest ^{to nearest} Federal Archives and Records Center) Current files area.</p>
64.	<p><u>Hydrologic Services Agreement Files</u> Records relating to cooperative arrangements made with federal and state agencies on the mutual collection of data and the providing of river and flood forecasting services. Includes informal data and information exchange or formalized agreements on exchange of funds, personnel, and equipment or its usage.</p> <p>a. Formal agreements</p> <p>b. Informal agreements</p>		<p>Destroy 3 years after termination. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest ^{to nearest} Federal Archives and Records Center).</p> <p>Destroy ^{when} after 3 years ^{old.} Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest ^{to nearest} Federal Archives and Records Center). Current file area.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
65.	<p><u>Hydrologic Frequency Studies Files</u> Records relating to comprehensive information of rainfall extremes, frequencies, and meteorological factors associated with large amounts of precipitation. Includes hurricane or monsoon type frequencies, maps constructed to show rain fall and water-snow equivalencies, and various phases of the water cycle.</p> <p>a. Published studies</p> <p>b. Unpublished studies</p>		<p>Permanent. Cut off at end of calendar year, hold two years inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). <i>OFFER TO NARS WHEN 15 YRS OLD.</i></p> <p>Destroy after 5 years. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). <i>Current file area.</i></p>
66.	<p><u>Water Management Information Files</u> Records relating to studies that furnish information on hydrometeorological conditions required in the planning, design, and operation of water control structures, such as levees, dams, spillways, and reservoirs. Includes information on hurricane wind fields, sequence of maximum winds, temperatures, and snow melt factors. Also storm characteristics in planning for and use of water resources.</p> <p>a.. Published studies</p>		<p>Permanent. Cut off at end of calendar year, hold two years inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center). <i>OFFER TO NARS WHEN 15 YRS OLD.</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
b. Unpublished studies			Destroy after ^{within} 5 years ^{old} Cut off at end of calendar year, hold two years inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy} in current files area.
67.	<u>Hydrologic Reference Data Files</u> Records relating to data maintained as a source of basic reference information consisting of locator cards for base maps, bibliographys, storm indexes, precipitation data on microfilm, and summarized and analyzed precipitation information on major storms and hurricanes.		Destroy when superseded or obsolete.
68.	<u>Hydrologic Work Control Files</u> Records relating to background material and basic worksheets and data for published reports and current hydrologic studies. Includes reproduction material, graphs, statistical tables, satellite and radar photographs, rainfall frequency and maximum precipitation charts, check sheets, and computations.		Destroy 5 years after completion of reports and studies. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area (outside Washington Metropolitan area to nearest Federal Archives and Records Center ^{destroy in} current files area.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
69.	<p><u>NWS STATION OBSERVATION FILES</u></p> <p>Records created that comprise the national collection of climatological records, which is used as the data base for dissemination pertinent to environmental monitoring. They are the primary source of information concerning known atmospheric and hydrologic conditions that existed at any point in time.</p> <p>a. Recordings by National Oceanic and Atmospheric Administration personnel of hydrologic or atmospheric conditions, such as pressure, humidity, precipitation, solar and terrestrial radiation, evaporation, river stage, cloud formation, visibility, temperatures, wind speed and direction, dewpoint, sunrise and sunset, and associated phenomenon. Data collections, sensor instrument recordings, summaries, and meteorological tabulations are included.</p> <p>(1) Record copy</p> <p>(2) Station copies</p>	<p>NN 172-35 and 46</p>	<p>Destruction not authorized. Transfer to National Climatic Center, Asheville, N.C. for conversion to magnetic tape or FOR micro-form. SCHEDULING BY THAT CENTER.</p> <p>Destroy after ^{when 5 years old,} Cut off at end of calendar year, hold one year inactive, then transfer to nearest Federal Records Center.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
70.	<p><u>Forecast Files.</u> Records created in forecasting atmospheric and hydrologic conditions for dissemination pertinent to the safety, welfare, and economy of the nation. They include papers under such titles as forecasts, warnings, advisories, bulletins, alerts, watches, outlooks, summaries, statements, etc., on anticipated atmospheric and hydrologic conditions. These forecasts are made in connection with public, air pollution, marine, agriculture, forestry, domestic and international aviation, hydrologic, severe storm, hurricane and other environmental prediction services provided by NOAA.</p>	<p>NN-172-169 Item 1</p> <p><i>o.k.</i></p>	<p>Destroy when 5 years old. Cut-off at end of calendar year, hold 2 years inactive, then transfer to NOAA Records Holding Area. (Outside the Washington Metropolitan area to nearest Federal Record Center.) destroy in current file area.</p>
71.	<p><u>WEATHER MAPS and CHARTS</u> generated by the National Meteorological Center(NMC) for retention by the National Climatic Center.</p> <p>Manuscript Maps and Charts.</p> <p>a. Original data and analysis including North American Surface, Northern Hemisphere Sea Level, Northern Hemisphere Synoptic Surface, 500 millibar including one copy of each published Part I and data tabulations Part II, Constant Pressure, Winds Aloft, and Northern Hemisphere Constant Pressure.</p> <p>b. Preliminary or supplemental data and analysis, prognosis, and specialized items for use of field stations. These may be reproductions of more permanent records. Includes Prognosis, Pseudo-adiabatic, Daily, Auxillary and Facsimile and 5, 15, and 30 Day.</p>		<p>Transfer to NCC 90 days after processing, FOR SCHEDULING BY DATACENTER.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
72.	<u>Extended Forecast and Long Range Prediction Chart Depository.</u> Includes Daily Charts, 5-Day Charts, 15-Day Charts, and 30-Day Charts.		Destroy when ^{obsolete.} no longer needed for research, error checking or historical purposes.
73.	<u>Extended Forecast Regression and Trend Analysis Data</u> on above charts (<i>printouts used as working papers</i>).		Destroy ^{when} after 5 years ^{all.} Transfer to Washington National Federal Record Center after 1 year.

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
74.	<p><u>VERIFICATION FILES</u></p> <p>Data, documents, and related correspondence created in identifying deficiencies, levels of performance standards, and application in field activities of forecast methodology. Included, but not limited to, are compilations, analysis, summaries, models, methods, and general characteristics of product provided. Material may be generated to support studies in confirming or substantiating, by examination and comparison, the accuracy and quality of the forecast programs.</p> <p>A. Headquarters offices</p> <p>B. Field stations</p>	NN 174-23	<p>Destroy after ^{when} 3 years ^{old}. Cut off at end of the calendar year, hold one year inactive, then transfer to NOAA Records Holding Area.</p> <p>Destroy after 1 year, cut off at end of the calendar year, hold one year inactive, then destroy in current files area.</p>
75.	<p><u>AVIATION SAFETY INVESTIGATION CASE FILES</u></p> <p>Correspondence, related data, and other documentation required under aviation safety weather support activities, assembled pertinent to safety enforcement and litigation investigations. Such material may be weather charts, film, tapes, logs, photographs, forecasts, statements, and other operational weather records.</p>	NN-172-169 Item 2	<p>Destroy 7 years after case is closed. Cut off at end of calendar year, hold one ^{TWO} years inactive, then transfer to NOAA Records Holding Area UNTIL CASE IS CLOSED. TRANSFER TO FRL. ^{UNTIL CASE IS CLOSED. TRANSFER TO FRL.} DESTROY 7 YEARS AFTER CASE IS CLOSED.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
	The Research and Development records of the Weather Service are generally covered by NOAA Records Disposition Schedule #19. The records described below are items particular to NWS.		
76.	<u>Project Report Files.</u> Documents accumulated in connection with reporting of projects weekly, monthly, or quarterly. Studies on cost effectiveness and feasibility and contractors progress statements.		Destroy when 3 years old. Cut-off at end of calendar year hold one year inactive, then transfer to the NOAA Records Holding Area.
77.	<p><u>Project Test Files.</u> Documents accumulated reflecting the results, trails and evaluation of technical systems and engineering designs. Includes test data and reports.</p> <p>a. Final Tests</p> <p>b. Intermediate tests</p>	<p>NC-370-75-3</p>	<p>Destroy when two years old. Cut-off at end of calendar year, hold one year inactive, then transfer to the NOAA Records Holding Area.</p> <p>Destroy when two years old. Hold one year inactive, then transfer to the NOAA Records Holding Area.</p> <p>Destroy when 10 years old. Cut-off at end of calendar year after T&E completion. Hold one year inactive then transfer to the NOAA Records Holding AREA. (Outside Washington Metropolitan Area to nearest Federal Records Center.</p> <p><i>Cut off two years after completion of project. Hold inactive 1 year then transfer to NOAA RHA for 5 yr hold. Transfer to FRC.</i></p> <p><i>PERMANENTLY OFFER TO NARS 15 YRS AFTER COMPLETION OF PROJECT.</i></p> <p><i>See NOAA RDS #19 Item 10a</i></p>
78.	<u>R&D Administrative Files.</u> Correspondence of a routine nature not included in specific functional area described elsewhere in this section or in NOAA RDS #19.		
79.	<u>Laboratory Project Files.</u> Documents accumulated during test and evaluation of technical systems and engineering designs, exclusive of immediate and final tests identified in project test files.		

Conf. information medium to large.

RECORDS DISPOSITION SCHEDULE