

Request for Records Disposition Authority

Records Schedule Number **DAA-0370-2012-0003**
Schedule Status **Approved**

Agency or Establishment **National Oceanic and Atmospheric Administration**
Record Group / Scheduling Group **Records of the National Oceanic and Atmospheric Administration**
Records Schedule applies to **Major Subdivision**
Major Subdivision **National Environmental Satellite, Data and Information Services**
Minor Subdivision **Satellite Analysis Branch**
Schedule Subject **Satellite Analysis Branch files**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2012-0003

Sequence Number	
1	Satellite Analysis Branch Files
1 1	Tropical Data Validation Report and Tropical Analysis Worksheets Disposition Authority Number DAA-0370-2012-0003-0001
1 2	Volcanic Ash Advisories (VAA) files Disposition Authority Number DAA-0370-2012-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Satellite Analysis Branch Files The Satellite Analysis Branch (SAB) analyzes satellite imagery, integrated with ancillary datasets, to create briefings and products that enable its users to mitigate disasters and hazards including tropical cyclones, heavy precipitation, fires and smoke, airborne volcanic ash and marine pollution (oil spills) Users of SAB's 24 x 7 x 365 interpretative satellite analysis products include all NOAA Line Offices, federal, state, local and foreign government agencies, emergency responders and the public Maintaining the quality and user utility of these life-saving products requires integrating cutting edge science, an increasingly broad array of satellite capabilities and techniques, continually expanded data distribution means and active user-oriented outreach</p>
1 1	<p>Tropical Data Validation Report and Tropical Analysis Worksheets Disposition Authority Number DAA-0370-2012-0003-0001</p> <p>The file consists of the Tropical Data Validation Report and the associated Tropical Cyclone Analysis Worksheets used to compile the report The Tropical Cyclone Analysis Worksheets consist of cyclone data compiled in six (6) hour intervals and include data such as the cyclone name, longitudinal and latitudinal coordinates and descriptive characteristics of the Dvorak pattern analyzed from the geostationary satellite (e g , GOES) systems These worksheets are arranged by Ocean Area, Month-Year and a 3 character alphanumeric storm id The Tropical Cyclone Analysis Worksheets are compiled by the Satellite Analysis Branch (SAB) to quantitatively measure the position and intensity of tropical cyclones Much of the data from the worksheets are used to compile the Tropical Data Validation Report The validation report data is compared against best track storm data from the National Hurricane Center, the Central Pacific Hurricane Center and/or the Joint Typhoon Warning Center as well as other ancillary data sets to validate estimates of storm position and intensity compiled by the SAB This information is used by SAB to improve its operations and may be disseminated to a number of environmental organizations through presentations at technical conferences</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p>

Manual Citation	Manual Title
1404-06 1	National Environmental Satellite, Data and Information Services

Disposition Instruction

Cutoff Instruction Cut off data the end of the calendar year
Retention Period Destroy 75 year(s) after cut-off or when no longer needed for reference occurs, whichever is later

Additional Information

GAO Approval Not Required

Volcanic Ash Advisories (VAA) files

Disposition Authority Number DAA-0370-2012-0003-0002

Volcanic Ash Advisories (VAA) are advisory by nature and sent by the Satellite Analysis Branch (SAB) to Meteorological Watch Offices (MWOs) The MWO is responsible for the warning of a volcanic ash event through a Significant Meteorological Information (SIGMET) bulletin The VAA document the existence of a volcanic event through mainly satellite imagery and other information sources The advisory is a text documenting name of volcano, time, advisory number, information source, type of satellite imagery, forecast through +18 hrs along with other guidance The VAA folders contain several pieces of important information They contain the actual ash advisory, graphic, satellite imagery and many other very important items that help issue advisories such as SIGMETS, Pilots Reports (PIREPS), Meteorological Aerodrome Report (METARS), Observatory reports, model data and much more Organizations such as the Federal Aviation Administration (FAA) use this data for flight planning purposes and Universities also rely on this data for research, science studies and journals Also, numerous other groups use the information for increasing communication and improving science and technologies to help the overall issuance of ash advisories and warnings In addition, the Satellite Analysis Branch uses them to learn from possible errors in forecasting

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

1 2

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1404-06 2	National Environmental Satellite Data and Information Services

Disposition Instruction

Cutoff Instruction **Cut off data at end of calendar year**
Transfer to Inactive Storage **transfer to the Federal Records Center 5 to 10 years after cut off**
Retention Period **Destroy 30 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
09/26/2012	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
02/13/2013	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
02/19/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/21/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/21/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist