

Request for Records Disposition Authority

Records Schedule Number DAA-0370-2015-0001
 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 Information Service
 Minor Subdivision National Climatic Data Center
 Schedule Subject Weather and Climate Archived Data
 Internal agency concurrences will be provided No

Background Information The National Climatic Data Center (NCDC) was established in 1951 as the designated archives for weather and climate records and data held by NOAA. NCDC holdings consist of two primary types of records. Observational records are original measurements of atmospheric conditions. These records come from land-based weather stations, buoys, ships, radar installations and weather satellites. Homogenized and derived products are assembled or created from original observations to make weather information more usable and understandable. NCDC also archives weather and climate model data as well as publications. All items in the schedule below are media neutral unless otherwise stated.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
20	6	14	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2015-0001

Sequence Number	
1	Routine Atmospheric Observations Disposition Authority Number: DAA-0370-2015-0001-0001
2	Non-Routine Atmospheric Observations- Occasional, Irregular or Short Term Observations Disposition Authority Number: DAA-0370-2015-0001-0002
3	Non-Routine Atmospheric Observations-Special Research Observations Disposition Authority Number: DAA-0370-2015-0001-0003
4	Autographic Charts Disposition Authority Number: DAA-0370-2015-0001-0004
5	Homogenized and Derived Products
5.1	Homogenized and Derived Products-Electronic Data NARA authorized for transfer Disposition Authority Number: DAA-0370-2015-0001-0005
5.2	Homogenized and Derived Products-Electronic Data Authorized for Destruction Disposition Authority Number: DAA-0370-2015-0001-0006
5.3	Homogenized and Derived Products-Paper Disposition Authority Number: DAA-0370-2015-0001-0007
5.4	Interim Products Disposition Authority Number: DAA-0370-2015-0001-0008
6	Summaries, Reports and Bulletins
6.1	Routine Events Disposition Authority Number: DAA-0370-2015-0001-0009
6.2	Historically Significant Events
6.2.1	Historically Significant Events- Electronic Disposition Authority Number: DAA-0370-2015-0001-0010
6.2.2	Historically Significant Events- Paper Disposition Authority Number: DAA-0370-2015-0001-0011
7	Maps and Charts
7.1	Plotted Maps and Charts Disposition Authority Number: DAA-0370-2015-0001-0012
7.2	Analyzed Maps and Charts Disposition Authority Number: DAA-0370-2015-0001-0013
8	Numerical Model Data
8.1	Data Inputs Disposition Authority Number: DAA-0370-2015-0001-0014

8.2	Model Data Runs Disposition Authority Number: DAA-0370-2015-0001-0015
8.3	Analysis Data Disposition Authority Number: DAA-0370-2015-0001-0016
8.4	Re-analysis Data Disposition Authority Number: DAA-0370-2015-0001-0017
9	Climate Normals
9.1	Core Normals Disposition Authority Number: DAA-0370-2015-0001-0018
9.2	Supplemental Normals Disposition Authority Number: DAA-0370-2015-0001-0019
10	National Weather Service Products: National Digital Forecast Database Disposition Authority Number: DAA-0370-2015-0001-0020

Records Schedule Items

Sequence Number						
1	<p>Routine Atmospheric Observations</p> <p>Disposition Authority Number DAA-0370-2015-0001-0001</p> <p>Surface-based or remote-sensed observations made at prescribed intervals. Examples include tabular surface weather observations, radar observations, satellite observations, and weather balloon and buoy observations. This series also includes instrument specifications and changes as well as in-situ station history information. These records form the basis for atmospheric monitoring for weather and climate applications, and thus hold enduring scientific value.</p> <p>Final Disposition Permanent</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? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1406-06.1</td> <td>Chapter 1400- Satellites and Data Centers</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually</p> <p>Transfer to the National Archives for Accessioning Transfer to NARA in five-year blocks when 75 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown To be determined</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown To be determined</p>		Manual Citation	Manual Title	1406-06.1	Chapter 1400- Satellites and Data Centers
Manual Citation	Manual Title					
1406-06.1	Chapter 1400- Satellites and Data Centers					

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Non-Routine Atmospheric Observations- Occasional, Irregular or Short Term Observations

Disposition Authority Number DAA-0370-2015-0001-0002

Observations made seasonally, only when certain conditions are occurring, or from installations or instruments whose existence is short-lived. This series also includes instrument specifications and changes as well as in-situ station history information.

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.2(a)	Chapter 1400- Satellites and Data Centers

GRS or Superseded Authority Citation N1-370-11-02

Disposition Instruction

Retention Period Destroy after 30 years or when data has been extracted, whichever is sooner.

Additional Information

GAO Approval Not Required

3

Non-Routine Atmospheric Observations-Special Research Observations

Disposition Authority Number DAA-0370-2015-0001-0003

While records created during research efforts represent atmospheric observation data, their period of active use is relatively short. In addition, results from research are almost always published. The research observations will support the published material through their disposition. This series also includes instrument specifications and changes as well as in-situ station history information.

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**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1406-06.2(b)	Chapter 1400 Satellites and Data Centers

GRS or Superseded Authority Citation **N1-370-11-002**

Disposition Instruction

Retention Period **Destroy after 30 years or when data has been extracted, whichever is sooner.**

Additional Information

GAO Approval **Not Required**

Autographic Charts

Disposition Authority Number **DAA-0370-2015-0001-0004**

Observational records from instruments providing a continuous reading of various weather elements. The data are usually in the form of roll and/or strip charts, and are almost always collected at a location that also provided tabular records.

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**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1406-06.3	Chapter 1400 -Satellites and Data Centers

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GRS or Superseded Authority Citation N1-370-89-01

Disposition Instruction

Retention Period Cut off annually. Destroy after 30 years or when data has been extracted, whichever is sooner.

Additional Information

GAO Approval Not Required

5

Homogenized and Derived Products

These products are created or assimilated from observational data (see item #1). Products are created for ease of understanding and use in the scientific and research community, and experience a period of heavy use. In many cases they are replaced when newer generation methods enable the creation of new products. This series also includes the computational methods, algorithms, and documentation used to create the product. NOAA will offer the electronic versions of the homogenized/derived products to NARA when they are 10 years old. NARA will determine which data should be transferred to the National Archives or destroyed.

5.1

Homogenized and Derived Products-Electronic Data NARA authorized for transfer

Disposition Authority Number DAA-0370-2015-0001-0005

Electronic Version

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation These are already in electronic format

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.4(a)1	Chapter 1400- Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Unknown
To be determined

5.2

Homogenized and Derived Products-Electronic Data Authorized for Destruction

Disposition Authority Number DAA-0370-2015-0001-0006

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation This item is in an electronic format

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.4(a)2	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

5.3

Homogenized and Derived Products-Paper

Disposition Authority Number DAA-0370-2015-0001-0007

Paper version

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation The electronic verison has been scheduled separately
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1406-06.04(a)3	Chapter 1400 Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually
 Retention Period Destroy after 10 years or when no longer needed for business or scientific purposes.

Additional Information

GAO Approval Not Required

Interim Products

Disposition Authority Number DAA-0370-2015-0001-0008

Products are designated as interim when they are not considered final and are expected to be replaced by higher-quality data at a later date.

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
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.4(b)	Chapter 1400-Satellites and Data Centers

5.4

	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually</p> <p>Retention Period Destroy after 2 years or upon archival of final product.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>				
6	<p>Summaries, Reports and Bulletins</p> <p>Unpublished reports summarizing meteorological conditions reported in in-situ and remote-sensed observations. A summary may be created based on the original observations at any time following the disposition of these summaries.</p>				
6.1	<p>Routine Events</p> <p>Disposition Authority Number DAA-0370-2015-0001-0009</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? No</p> <table border="1" data-bbox="376 1181 1520 1323"> <thead> <tr> <th data-bbox="376 1181 948 1229">Manual Citation</th> <th data-bbox="948 1181 1520 1229">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 1229 948 1323">1406-06.5(a)</td> <td data-bbox="948 1229 1520 1323">Chapter 1400-Satellites and Data Centers</td> </tr> </tbody> </table>	Manual Citation	Manual Title	1406-06.5(a)	Chapter 1400-Satellites and Data Centers
Manual Citation	Manual Title				
1406-06.5(a)	Chapter 1400-Satellites and Data Centers				
6.2	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually</p> <p>Retention Period Destroy after 20 years or when data has been extracted, whichever is sooner.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>				
6.2	<p>Historically Significant Events</p> <p>These are recognized as records of historic significance to the Nation. Unpublished reports on significant events often include material that can enrich the understanding of the event.</p>				
6.2.1	<p>Historically Significant Events- Electronic</p>				

Disposition Authority Number DAA-0370-2015-0001-0010

Electronic version

Final Disposition Permanent

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? No

Manual Citation	Manual Title
1406-06.5(b)1	Chapter 1400- Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to NARA in five-year blocks when 10 years old

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Unknown
To be determined

6.2.2

Historically Significant Events- Paper

Disposition Authority Number DAA-0370-2015-0001-0011

Paper version

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation A separate disposition has been submitted for the electronic version

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1406-06.5(b)2	Chapter 1400 Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to NARA in five-year blocks when 20 years old

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Unknown
To be determined

Maps and Charts

Plotted Maps and Charts

Disposition Authority Number DAA-0370-2015-0001-0012

Geospatial records created using observational data

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation These records are already electronic

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

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

Manual Citation	Manual Title
1406-06.6(a)	Chapter 1400- Satellites and Data Centers

Disposition Instruction

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7.1

7.2

Cutoff Instruction Cut off annually
Retention Period Destroy after 5 years

Additional Information

GAO Approval Not Required

Analyzed Maps and Charts

Disposition Authority Number DAA-0370-2015-0001-0013

Also use observational data, but unlike simple plotted charts, these analyzed, annotated charts and maps add information that isn't captured in original observations

Final Disposition Permanent

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

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

Manual Citation	Manual Title
1406-06.6(b)	Chapter 1400 Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually
Transfer to the National Archives for Accessioning Transfer to NARA in five-year blocks when 75 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Unknown
To be determined

8

Numerical Model Data

Scientists use existing observations to predict future conditions. Numerical model data consists of three types of records: The data input into a computer, the data generated by the computer representing future conditions, and more concise, digestible data used to analyze the future conditions predicted. Additionally, re-analysis data are input back into the computer for updated weather and climate predictions.

8.1

Data Inputs

Disposition Authority Number DAA-0370-2015-0001-0014

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.7(a)	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Retention Period Destroy after 15 years

Additional Information

GAO Approval Not Required

8.2

Model Data Runs

Disposition Authority Number DAA-0370-2015-0001-0015

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

8.3

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1406-06.7(b)	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Retention Period **Destroy after 5 years**

Additional Information

GAO Approval **Not Required**

Analysis Data

Disposition Authority Number **DAA-0370-2015-0001-0016**

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**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1406-06.7(c)	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Retention Period **Destroy after 15 years.**

Additional Information

GAO Approval **Not Required**

Re-analysis Data

Disposition Authority Number **DAA-0370-2015-0001-0017**

8.4

Multi-year global gridded representations of atmospheric states. They are generated by a constant model and a constant data assimilation system. Used for monthly or daily updates of the current state of the atmosphere

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.7(d)	Chapter 1400- Satellites and Data Centers

Disposition Instruction

Retention Period Destroy 7 years after a new analysis is archived or 15 years, whichever is sooner.

Additional Information

GAO Approval Not Required

Climate Normals

Core Normals

Disposition Authority Number DAA-0370-2015-0001-0018

NCDC computes normal temperature and precipitation values for weather stations in the United States every ten years using observational data from the previous 30-year period

Final Disposition Permanent

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

Do any of the records covered by this item exist as structured electronic data? Yes

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9.1

Manual Citation	Manual Title
1406-06.8(a)	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to NARA in five-year blocks when 20 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Unknown
To be determined

9.2

Supplemental Normals

Disposition Authority Number DAA-0370-2015-0001-0019

Additional normals created for more limited or targeted, or experimental use. They may become core normals for the following decadal release

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

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1406-06.8(b)	Chapter 1400-Satellites and Data Centers

Disposition Instruction

Retention Period Destroy after 20 years

10

Additional Information

GAO Approval **Not Required**

National Weather Service Products: National Digital Forecast Database

Disposition Authority Number **DAA-0370-2015-0001-0020**

The National Weather Service produces hundreds of products. These products, from avalanche warnings to heat index forecast tables, remain of interest to the public for years after their issuance. The National Digital Forecast Database consists of gridded forecasts of weather elements. NOTE: Service products are addressed in NOAA schedule 1301-01

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**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1406-06.10	Chapter 1400- Satellites and Data Centers

Disposition Instruction

Retention Period **Destroy after 10 years**

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
04/08/2015	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
04/20/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
04/23/2015	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
04/28/2015	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
08/03/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/05/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist