

Request for Records Disposition Authority

Records Schedule Number **DAA-0370-2019-0002**

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 Weather Service**

Minor Subdivision **Center Weather Service Units**

Schedule Subject **Center Weather Service Unit Files**

Internal agency concurrences will be provided **No**

Background Information **The Center Weather Service Units (CWSU) monitor and provide weather forecast and advisories to the nation's 21 Air Route Traffic Control Centers (ARTCC). The CWSUs concentrate fully on aviation weather for the ARTCC, producing specialized tailored forecasts and advisories of thunderstorms, turbulence, icing and precipitation affecting the National Air Space system. Co-located with air traffic controllers, these face-to-face on the spot briefings convey a variety of weather information to air traffic controllers and are vital in helping Federal Aviation Administration (FAA) personnel route air traffic safely and efficiently. This schedule provides disposition authority for the Daily Records of Facility Operation Logs and the Pre-Duty Controller Weather Briefing Videos which are created by the CWSU.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0370-2019-0002

Sequence Number	
1	Daily Record of Facility Operation Logs Disposition Authority Number: DAA-0370-2019-0002-0001
2	Pre-Duty Controller Weather Briefings- Record Copy Disposition Authority Number: DAA-0370-2019-0002-0002

Records Schedule Items

Sequence Number					
1	<p>Daily Record of Facility Operation Logs</p> <p>Disposition Authority Number DAA-0370-2019-0002-0001</p> <p>These logs, detailing the daily operations of the Center Weather Service Units, may document the arrival departure time of duty personnel, routine and special weather briefings provided during the shift, the issuance of aviation weather advisories, and usual or special occurrences or actions.</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> <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>1304-04.1</td> <td>National Weather Service</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-370-04-001/ 1304-04</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually.</p> <p>Retention Period Destroy 5 year(s) after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1304-04.1	National Weather Service
Manual Citation	Manual Title				
1304-04.1	National Weather Service				
2	<p>Pre-Duty Controller Weather Briefings- Record Copy</p> <p>Disposition Authority Number DAA-0370-2019-0002-0002</p> <p>The Center Weather Service Units (CWSU) meteorologists provide weather support and consultation to FAA air traffic managers and controllers. The records series consist of web-accessible streaming video documenting daily weather conditions called the Pre-Duty Controller Weather Briefings. The Pre-Duty Controller Weather Briefings are designed to increase controller situational</p>				

awareness and does not replace pilot pre-flight briefings conditions. The video consists of images of weather maps and satellite imagery of current weather conditions which are narrated by CWSU meteorologists. The video briefings are produced three times daily and uploaded to the CWSU website at <https://www.weather.gov/zse/predutyweatherbriefing> for viewing. They are used by the Air Traffic Controllers (ATC) for planning purposes only. The versions on the website are overwritten daily, however the record copy is maintained electronically by CWSU for recordkeeping purposes.

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? No

Manual Citation	Manual Title
1304-04.2	National Weather Service

Disposition Instruction
 Cutoff Instruction Cutoff annually.
 Retention Period Destroy 5 year(s) after cutoff.
 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
07/24/2019	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
12/03/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/04/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/04/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/09/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist