

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration	
2 MAJOR SUBDIVISION National weather Service	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540

LEAVE BLANK (NARA use only)	
JOB NUMBER NI - 370-00-1	
DATE RECEIVED 4/20/2000	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 10-4-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4-17-0	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1302-01 See attached		

1. **Station Management Files** (NOAA Filing-Disposition Handbook, Item 1302-01)

Documents related to the administrative management or operation of the stations. May include copies of annual inspection reports, Station Duty Manual, or day to day management, procedures, and operating policies of field stations. Records are cut off when superseded.

AUTHORIZED DISPOSITION

- a. Recordkeeping paper copy: Retain for 5 years after superseded date, then destroy.
- b. Electronic copies created on word processing and electronic mail systems: Delete 90 days after printing and filing in recordkeeping system.