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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>N 1-370-03-2</i> | DATE RECEIVED <i>11-5-2002</i> |
| 1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION National Weather Service | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION OHD | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker | 5 TELEPHONE (301) 713 - 3540 | DATE <i>2-11-04</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 10-29-2 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Records Management Officer |
|-----------------|--|-------------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------------------------|---|--|---------------------------------------|
| 1 | NOAA Disposition Handbook Chapter 1302 Please see attached | | |
| <i>cc Agency, NR, NAWMD, NAWM</i> | | | |

1302 Office of Hydrologic Development

The Office of Hydrologic Development enhances National Weather Service products by: infusing new hydrologic science, developing hydrologic techniques for operational use; managing hydrologic development by NWS field offices, providing advanced hydrologic products to meet needs identified by NWS customers.

1302-01 Rainfall Frequency and Probable Maximum Precipitation Studies (supersedes 1305-05, 1305-06)

These studies relate to climatological estimates of rainfall amounts for particular locations, durations, probabilities and extremes. They are accepted as civil engineering design standards within the United States. The Rainfall Frequency Studies produce probabilistic estimates used as design requirements for engineered structures such as buildings, roads, culverts and storm water drains. The Probable Maximum Precipitation studies estimate worst-case rainfall scenarios used in designing structures as dams. They are performed for both generalized and site specific areas. Includes published and unpublished reports and data.

AUTHORIZED DISPOSITION:

- A. Published reports, with updated index thereto (paper):
 Permanent Cut-off at end of year when report is published
 Transfer one copy of each report to the National Archives in 5-year blocks five years after cut off
- B. Unpublished reports Cut-off at end of year when created.
 Destroy five years after cut off
- C. Data upon which the reports are based: Retain for three years.
 Destroy thereafter when no longer needed for reference.
- D. Duplicate copies of reports used for reference Destroy when no longer needed for reference.
- E. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1302-02

NOAA Hydrologic Data System (NHDS) (New item)

This system houses hydrologic and precipitation data used to calibrate forecast models and develop forecast techniques. It contains hydrologic and processed observations, and metadata.

Records are arranged by place, time of observation and environmental parameters. Custom software is used to collect, organize and retrieve the data. Layout varies but is typically in custom field definitions. NHDS is linked to other systems (River Forecast Center operational systems, and information held by NCDC and USGS) and supports a variety of file formats. There are no restrictions on releasing data from the system other than when it was collected from sources that limit its distribution. Hardware support is PC servers, and tape is used for storage media

AUTHORIZED DISPOSITION:

- A. Information within system (data): Cut off when system is retired or replaced, then delete when no longer needed for research or reference.
- B. System documentation: Cut off when system is retired or replaced
Destroy/Delete 2 years after cutoff
- C. System inputs (information from environmental sensors). Delete two months after data are entered into the system and data have been verified.
- D. System outputs (data subset lists): Cut off at end of calendar/fiscal year in which outputs have been created. File outputs with related project files and apply approved disposition instructions. For those outputs that are not part of a case file. Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
- E. System backups: Delete when superseded by next system backup

1302-03

Hydrologic Information Background Materials (supercedes 1305-07)

These documents provide the supporting information, such as worksheets and data, for published hydrologic reports and studies produced by the National Weather Service. Files may include, but are not limited to, reproduction material, graphs, statistical tables, satellite and radar photographs, and rainfall frequency and maximum precipitation charts and computations.

Note The reports generated from this material are covered under 100-01 or 100-02 depending on the scope and distribution of the report.

AUTHORIZED DISPOSITION:

- A. Working files/background material to final reports (record keeping copy): Cut-off at completion of report or study. Transfer to the Federal Records Center three years after cut-off Destroy 10 years after cut-off
- B. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced

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1302-01 Rainfall Frequency and Probable Maximum Precipitation Studies (supersedes 1305-05, 1305-06)

These studies relate to climatological estimates of rainfall amounts for particular locations, durations, probabilities and extremes. They are accepted as civil engineering design standards within the United States. The Rainfall Frequency Studies produce probabilistic estimates used as design requirements for engineered structures such as buildings, roads, culverts and storm water drains. The Probable Maximum Precipitation studies estimate worst-case rainfall scenarios used in designing structures as dams. They are performed for both generalized and site specific areas. Includes published and unpublished reports and data.

AUTHORIZED DISPOSITION:

- A. Published reports (paper): **Permanent**. Cut-off at end of year when report is published. Transfer one copy of each report to the National Archives one year after cut off.
- B. Unpublished reports: Cut-off at end of year when created. Destroy five years after cut off.
- C. Data upon which the reports are based: Retain for three years. Destroy thereafter when no longer needed for reference.
- D. Duplicate copies of reports used for reference: Destroy when no longer needed for reference.
- E. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

SUPERSEDED

1302-02

NOAA Hydrologic Data System (NHDS) (New item)

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Records are arranged by place, time of observation and environmental parameters. Custom software is used to collect, organize and retrieve the data. Layout varies but is typically in custom field definitions. NHDS is linked to other systems (River Forecast Center operational systems, and information held by NCDC and USGS) and supports a variety of file formats. There are no restrictions on releasing data from the system other than when it was collected from sources that limit its distribution. Hardware support is PC servers, and tape is used for storage media.

AUTHORIZED DISPOSITION:

- A. Information within system (data). Cut off data at the end of each calendar/fiscal year. Delete data 75 years after cutoff. A longer retention may be necessary to meet NOAA's business (research and reference) needs.
- B. System documentation. Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.
- C. System outputs (data subset lists): Cut off at end of calendar/fiscal year in which outputs have been created. File outputs with related project files and apply approved disposition instructions. For those outputs that are not part of a case file: Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
- D. System backups: Delete when superseded by next system backup.