

**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  
NCEP

4 NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5 TELEPHONE  
(301) 713 - 3540

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
21-370-03-3

DATE RECEIVED  
11-22-2002

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
6-29-04

ARCHIVIST OF THE UNITED STATES  
*John W. Carlin*

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  
11-19-2

SIGNATURE OF AGENCY REPRESENTATIVE  
*Annie Baker*

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NOAA Disposition Handbook Chapter 1303 Please see attached		

*cc Agency, NR, NWMD, NWNM, NWML*

**National Oceanic and Atmospheric Administration  
National Weather Service  
Records Disposition Schedule**

**1303 National Centers for Environmental Prediction**

The National Centers for Environmental Prediction is comprised of nine separate centers and the Office of the Director. They provide a wide variety of national and international weather guidance products to NWS field offices, government agencies, emergency managers, private sector meteorologists, and meteorological organizations and societies. They are a critical national resource in national and global weather prediction. NCEP is the starting point for all weather forecasts in the U.S.

***Climate Prediction Center***

**1303-01      Climatological Assessments (supersedes 1304-06)**

Reviews of current climate information that provide advance notice of potential hazards. Issued on a weekly or monthly basis, they show a variety of possible concerns that could or are occurring from the previous week to the next 10 days: heavy rain, heavy snow, strong winds, high coastal waves, coastal flooding, drought, degree days (energy demands for heating and cooling), ultraviolet radiation and periods of significant weather impact (excessively high or low temperatures, dangerous heat or wind chill indices, days with no rain, drought and fire danger).

Also included are general hazard assessments (temperature, wind, precipitation, soil, wildfire) for the United States, and the African Hazards report that provides seasonal drought and flood monitoring information. Special hazard assessments are issued on an as-needed basis for any emergency requests that are received from external agencies or for internal requirements.

**AUTHORIZED DISPOSITION:**

Cut off files at end of calendar/fiscal year in which assessment was issued. Delete three years after cutoff or when no longer needed for scientific or research purposes, whichever is later.

**1303-02      Global Precipitation Estimates (New Item)**

Estimated amounts of worldwide precipitation (1979-present) generated electronically for five-day and monthly periods and its global impact. These are based on satellite data (infrared, microwave) and rain gauge observations from around the world that are blended together and statistically weighted. These precipitation estimates are used to aid in famine relief, identify anomalies,

validate models, look for variations in climate, and for research needs (El Nino, La Nina, tropical events).

Examples include CPC Merged Analysis of Precipitation (CMAP), GOES Precipitation Index, OLR Precipitation Index and NESDIS-generated microwave-based precipitation estimates.

**AUTHORIZED DISPOSITION:**

- A. Infrared images: Cut-off daily Transfer to NCDC after cut-off
- B. Estimates. Cut-off monthly. Delete three years after cut off or when no longer needed for scientific or research purposes, whichever is later .

**1303-03**

**Climate Data Assimilation System (CDAS)** (New item)

This system is used to produce a three-dimensional view of the atmosphere on a global basis for climate monitoring, research and forecasting purposes. Various observations (temperature, pressure, wind, moisture) of the atmosphere are combined with parameters derived from models (i.e divergence, vorticity) to create regularly-spaced latitude and longitude grids for 18 vertical levels of the atmosphere.

It stores data from January 1949-present that was re-analyzed with current models to develop a consistent data set. This is used by researchers and scientists worldwide, and in monitoring the current state of the climate for recent months and seasons. Any anomalies are computed for some data fields to help assess El Nino and Southern Oscillation (ENSO), tropical oscillations and the Arctic Oscillation that provides input to seasonal forecasts. Data input are taken from various observations (see 1301-15 Water, Weather and Climate Observations) collected by rawinsonde, aircraft, satellite, and at the surface (sea surface temperature) worldwide.

**AUTHORIZED DISPOSITION:**

- A. Information within system (data). Cut off data at the end of each calendar/fiscal year Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later.
- B. System documentation: Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.
- C. System inputs (observations, reprocessed data from models) Delete two months after data are entered into the system and data have been verified.

- D System outputs (computer disk files in gridded binary format to derive graphics of a subset of the data fields that are posted on web pages and printed in the *Monthly Climate Bulletin*): Cut off at end of calendar/fiscal year in which outputs have been superseded by next web posting and/or publication. 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

**1303-04****Climate Assessment Database (CADB)** (New item)

This system is used to identify and assess global climate anomalies (weeks, months) or other events that happen occasionally (days, weeks) having societal, energy and agricultural impacts. Data are summarized for various time periods across the world or by sub-regions that are based on World Meteorological Organization (WMO) station identification numbers, latitude and longitude. It is migrated into the system, and manually entered if a problem occurs with the automated process.

Records are sorted by date (year, month) and WMO station identification. Daily data are stored by station identification and dates in day/year, and monthly data in month/year formats. Each year has daily, monthly and pointer data files. Each file is sorted numerically by WMO station identification, and the pointer file keeps track of record number in the data files for each station on a daily basis. Each record can store up to 40 parameters per station. Primary key/unit of analyses for each file are precipitation and temperatures.

CADB supports ASCII and direct-access file formats. A public version of the data is available on websites in the form of U.S. climate summaries (monitoring, data) and color analyses maps (international, domestic). Restrictions on release of the data are limited to international weather data summaries. This system is duplicated on the IBM-ASP supercomputer, and is backed-up once/week on TAR disk media. Hardware supported by the system: SGI102 Origin 2000 server and the supercomputer; software includes FORTRAN-70 and FORTRAN-90 programs.

**AUTHORIZED DISPOSITION:**

- A Information within system (daily weather data summaries, monthly climate summary). Cut off data at the end of each calendar/fiscal year. Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later

- B. System documentation: Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff
- C. System inputs (hourly, special and three-hour weather summaries): Delete two months after data are entered into the system and data have been verified.
- D. System outputs (summarized data files, screen captures, printouts): 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.
- F. Email and word processing copies: Delete after record keeping copy has been created.

***Tropical Prediction Center***

**1303-05 Automated Tropical Cyclone Forecast System (ATCF)** (New item)

This system automates the creation of tropical cyclone forecasts through the input of track, intensity and wind radius observations and model guidance, and allows text products that describe these forecasts to be edited and distributed. Data are entered manually by key or through electronic file transfer, and are stored for all storms from 1851-present. Records are arranged by ocean basin (north Atlantic, north central Pacific, northeast Pacific) date, and storm identifier, and are in sequential ASCII format. Files contain information pertaining to position (latitude, longitude), intensity (knots) and wind radius (nautical miles) observations and official and model forecasts, post-analyses of these forecast quantities, and text messages. The ATCF is hosted on a LINUX platform in a networked workstation environment. Back-up and storage medium is Digital Versatile Disc (DVD).

**AUTHORIZED DISPOSITION:**

- A. Information within system (latitude, longitude, knots): Cut off data at the end of each calendar/fiscal year. Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later.
- B. System documentation: Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.

- C. System inputs (tropical cyclone characteristics, position estimates, wind radii, model guidance): Delete two months after data are entered into the system and data have been verified
- D. System outputs (track forecast points, intensity, wind radii, text messages): 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.
- F. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy has been created

**1303-06      Tropical Cyclone Storm Wallet (New item)**

Information on each tropical storm and hurricane that occurred from 1958-present for the Atlantic Ocean basin, and from 1988-present for the eastern north Pacific Ocean basin (extending westward to 140 degrees west longitude) These files contain, but are not limited to: observations (surface, ship reports, upper-air data, aircraft winds, dropsondes), satellite classifications, various worksheets, tracking maps, model initialization parameters, radar or satellite imagery, analysis, model output and forecast fields. Electronic information consists of: correspondence, e-mails, other model and forecast products stored on-site from 1991-present.

**AUTHORIZED DISPOSITION:**

- A. Record keeping copy (paper): **Permanent.** Cut off case files at end of fiscal/calendar year in which tropical storm/hurricane case file has been closed. Transfer to the National Archives 30 years after cutoff
- B. Reference copy: Destroy when no longer needed for reference, scientific or research purposes.
- C. Electronic copies created on word processing and electronic mail systems Delete after record-keeping copy is produced.