

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
NWS

4 NAME OF PERSON WITH WHOM TO CONFER
Annie Baker

5 TELEPHONE
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER
11 370 03 1

DATE RECEIVED
12 13 02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
4-21-04

ARCHIVIST OF THE UNITED STATES
John W. Paul

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: 12-13-2

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1307 Please see attached		

cc Agency NR memo

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

Weather Forecast Office & River Forecast Centers

The WFOs carry out the NWS mission by providing warnings and forecasts of hazardous weather, including thunderstorms, flooding, hurricanes, tornadoes, winter weather, tsunamis, and climate events. The NWS is the sole United States official voice for issuing warnings during life-threatening weather situations.

The 13 River Forecast Centers help save lives and decrease property damage by the issuance of river stage forecasts. They provide basic hydrologic forecast information for the Nation's economic and environmental well being along with extended forecast information for water resources management. Each center, located within at least one major river system, prepares river and flood forecasts and water resource information. Forecast information is distributed to the public through the Service Hydrology Program of the Weather Forecast offices.

1307-01 **Station Management Files** (replaces 1302-01, 1302-02, 1302-11, 1305-01, 1804-06)

These documents relate to the scientific history of the station, from establishment, operation and maintenance, through the closure of the observation station. This group of records includes such information as the geographic location of the station, agreements with observers and other agencies, permits for land use, dates of operation, types and service dates for the equipment, any record of unusual occurrences, and other essential information concerning station history, layout, or instrumentation. The documents are filed by station name and status.

AUTHORIZED DISPOSITION:

- A Station metadata (paper, electronic) Send to NCDC after quality control and approval.
- B. Working papers (documents not going to NCDC): Cut off at close of calendar year; Destroy 10 years after cut off.
- C. Regional copy: Cutoff when station is retired; Destroy three years after cut off
- D. Reference copies 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 and verified.

1307-02 **Station Inspection Files** (replaces 1302-03, 1307-06, 1804-06, N1-370-00-1)

These documents relate to the inspection of the observing stations within the National Weather Service. This series includes, but is not limited to: the actual inspection report, correspondence, and related materials, which reflect the accuracy and effectiveness of surface and upper air observations taken at these sites.

AUTHORIZED DISPOSITION:

- A. Record keeping copy (kept at Regional Headquarters): Cut off when superseded, Destroy three years after station retired.
- B. Station copy. Cut off when superseded, Destroy three years after cut off.
- C. Reference copies. Destroy when no longer needed for reference.
- D. Electronic copies created on word processing and electronic mail systems:
Delete after record keeping copy is produced.

1307-03 **Station Disaster Preparedness Files** (replaces 1302-08, 1307-03, 1307-05)

These files contain a record of yearly disaster or emergency situation drills conducted by station staff, evaluation reports, and coordination with state, local, or other federal agencies.

AUTHORIZED DISPOSITION:

- A. Destroy three years after the date of the drill, or until litigation case is closed, whichever is later.
- B. Electronic copies created on word processing or electronic mail systems:
Delete 30 days after recordkeeping copy has been produced.

1307-04 **Station Duty Manuals** (replaces 1302-01, N1-370-00-1)

These files document the local office instructions documenting the office operations and describing how the local operations, managerial and administrative matters, emergency procedures, and programs are to be accomplished.

AUTHORIZED DISPOSITION:

- A. Cut off when superseded, Destroy five years after cutoff.

- B. Electronic copies created on word processing and electronic mail systems
Delete after record keeping copy is produced.

1307-05 **Service Locations Data Networks** (supersedes 1305-02, 1305-04, 1305-07,1306-02)

Records that provide information on specific service locations and areas, and data networks used in tracking hydrologic, hydroclimatic and meteorologic observations. This series contains electronic and hard copy documents relating to the establishment, modification, maintenance and administration of data reporting networks. Metadata that identifies the details regarding the site are also included. The record keeping copy is kept at each WFO; reference copies are also kept at Regional Headquarters and the River Forecast Centers.

AUTHORIZED DISPOSITION:

- A Record keeping copy Destroy or delete when WFO is closed, or when networks are replaced by newer equipment or facilities. Transfer to new facility that assumes responsibility
- B. Reference copies Destroy when no longer needed for reference
- C. Electronic copies created on word processing and electronic mail systems
Delete after record keeping copy is produced.

Produced by Millican & Associates Inc
2/28/02