



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 71-370-03-5	DATE RECEIVED 12-17-2002
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 NWS			
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540	DATE 4-21-04	ARCHIVIST OF THE UNITED STATES 

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 	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NOAA Disposition Handbook Chapter 1305 Please see attached		
<i>cc Agency, NR NWSM NWSM NWSM NWSM</i>			

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

1305 Office of Operational Systems

This Office manages operational systems and provides engineering, software management, facilities, communication, maintenance and logistical services. It develops policy, standards and procedures for special equipment, hardware, software, technical specifications, handles procurement and logistics; performs equipment reconditioning, quality control, data acquisition, equipment test and evaluation programs, and computer-based communication, conducts experiments on equipment and techniques, and acquires and disseminates data and products.

Maintenance, Logistics & Acquisition Division

1305-01 Radio Frequency Assignment Files (New item)

Documents the Radio Frequency Assignment actions and activities for the approximately 7,000 NWS assignments. Assignment is the process of selecting operating frequencies for radio equipment, ideally in such a way as to permit each system to operate without causing harm (interference) to other systems or receiving interference from them. Assignments are based on allocations, the process which determines what radio services (radar, broadcast TV or amateur) should operate in a particular band of frequencies

Files contain information resulting from coordination with the Department of Commerce (DOC) Office of Radio Frequency Management (ORFM), NWS offices or others requesting additions, deletions or new assignments. The DOC ORFM reviews all requests and forwards them to the Frequency Assignment Branch of the National Telecommunications and Information Administration (NTIA) Office of Spectrum Management. These assignment requests are then reviewed (over a 15 day working period) by the NTIA Frequency Assignment Subcommittee, which is comprised of 23 federal government agency representatives. Such requests also include the NTIA required five-year review of frequency assignments and all input and output from the "Spectrum XXI" (i.e. a frequency assignment software package provided by NTIA). Assignment requests approved by the Frequency Assignment Subcommittee are recorded in the NTIA Government Master File (GMF) of Frequency Assignments.

An Assignment Log is maintained which documents actions for frequency assignments for a period of six years

AUTHORIZED DISPOSITION:

- A. Paper: Destroy three years after assignment action is completed or after the NTIA five-year review is completed, whichever is later.
- B. Assignment Log Destroy three years after last assignment is completed or after the NTIA five-year review is completed, whichever is later.
- C. Electronic Copies Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.

1305-02 **Radio Frequency Interference Cases** (New item)

These files contain information concerning cases of interference involving or potentially involving transmitters or receivers of the National Weather Service (NWS), to include those of the National Data Buoy Center (NDBC)

AUTHORIZED DISPOSITION:

- A. Paper: Cut off when the case is closed. Destroy three years after cut-off.
- B. Electronic Copies Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.

1305-03 **Frequency Management Program Files** (New item)

These case files are segregated by program, (e.g. NEXRAD, Hydrology, NOAA Weather Radio), and contain Frequency Management subjects related to those specific programs to include such items as Cooperator Agreements, and Stages 1-4 of the Spectrum Certification work with NTIA's Spectrum Planning Subcommittee which are coordinated through the DOC Office of Radio Frequency Management (ORFM).

AUTHORIZED DISPOSITION:

- A. Paper Cut off when the case is closed. Destroy three years after cut-off
- B. Electronic Copies: Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.

1305-04 **Allocation and Reallocation Files** (New item)

These case files contain information relative to attempts to reallocate Federal government portions of the radio frequency spectrum to other uses. They also comprise files on meetings and coordination of redefinition, or closer definition, of the use of portions of the Spectrum used by the Federal Government

AUTHORIZED DISPOSITION:

- A Paper: Cut off when the case is closed Destroy three years after cut-off.
- B Electronic Copies: Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.

1305-05 **Software Comments** (New item)

These files contain update recommendations with respect to software that could be or is used by the NWS Frequency Managers (e g Spectrum XXI).

AUTHORIZED DISPOSITION:

- A Paper: Cut off when the case is closed. Destroy five years after cut-off
- B. Electronic Copies: Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later

Maintenance

1305-06 **Automated Surface Observing System (ASOS)** (New item)

This system automates the collection of surface weather observations to support aviation, forecasting and climatology needs. The data stream is automatically entered via weather sensors, stored by station and weather product, and backed-up on flash memory and tape media Dates for records in the system range from 1990 to the present. It is linked to other systems and supports ASCII file formats.

AUTHORIZED DISPOSITION:

- A. Information within system (data): Cut off when system is retired or replaced Delete 75 years after cut off or when no longer needed for research or reference, whichever is later.
- B. System documentation (user and maintenance manuals): Cut off when system is retired or replaced. Destroy twelve months after cut off
- C. System inputs (observations). Delete two months after data are entered into the system
- D. System outputs (various weather products): Cut-off daily. Transfer to NCDC after cut-off.

1305-07 **ASOS Legal Documents** (supersedes 1303-14) N1-370-99-4

Located at airport sites that include, but are not limited to, the following items: FAA 7460 Air Space Safety Permits, site surveys, licenses for use of real property, site engineering drawings, air traffic control tower pictures for planned

location of OID, CVD and VDU, notice of proposed construction or alteration, Supplemental Instructions Notifications, correspondence, e-mails and facsimile.

AUTHORIZED DISPOSITION:

- A. Paper files: Cut off at end of calendar year Destroy 20 years after site closing.
- B. Word processing and office automation electronic source documents: Delete 90 days after records are printed and filed in record keeping system.
- C. Electronic mail: Destroy 90 days after printout is filed in record keeping system.

previous authority applies

1305-08

ASOS Site and Building Management Files (supersedes 1303-15) N1-370-99-4

Documents include, but are not limited to, the following. color pictures of proposed locations of ASOS equipment, maps, civil surveys, cost estimates, site location maps (negatives), vicinity maps (negatives), airport master records, and printouts of e-mail and fax transmissions.

AUTHORIZED DISPOSITION:

- A. Record Keeping Copy: Cut off at the end of calendar year Destroy 20 years after site closing.
- B. Word processing and office automation electronic source documents: Delete 90 days after records are printed and filed in record keeping system.
- C. Electronic mail: Destroy 90 days after printout is filed in record keeping system.

previous authority applies

Configuration

1305-09

Engineering Management Reporting System (EMRS) (New item)

This system generates reliability and maintenance statistics for all equipment owned or maintained by NWS. These are used by management to show equipment performance and the ability to maintain levels that are needed to keep equipment operating as designed. It contains database tables of maintenance and equipment population data, and general performance statistics

The system is linked to the NWS Location Identifier System (NWSLI), Unscheduled Outage System (USOS) and Engineering Publication Information and Circulation System (EPICS). It supports Sun SPARC 450 and ALR 5200 mini-computers, and Oracle databases, application server, reports, forms and Discoverer for software. Data are parsed from NWS Form A-26 and keyed in EMRS, which supports Oracle database file formats. Records are arranged/sorted by any selected field in the tables, and there are multiple record layouts. Primary units for analyzing each file are sequence and Form A-26 document numbers. Tape serves as the back-up media.

AUTHORIZED DISPOSITION:

- A. Information within system (maintenance, equipment population data, and performance statistics) Cut off when the equipment the system tracks is retired or replaced. Delete 3 years after cut off.
- B. System documentation: Cut off when the system is retired or replaced. Destroy 12 months after cut off.
- C. System inputs (NWS Form A-26): Delete or destroy after data are entered into the system and verified.
- D. System outputs (web-based, ad-hoc reports): Destroy when no longer needed for administrative or operational purposes.

1305-10 Unscheduled Outage System (USOS) (New item)

This system keeps NWS management informed about unscheduled equipment outages reported and resolved on a daily basis, and possible impacts to weather services. Reports are generated from database tables that contain outage record data that is keyed into USOS. Records are arranged in chronological order, can be sorted by any selected field in the tables and contain multiple table layouts. Each file uses sequence numbers and USOS document numbers as the primary unit of analysis. The system supports Oracle database files, and it is linked to the Engineering Management Reporting System (EMRS) and NWS Location Identifier System (NWSLI). Sun SPARC 450 and ALR 5200 mini-computers are supported along with Oracle database, application server, reports, forms, workflow, and Discoverer software. Back-up medium is tape.

AUTHORIZED DISPOSITION:

- A. Information within system (database tables) Cut off when outage is fixed. Delete five years after cut off.
- B. System documentation. Destroy twelve months after system is retired or replaced.

- C System inputs (electronic data entry form). Delete after data are entered into the system.
- D. System outputs (daily web-based, ad-hoc statistical reports): Destroy when no longer needed for administrative or operational purposes.

Observation Systems

1305-11 **Site/System Commissioning Files** (supersedes 1302-11)

These documents relate to the implementation of a weather-observing site within the National Weather Service system of observing sites as well as containing documentation of when such sites are removed from the network. These files consist of: an implementation plan, which details the process by which a site is commissioned as well documenting the need for the new site or system; a commissioning report, which is the final report once a site or system is implemented within the National Weather Service; and a decommissioning report, which is generated after a site or system is removed from the National Weather Service observing network.

AUTHORIZED DISPOSITION:

- A. Recordkeeping copy: Destroy five years after site is decommissioned or when no longer needed for administrative or technical reference.
- B. Electronic copies created on word processing and electronic mail systems: Delete after recordkeeping copy is produced.

Test and Evaluation

1305-12 **Equipment Testing Files** (Replaces 1303-11, 1804-01, 1804-05)

Documents relating to the system and operational testing of new or modified equipment (including hardware and software) leading to implementation throughout the National Weather Service or within a specific organization. Files include test plans, reports, evaluation of test results and meeting minutes.

AUTHORIZED DISPOSITION:

- A. Record keeping Copy: Cut off when equipment is retired or replaced; Destroy 10 years after cut off
- B Electronic copies created on word processing and electronic mail systems: Delete after recordkeeping copy is produced.

Operations Support and Performance Monitoring

1305-13 **After-action and Status Reports** (New item)

Records documenting any major incidents, accidents or mishaps causing a significant disruption/outage to NWS telecommunication gateway and data networks and action items to remedy the problem and specific task lists developed to ensure timely resolution of future problems. The reports are used to brief the NWS Director, and may be provided as needed to the Secretary of Commerce and news media, about what occurred, its impact on distributing services and products, and any corrective action that was taken.

AUTHORIZED DISPOSITION:

- A. Recordkeeping Copy: Cut off after resolution of all action items. Destroy 3 years after cut off.
- B. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

Data Dissemination

1305-14 NOAA Weather Radio Coverage Maps (New item)

Cartographic representations of coverage areas by each NOAA Weather Radio transmitter on a state-by-state or U.S. territory basis. These maps are used to determine which Weather Forecast Office is responsible for broadcasting local and regional information, and to keep members of Congress informed about coverage in their home districts.

AUTHORIZED DISPOSITION:

- A. Record copy of national NOAA Weather Radio coverage map and related NWR brochure with regional coverage maps **PERMANENT**. Transfer directly to NARA on issuance
- B. All other maps: Destroy when superseded or no longer needed for reference, whichever is later

1305-15 Management Information Retrieval System (MIRS) (New item)

This system manages the operation and maintenance of the Next Generation Radar Management (NEXRAD), Automated Surface Observing System (ASOS), and NOAA Weather Radio network of 730 transmitters (established by Executive Order). It contains information on each of the stations (location, technical characteristics, cost, names, coverage area, physical descriptions of the location, equipment, site surveys and tower height). Data are used to help support logistics, expansions, upgrades, coverage analyses, cost accounting and performance.

Cost accounting information is migrated from the Financial Management System (FIMA) with all other data being keyed manually. Transmitter location information is the only restricted data. Records are arranged/sorted by state, location, Weather Forecast Office, transmission frequency and which WFOs provides programming. Layout is based on call sign and site identification number, with day/hour/seconds used as the date definition. Primary analysis for each file is based on individual stations. The system supports: Oracle database, ArchIMS and Targo files, PC terminals with access to the National Transition Database for hardware; and Arcview and Crystal Reports for software. Zip and local hard drives are used for back-up media.

AUTHORIZED DISPOSITION:

- A. Information within system (station information and metadata): Cut off when system is retired or replaced, then delete 25 years after cut off or when no longer needed for research or reference, whichever is longer
- B. System documentation: Cut off when system is retired or replaced
Destroy twelve months after cut off
- C. System inputs (National Telecommunication and Information Agency database, transmitter frequency locations, FIMA, technical site characteristics): Delete two months after data are verified in the system.
- D. System outputs (reports, maps, webpages): Destroy when no longer needed for operational or administrative purposes.

Radar Operations Center

1305-16 **AGILE Product Data Management System** (New item)

This software is used by the Radar Operations Center for controlling changes and managing Doppler Weather Surveillance Radar (WSR-88D) configuration baselines. It serves as an electronic repository for baseline configuration information for all WSR-88D systems. System data includes, but is not limited to Radar Data Acquisition, Engine Generator, TPMS and radar shelters, Radar Products Generator, communication subsystems, and all related parts and hardware. The system stores WSR-88D Bills of Materials (BOM), schematics and drawings, specifications, and family tree that can all be cross-referenced. Data are scanned, keyed and migrated into the system. Records are arranged by date and are defined in month/day/year, hour/minutes/seconds format.

AUTHORIZED DISPOSITION:

- A. Information within system (diagrams, schematics, part numbers, specifications): Cut off when sites are closed or become obsolete. Destroy or delete 25 years after cut off or when no longer needed for research or reference, whichever is longer.

- B. System documentation: Destroy twelve months after last WSR-88D is decommissioned.
- C. System inputs (imported from initial Oracle query loading, creation of new object): Delete two months after data are entered into the system and verified
- D. System outputs (printouts, reports, ODBC connectivity): Destroy when no longer needed for operational or technical purposes.

1305-17

RAZOR Database (New item)

This system is a repository of baseline source software for the Doppler Weather Surveillance Radar (WSR-88D) computer systems (Radar Products Generator (RPG), Principal User Processor (PUP), and Radar Data Acquisition (RDA)) maintained by the Radar Operations Center. It also provides change management capabilities for tracking updates made to all source files by using "issues" that are generated from Configuration Change Requests (CCRs) maintained in an Access software database. RAZOR also provides a software build management facility for controlling the content of builds by file name and version number.

"Issues" are used to authorize software updates and associate CCRs with the modifications made to affected baseline software files. They are either manually keyed, received via electronic mail, or sent from other application software on personal computers and workstations. The source software files are stored in a UNIX RCS database (version control system) with each file unit captured by unique RCS identification information and file version numbers. UNIX and ASCII file formats are supported, and 8 mm tape is used as the back-up storage medium.

AUTHORIZED DISPOSITION:

- A. Information within system (system modules, change requests, source code used to develop the software): Cut off when system is retired or replaced, then delete 25 years after cut off or when no longer needed for research or reference, whichever is later.
- B. System documentation: Cut off when system is retired or replaced. Destroy twelve months after cut off.
- C. System inputs (external ASCII files): Delete five months after data are entered into the system and verified.

- D. System outputs (printouts, file formats, reports): Destroy when no longer needed for administrative or operational purposes.

National Data Buoy Center

1305-18 **High Frequency Satellite Communication Systems Files** (supersedes 1804-03)

Documents relating to high frequency and satellite communication systems intended for use at stations and with other data collection systems, such as buoy payloads

AUTHORIZED DISPOSITION:

- A. Paper: Cut off when project is completed, station or system is retired or replaced. Destroy 10 years after cutoff

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

Produced by Millican & Associates Inc
2/28/02