

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-370-04-1</i>	
1 FROM (Agency or establishment) National Oceanic and Atmospheric Admin.		Date Received <i>2-25-2004</i>	
2 MAJOR SUB DIVISION <i>NWS</i>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Anne Baker	5 TELEPHONE 202-482-5958	DATE <i>9-16-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
<p>6. AGENCY CERTIFICATION</p> <p>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 needed now 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE <i>2/25/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Anne Baker</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets <i>1304</i>		
<i>@ Agency, NWMD, NWME, NWMM, NR, NWS</i>			

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

1304 Office of Climate, Water and Weather Services (OS)

The Office of Climate, Water and Weather Services oversees delivery of hydro-meteorological and climate service, design and implementation of future products and services OS provides NWS liaison with service partners, defines and validates national requirements for ongoing scientific and technical advancements, and for effective new technologies to derive and disseminate critical hydro-meteorological and climate information to users.

Requirements and Change Management

1304-01 Change Requests (New item)

These documents involve a request to modify, remove, or replace a current system within National Weather Service. Changes can either be to a system component, such as equipment (hardware) and software, or to the data products which are produced by the system. Request files usually consist of a justification, diagrams, reviews and responses, as well as the decision memorandum that is signed by the System Integration Manager.

AUTHORIZED DISPOSITION:

- A Record keeping copy: Cut-off at end of year when request is approved or rejected. Destroy ten years after cut-off.

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

1304-02 Requirements Documents (New item)

This record series covers the documentation on the new requirements for the various builds and functionality of the NWS operational systems and any systems that might replace them. The documentation is predominately web-based but are printed out as needed.

AUTHORIZED DISPOSITION:

- A Record keeping copy: Cut off at the end of the calendar year in which all requirements are met. Delete ten years after cut off.

- B Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy has been produced

Marine & Coastal Weather Services

1304-03 **Marine Safety Charts** (New item)

The Marine Service Charts (MSC) provide mariners on the coastal ocean and Great Lakes with information on how to access marine weather products. Each chart covers a different segment of the U.S. coastline. These charts contain information about warning and forecast products and list all NWS, U S Coast Guard, and private marine radio stations broadcasting weather for each area covered by a chart.

AUTHORIZED DISPOSITION:

- A Record copy of Marine Service Charts, each of which covers a segment of coastline. PERMANENT Transfer directly to NARA on issuance.
- B. All other copies Cut off when superseded. Destroy when no longer needed for reference.

Aviation

1304-04 **Daily Record of Facility Operation Logs** (New item)

These logs, detailing the daily operations of the Center Weather Service Units, may document the arrival and departure times of duty personnel, routine and special weather briefings provided during the shift, the issuance of aviation weather advisories, and unusual or special occurrences/actions

AUTHORIZED DISPOSITION:

Cut off yearly. Destroy five years after cut off

Hydrologic Services Division

1304-05 **Automated Flood Warning Systems** (New item)

The Integrated Flood Observing and Warning System (IFLOWS) is an internal system is used by the Hydrologic Services Division and WFOs to gather rain and water level data in the northeastern United States that are used in issuing flood warnings. Created as the result of funds earmarked by Congress, it contains records from 1980 to present and is linked to Local Data Acquisition and Dissemination (LDAD).

Data are migrated into IFLOWS from radio gauges, and customized software parses the data in arranging/sorting the records. A public version of the data are available. Record layout is comma delimited, and the date definition is based on the Julian calendar. Incremental time series are the primary unit of analysis for each file, and binary, ASCII and software proprietary formats are supported. The system runs on PC, and is backed-up on local hard drives and CD-ROM media.

This entry also covers Automated Local Evaluation in Real Time (ALERT) systems, a myriad of local systems that feed rain and water level data to the Hydrologic Services Division for similar purposes.

AUTHORIZED DISPOSITION:

- A. Information within system (rain, water level data): Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
- B. System documentation: Cut off when system is retired or replaced. Destroy six months after cut off.
- C. System inputs (radio gauge rain, water level data): Cut off after data are entered and verified. Delete data five years after cut off.
- D. System outputs (data files): Delete when no longer needed for scientific or research purposes

1304-06 National Hydrologic Information (supersedes 1305-02)

Narrative summaries in hard copy or electronic format generated by Weather Forecast offices to chronicle flooding and other significant hydrologic events for specific river locations

- A. General summaries are issued on a monthly basis, these summaries (Form E-5) report the general conditions and any flood occurrences for various rivers over the reporting period. When specific flooding incidents occur, information on its effect on property and people is included.

AUTHORIZED DISPOSITION:

- 1. Record keeping copy: Cut off when river-reporting location is closed or transferred. Delete or destroy five years after cutoff.
- 2. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.
- B. Flood summaries are special reports (Form E-3) generated on an as-needed basis when specific flooding incidents occur. They document the rise above flood stage, how long flood conditions lasted, when the river crested and height of the crest

AUTHORIZED DISPOSITION:

- 1. Record keeping copy: Cut off when river-reporting location is closed or transferred. Delete or destroy five years after cutoff.

2. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.
- C. Summaries (Form E-19) that combine all of the information provided in the general and flood summaries. It is used as a historic/chronological record of river gauge locations, sensor details, how long information was collected for each site, high and low water levels, and the impact of damage from various flood levels.

AUTHORIZED DISPOSITION:

1. Record keeping paper copy: Cut off at the end of each year. Destroy 75 years after cutoff, or when no longer needed for research, whichever is later..
2. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

Performance Branch

1304-07 **Service Assessment Files** (supersedes 1307-04, 1307-06)

This record series contains reports and supporting information generated after a major weather event that resulted in major property loss or the loss of life. They assess the full range of Weather Service activities prior to, during, and after the event, if the appropriate warnings were issued, and their responsiveness given the situation.

Also included in this record series are the monthly assessment reports, which provide a status update to the Corporate Board regarding the implementation of recommendations made in the Service Assessment reports. There are also bi-annual follow-up reports that detail those items that have been approved but are awaiting implementation.

AUTHORIZED DISPOSITION:

- A Reports (paper): **Permanent**. Cut-off annually. Transfer to the National Archives of the United States in 5-year blocks when most recent records are 10 years old
- B Supporting Material: Destroy when 10 years old.
- C. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1304-08 **Region Survey Reports** (New item)

Internal reports generated after a weather event not meeting the criteria for a Service Assessment report. These reports detail, on a regional level, how the National Weather Service performed before, during and after the storm as well as what changes need to be implemented to improve future performance.

AUTHORIZED DISPOSITION:

- A. Reports: Cut off annually. Destroy 10 years after cut off
- B. Supporting Material Cut off annually. Destroy 3 years after cut off.
- C. Electronic copies created on word processing and electronic mail systems:
Delete after record keeping copy is produced

1304-09 **StormData Database** (New item)

This system helps NCDC in the production of its monthly *Storm Data* publication, and is used in conjunction with the Severe Weather Verification Database (see 1304-11 Severe Weather Verification Database) to match how well WFOs performed in issuing watches and warnings compared to actual weather events. These are monitored and broken down on a county-by-county basis for each state and territory, and the information is used by insurance companies and other private-sector interests to determine claims and damages, and for underwriting purposes.

Data are keyed and imported from each WFO on a monthly basis. Records in the system are arranged on a relational basis, are sorted by date and time and are searchable by the storm date(s) and events. Each file is analyzed by state and county, and records are in integer, character or photo (bitmap, .jpg) layout with a month/day/year date definition. Paradox for Windows tables file formats are supported along with PC for hardware, and Adobe Acrobat and Paradox for Windows for software. Onstream Echo tape is used as the back-up medium.

AUTHORIZED DISPOSITION:

- A Information within system (severe, unusual weather events): Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
- B System documentation: Cut off when system is retired or replaced. Destroy six months after cutoff.
- C System inputs (StormData software). Delete after data are entered into the system and verified

- D System outputs (.pdf Paradox reports): Destroy when no longer needed for operational, administrative or research purposes.

1304-10 **Severe Weather Warning Database** (New item)

Used for storing data submitted by the WFOs, this system captures each warning that is issued across the country and its territories by a particular Office. Data are entered into the system by the WFOs that serves as input to the Severe Weather Verification Database (1304-12). The information generated serves as feedback to NWS management in monitoring performance measurements.

Data are based on county and weather events, and saved in integer and character format (month/day/year). Text files are received from the Office of Climate, Water and Weather Services every three hours, entered into a Paradox form and parsed for automatic entry into the forms. NCDC has access to the text files. Records are arranged on a relational basis and sorted by month/day/year format. The primary unit of analysis is state and county, and the system supports Paradox for Windows and table formats. Hardware consists of a PC, and the software is Paradox for Windows 9 with web interface. The back-up medium is Onstream Echo tape.

AUTHORIZED DISPOSITION:

- A. Information within system (warnings): Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
- B. System documentation: Cut off when system is retired or replaced. Destroy six months after cut off.
- C. System inputs (text files, Paradox form): Delete 30 days after data are entered into the system.
- D. System outputs (web-based and HTML documents) Destroy when no longer needed for operational, administrative or research purposes.

1304-11 **Severe Weather Verification Database** (New item)

This system is integral in providing key information to Congress and the DOC that verifies there is no degradation of services as a result of the NWS modernization (see 1301-18 NWS Modernization Files). It also provides a variety of verification statistics (nationally by year, Region to Region, Office to Office) on severe thunderstorms, tornadoes, flash floods and special marine warnings that compare the issuing of watches and warnings by the WFOs to observations collected at the time of the event. This allows the information to be

analyzed at all levels for identifying corrective measures that can be taken to improve the accuracy of forecasts.

By combining the warning and storm data tables, a side-by-side comparison of the warnings that were issued with the actual storm events is created. Data are received from the Severe Weather Warning and Storm Data databases. Each file is analyzed by using the event, event type, warning type, state, county and WFO as key units. Paradox for Windows tables are the supported file formats. Records are arranged on a relational basis, and sorted by date and time. They are in integer and character layout, and defined by month/day/year format. The system supports PC for hardware and Paradox for Windows for software. Back-up medium is Onstream Echo tape.

AUTHORIZED DISPOSITION:

- A. Information within system (verification statistics, watches, warnings, and observations): Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
- B. System documentation. Cut off when system is retired or replaced, Destroy six months after cutoff.
- C. System inputs (Paradox warning, storm data tables). Delete after data are entered into the system.
- D. System outputs (HTML reports): Destroy when no longer needed for operational, administrative or research purposes.

1304-12 **Weather-related Accident and Litigation Case Files** (supersedes 1304-01) N1-370-99-1

~~Documents relating to the investigation or litigation of specific aircraft accidents which may have been weather-related. Includes such materials as film, weather charts, tapes, logs, photographs, forecasts, statements, and other relevant operational weather records.~~

~~*Note This code should be used for only the case files retained in the headquarters office responsible for this program. Other offices submitting relevant information should file their copies in 1301-05 if aircraft related.*~~

AUTHORIZED DISPOSITION:

- A. Paper Records. Cut off files at the end of calendar year in which case file has been closed. Retire to FRC 3 years after cutoff. Destroy 10 years after cutoff.

~~Processing and office automation electronic source documents.~~
Delete 90 days after the printout has been filed in the record keeping system.