

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-370-04-3</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-7-2004</i>	
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION NWS			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE NUMBER 202-482-5958	DATE <i>4/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>A. W. Warriner</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 needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>7/1/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
<i>cc Agency, NWSMD, NWSME, NWSMW, NWS</i>			

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

1301 General

The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas for the protection of life and property and the enhancement of the national economy. These data and products form a national information database and infrastructure that are available for use by other governmental agencies, the private sector, general public and global community.

These series pertain to various functions that cross-cut the organization at any level.

1301-01 Product and Service Dissemination Files (supercedes 1303-04, 1303-13, 1304-05)

Provides information about NWS services and products issued to customers, interested parties/agencies, emergency managers and the general public. Included are appropriate instructions in times of severe water, weather and climate events i.e. alerts, bulletins, advisories, watches and warnings, announcements regarding staff and Branch contact changes, and changes to products and services. Examples include: Local Storm Reports, Emergency Managers Weather Information Network (EMWIN), NOAA Weather Radio, NOAA Weather Wire, Public Service Notifications, Service Change Notices, product information statements, Significant Meteorological Information (SIGMET) and Appropriate Special Air Reports (AIREPs).

AUTHORIZED DISPOSITION:

- A. Record keeping copy: Break files every six months. Destroy when superseded or after three years, whichever is later
- B. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.
- C. Electronic databases. Delete after the expiration of the retention period authorized for the hard copy file or when no longer needed, whichever is later

1301-02

Water, Weather and Climate Prediction and Verification Models Files (New Item)

Computer-based simulations used to provide guidance in developing and verifying forecasts, and issuing public dissemination announcements. These typically include the evaluation, scoring, or interpretation of information or data in support of NWS' mission. Models are based on observed environmental data, mathematical simulations, trends, data from previous models and forecasts, and statistical probabilities to help reduce the margin of error (bias) and refine the process of generating the most accurate probability of what the weather, climate or hydrology will be for a given period of time.

These can help determine such things as: the track of severe storms and provide early indications of the path they may take, and soil moisture. Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS.

Examples of models: drought, ultraviolet radiation, flooding, wave heights and swell, stream flow, hurricanes, circulation in the atmosphere, potential for wildfire threats and ozone. They are also used to verify weather accuracy, deviations, trends and patterns. Best track files indicate the most likely storm path used in developing hurricane forecasts.

Also included in this series: mathematical and other calculations, algorithms, theorems and quantitative methodologies i.e. statistical linear progression, Technical Procedure bulletins; software, requests for work; requirements, testing, quality assurance/quality control; approvals; implementation plans and methods, evaluation documents including technical documentation (scientific basis for the program); informal reports consisting of spreadsheets and diagrams, data input (including raw radiosonde observations), data output (including ocean maps and charts, global, so-called Final, data analysis files for four synoptic times (0, 6, 12, 18 GMT), and aviation-specific gridded (digital) data from model forecasts); correspondence; summaries; enhancements (business reports, logs documenting system problems; and documentation associated with replacing old models with newer ones.

AUTHORIZED DISPOSITION:

- A. Record keeping copy (creation, development, enhancement): Destroy three years after model is eliminated and new version is successfully implemented.
- B. Output data:

- (1) Includes Best Track Files, raw radiosonde observations, ocean maps and charts, global, so-called Final data analysis files, and some aviation-specific gridded (digital) forecast data: Transfer to NCDC
- (2) Delete all other data from server storage/archive two years after data set is run
- C. Software, code used to process models: Destroy three years after being replaced by newer version or when no longer used to process data
- D. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1301-03 **Operational, Performance and Troubleshooting Files** (New item)

These files are used to measure and track inoperable or broken equipment and systems, helping measure reliability, performance and operations. They can help in troubleshooting problems, providing solutions, and often contain descriptions of what occurred, what work was performed and how the issue was resolved. This information helps determine reliability (amount of down-time), and helps monitor on-time delivery of products and services, report performance and usage statistics, and the development of other related performance matrices. Records include, but are not limited to, logs, notebooks, tickets and registers.

AUTHORIZED DISPOSITION:

- A. Destroy or delete three years after final entry.
- B. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced

1301-04 **Programs and Plans Project Case Files**

Reserved.

1301-05 **Sensors and Equipment Project Case Files** (supercedes 1804-01)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Projects generating studies or research regarding new technology development, enhancement of existing equipment and findings for new options to help reduce bias that can skew observations or data collection. This takes into account the exploration of environmental-based factors (upper air, radiosonde, lightning), and the value they bring to NWS programs. Examples include Sensor/Climate Data Continuity Study.

A typical file contains, but is not limited to: correspondence; memoranda, e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data, progress reports; photographs and negatives; indices or finding aides; notes and working papers, studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed) Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-06

Systems Change and Configuration Management Project Case Files (supercedes 1303-05, 1303-06, 1303-07, 1303-08, 1303-09, 1804-02)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

These are projects pertaining to operational and administrative systems integral to NWS' ability to provide consistent, reliable, accurate and timely information or data exchange. Also included are data processing files, relevant updates, enhancements or changes needed to keep the systems current (application/approach of using new or developing technologies) Examples. Advanced Weather Interactive Processing System (AWIPS), N-AWIPS, Console Replacement System (Voice Improvement Project), Experiment files, the Gateway, Network Control Facility (NCF), North American Observing System (NMOS), buoy payloads.


A typical file contains, but is not limited to: correspondence; memoranda; e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans, drawings, specifications; draft and final standards, scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses, results; tables, charts; graphs; computer output and data; progress reports, photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles, other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information
- D. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced

1301-07 Radar Project Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.



Development, testing, deployment, enhancement and evaluation of weather, water or climate monitoring systems that collect relevant information that is essential to the NWS' ability to generate forecasts and provide timely, accurate dissemination of warnings, watches, alerts and bulletins. Example Doppler Weather Surveillance Radars (WSR-88D).

A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings, specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports, photographs and negatives; indices or finding aides, notes and working papers; studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-08

Data Project Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated to specific scientific and technical projects. Information that chronicles a project from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Techniques, methodologies and necessary infrastructure to more efficiently process and deliver data and other official NWS products via land-based, satellite or

electronic means. Specific Office and Branch modernization programs are included here. Example: SCAN/FFP, NOAAPort, Advanced Hydrological Prediction Services (AHPS).

A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications, draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports, photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-09 **Research and Development Project Case Files** (supercedes 1804-07) – Apply authorized dispositions for **Project Case Files (1200-01)**

1301-10 **Emergency Management Project Case Files**

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Coordination initiatives, feedback and other liaison activities with federal, state, county and local emergency managers to ensure accurate and timely information

during severe weather, water and climate events that can possibly create significant loss of life, damage to property or receive widespread media attention. Examples: Sea Lake and Overland Surge for Hurricanes (SLOSH)

A typical file contains, but is not limited to: correspondence; memoranda; e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements, technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses, results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:


- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems. Delete after record keeping copy is produced.

1301-11

Special Projects Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

This series pertains to special projects, programs and other fee-for-service initiatives that often results in the collection of weather-, hydrology- or climatology-related data and observations not done routinely by NWS. Requests can be received by an Office, Division or Branch, and may be from agencies; internal and external organizations (NOAA, non-NOAA, federal); companies; corpora-



tions; general public; scientific community, universities; research consortiums; and other individuals and organizations interested in the collection of weather-related data and observations not normally conducted in the course of NWS business. Examples include Network for the Detection of Stratospheric Change (NDSC), Climate Data Continuity Project (CDCP) and simulated hurricane plans

A typical file contains, but is not limited to: correspondence pertaining to the establishment of the project and of a general nature; Memoranda of Understanding or Agreement; changes to program scope; responses and replies to the requestor (complete with data, findings, results); product enhancements; methodologies regarding data collection; project scope, schedules for implementation of program roll-out and project changes; budget documentation; related data and observations; systems used to analyze data, meeting notes, presentations; reports, briefings and other relevant output as a result of defined project goals and objectives.

AUTHORIZED DISPOSITION:


- A. Project management/administrative functional files. Cut-off five years after project completion, when processed and changed into usable information, or superseded. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems. Delete after record keeping copy is produced

1301-12 Water, Weather and Climate Summaries (supercedes 1306-02)

Highlights of water, weather and climate phenomena and events that occurred over a given period of time. They provide a broad, cursory explanation and synopsis of what happened for a defined geographic area. Example: 10-day African Weather Summary, Daily River and Lake Summary.

AUTHORIZED DISPOSITION:

- A. Electronic record keeping copies sent via NOAAPort, AWIPS: Transfer to NCDC after issuance,.

- 
- B. Reference material (includes model output, other supporting data) Cut off after issuance. Destroy or delete when no longer needed for reference or administrative purposes

1301-13 **Water, Weather and Climate Maps and Analyses** (supercedes 1303-03)

Compilations of various water, weather and climate data used in developing official forecasts. These are used in conjunction with the guidance provided from the output of various models to help in analyzing all pertinent information.

Records typically containing various radar and satellite images, and other atmospheric observations that show relevant relationships and how they tie together. Isobar measurements and other analyses, such as spaghetti diagrams, are included. These can be generated and transmitted manually or electronically via NOAAPort, AWIPS or N-AWIPS.

AUTHORIZED DISPOSITION:

- A. Electronic record keeping copies sent via NOAAPort, AWIPS: Transfer to NCDC after issuance.
- B. Reference material (includes model output, other supporting data): Cut off after issuance. Destroy or delete when no longer needed for reference or administrative purposes.

1301-14 **Water, Weather and Climate Forecasts** (supercedes 1303-02, 1304-02, 1304-03, 1304-05, 1304-07)

Text and graphic representations based on outputs from models that are used by meteorologists, hydrologists and climatologists to predict weather and water phenomena, and climate patterns in the United States, its territories and on an international basis for given periods of time. This includes related information that impacts commerce; agriculture; transportation; recreational activities; and the safety and well-being of people and property.

General forecasts generated manually or electronically, and transmitted electronically (NOAAPort, AWIPS, N-AWIPS). These are subject to qualitative analysis for accuracy, consistency and minimizing statistical error before issuance. Narrative statements (discussions) about the rationale and methodology used in developing certain forecasts are issued as needed. They are included as a part of the forecast, e.g. Marine Interpretation Message.

Included in this series are outlooks that cover a longer time period with broader scope (one-day or multiple day, convective and drought outlooks)

AUTHORIZED DISPOSITION:

- A. Electronic record keeping copies (sent via NOAAPort, AWIPS, N-AWIPS): Cut-off after issuance, transfer to NCDC
- B. Record keeping copies transmitted or generated for all other forecasts: Break files every six months. Destroy five years after cut off.
- C. Reference material (includes model output, other supporting data) Destroy or delete when no longer needed for reference, scientific or administrative purposes, or after three years, whichever is later

1301-15 Water, Weather and Climate Observations (Supercedes 1306-01)

Manual or electronic measurements taken at various times that provide information on weather, water and climate used in monitoring current conditions, making predictions, and documenting related phenomena on scales up to and including global.

There are three levels of data, and these measurements become the basis for verification, forecasts, models, trends and research. Typically collected from individual sensors, the data are analyzed and then combined to give better estimates of the state of the atmosphere and hydrosphere.

Records include, but are not limited to: measurements and related logs, summaries, reports, forms, notes, images, equipment output, data streams and e-mails that are transmitted, captured or stored in hard copy or electronic format.

1. Raw Observations Taken Directly from Sensors and Other Equipment

These data are collected as a result of MOUs/MOAs with other countries, federal agencies, state and local governments, private sector; or by NWS employees, contractors, and co-operative observers. Sources for this information include, but are not limited to the following: satellites, sensors, gauges, radars, weather balloons, aircraft and other instruments. Examples include snow depth, water content of snow packs, temperature, barometric pressure, wind speed and direction, upper air and hurricane reconnaissance, infrared, ultraviolet radiation and soil moisture.

AUTHORIZED DISPOSITION:

- A. Record keeping data (electronic). Cut-off as data are collected. Transfer to NCDC after cut-off.

- B. Record keeping data (paper): Cut-off after 30 days. Transfer to NCDC after cut-off.
- C. All other data except A&B (paper and electronic copies, working data, reference and other office copies): Destroy when no longer needed for reference, scientific or research use.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

2. Processed Observations for Initial Analysis

These data are processed so it can be interpreted as a block rather than individually, and is synthesized through a variety of methods that provides specific data not available in its raw format. This allows analyzing pertinent observations so they can be further refined and reviewed for input into the models that help generate forecasts. Examples include: estimates, reflectivity and velocity measurements produced by Doppler Weather Surveillance Radar (WSR-88D); quality control for accuracy and integrity, and interpretations of various data collected as raw observations taken directly by sensors and other equipment.

AUTHORIZED DISPOSITION:

- A. Observations: Cut off when data is processed Destroy when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later.
- B. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced

3. Refined Observations Used for Model Input, Significant Forecasting and Other Purposes

Data that are refined for final processing and can be input as the data set for running models. Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS. This includes overlays of different combinations for blocks of observations that can be applied at a broader, more generalized level. These are essential in developing observation grids and calibrating models. Examples include: multi-sensor precipitation estimates and mean temperatures that are averaged over an area (areal).

AUTHORIZED DISPOSITION:

- A. Observations: Cut off when data is processed. Delete when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later.
- B. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced

1301-16 Software Development (New item)

This record series covers those elements that are involved in the process of creating the software used by the various components of the National Weather Service. This software series includes, but is not limited to, the final source code, correspondence related to bugs/fixes, installation instructions, loss and change descriptions, development notebooks, project status reports, enhancements for the different software packages, user manuals, and related information.

AUTHORIZED DISPOSITION:

- A. Software (maintained electronically) Cut off when replaced by new version or no longer used. Delete three years after cut off.
- B. Source Code (maintained electronically): Cut off when replaced by new version or no longer used. Delete three years after cut off.
- C. Manuals and notebooks: Cut off when replaced by new version or no longer used. Destroy three years after cut off.
- D. Correspondence, status reports, and related information: Destroy when no longer needed for reference
- E. Electronic copies of items in C. and D. created in word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-17 Directives (supercedes 1301-01, 1303-01, 1307-01) – Apply authorized dispositions for **Administrative Issuances (100-03)**

1301-18 National Weather Service Modernization Files (New item) Public Law 102-567

This series chronicles the modernization effort of the NWS. The modernization centered around deploying new equipment and technology while surveying local customers, the general public and other federal agencies that would experience a change in service. The National Research Council (NRC) served as an independent review source for scientific and technical criteria recommendations.

These files contain, but are not limited to: appraisals and reviews that provide justification for the recommendations made to close the offices, site information, litigation, National Implementation Plans, *Federal Register* announcements, site-specific information, statistics, evaluations, verifications, methodologies used in the process and related procedures, working papers, public comments, site implementation plans and closures, evaluation team notes, bid and construction schedules.

Also included are copies of: certification packages for closed sites, correspondence, briefings, NRC formal assessments, correspondence regarding NRC meetings, independent audit reports, published articles, staffing and resource information, operations plans, justifications, training, congressional correspondence, Memoranda of Understanding, technical reports, NRC reviews, fact sheets, land acquisition, studies and impact statements.

AUTHORIZED DISPOSITION:

- A. Records relating to the overall management of the modernization initiative, including but not limited to the following: plans, reports and assessments (e.g., Strategic Plan, National Implementation Plans, National Research Council reports and assessments); briefing packages, minutes and reports of oversight and coordinating committees (e.g., Modernization Transition Committee, Secretary's Team, NWS Directors' Transition Management Team); and brochures, statements, figures and charts, and other documentation prepared for presentation to NWS constituencies, including Congress. PERMANENT. Transfer to the National Archives 5 years after plan is implemented or when no longer needed for administrative purposes, whichever is longer.
- B. Selection of office closure certification plans (i.e., plans covering six offices whose closure was highly contested): PERMANENT. Transfer to the National Archives 5 years after last site is closed or when no longer needed for administrative purposes, whichever is longer
- C. All other files not included in A or B Destroy or delete 5 years after plan is implemented, or when no longer needed for administrative, purposes, whichever is longer.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-19

Water, Weather and Climate Grids, Charts and Tables (supercedes 1303-03)

Combinations of various water, weather and climate data and observations that are used for research and analysis, or possibly as an aide in developing the official forecast. These are transitory electronic graphical and alpha-numeric representations of data and observations that serve as additional evaluation and assessment resources. Updated or created for varying time periods, they are easily recreated from the input data and are sometimes used to provide clarity in conjunction with the guidance provided from the output of various models.

Examples include. ablation charts and time series, ozone concentration, atmospheric heights, ultraviolet radiation, surface temperature and precipitation verification, wind and seas, tropical storm avoidance, water flow and river height.

AUTHORIZED DISPOSITION:

Delete when no longer needed for scientific or research purposes.

1301-20

Customer Inquiries (supercedes 1307-07, 1308-06)

Letters, e-mails and phone calls from the general public, subscribers, industrial meteorologists, researchers, lawyers, law enforcement officials, scientists and interested others who have questions about a variety of topics, including: general weather-related questions or concerns, guidance (model output), forecasts, reasons for forecast deviations, rationale for NWS policies, requests for resources (funding, NWS support/consideration of projects), additional hydrologic or climate monitoring equipment and assistance with interpreting NWS products.

These requests and other correspondence can be submitted to national or regional headquarters, Weather Forecast offices or River Forecast centers, at the Office, Division or Branch levels, and then forwarded to branches, centers or offices for response Also included: internal correspondence used in researching and soliciting staff responses, and the final determination sent to the customer.

AUTHORIZED DISPOSITION:

- A. Cut off after resolution of inquiry, retain for six months. Destroy when no longer needed for reference
- B. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1301-21

Site and Equipment Development (Supercedes 1804-04)

Site survey, drawings, engineering analyses and other related materials used in the construction, upgrade and maintenance of communication, telecommunication and hardware used throughout NWS. This information is provided to Procurement

in assisting with the development of requests for proposals and contract negotiations that can be used as approved work plans

Records include information and specifications for: moorings, platforms, structures and power systems; drawings produced manually or by computer-assisted drafting equipment; and engineering drawing packages used for site acceptance, repetitive engineering drawings showing minor modifications made during research and development, and superceded by final drawings, if filed separately or readily segregable from a larger file.

AUTHORIZED DISPOSITION:

- A. Record keeping copy: Destroy or delete one year after being replaced by newer equipment or facilities.
- B. Reference copies: Destroy when no longer needed for administrative or reference purposes, or after one year, whichever is later.

1301-22

Item and Equipment Engineering Specifications Files (New item)

This series provides a complete history of the parts and equipment that comprise the many systems used within the National Weather Service, such as AWIPS, ASOS, and NEXRAD. Files include such information as purchasing information, codes delineating the item's disposability, and a history of the item during the life of the system (when in stock, any changes made, etc) They can also be used to provide site-specific equipment details for the various systems.

Files include, but are not limited to: specifications, equipment drawings created by the National Weather Service, new stock notifications, technical information, schematics, and change sheets.

AUTHORIZED DISPOSITION:

- A. Recordkeeping Copy (paper (1960 - 1996)): Cut off when system is no longer in use. Destroy one year after cut off.
- B. Recordkeeping copy (electronic (1996-present)) Cut off when system is no longer in use. Destroy one year after cut off
- C. Reference copies (aperture cards, microfiche, paper). Destroy when no longer needed for reference.

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

1301 General

The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas for the protection of life and property and the enhancement of the national economy. These data and products form a national information database and infrastructure that are available for use by other governmental agencies, the private sector, general public and global community.

These series pertain to various functions that cross-cut the organization at any level.

1301-01 Product and Service Dissemination Files (supercedes 1303-04, 1303-13, 1304-05)

Provides information about NWS services and products issued to customers, interested parties/agencies, emergency managers and the general public. Included are: appropriate instructions in times of severe water, weather and climate events i.e. alerts, bulletins, advisories, watches and warnings, announcements regarding staff and Branch contact changes, and changes to products and services. Examples include: Local Storm Reports, Emergency Managers Weather Information Network (EMWIN), NOAA Weather Radio, NOAA Weather Wire, Public Service Notifications, Service Change Notices, product information statements, Significant Meteorological Information (SIGMET) and Appropriate Special Air Reports (AIREPs).

AUTHORIZED DISPOSITION:

- A Record keeping copy: Break files every six months. Destroy when superseded or after three years, whichever is later.
- B Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.
- C Electronic databases: Delete after the expiration of the retention period authorized for the hard copy file or when no longer needed, whichever is later.

*SUPERSEDED
VERSION*

1301-02

Water, Weather and Climate Prediction and Verification Models Files (New Item)

Computer-based simulations used to provide guidance in developing and verifying forecasts, and issuing public dissemination announcements. These typically include the evaluation, scoring, or interpretation of information or data in support of NWS' mission. Models are based on observed environmental data, mathematical simulations, trends, data from previous models and forecasts, and statistical probabilities to help reduce the margin of error (bias) and refine the process of generating the most accurate probability of what the weather, climate or hydrology will be for a given period of time.

These can help determine such things as: the track of severe storms and provide early indications of the path they may take, and soil moisture. Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS.

Examples of models drought, ultraviolet radiation, flooding, wave heights and swell, stream flow, hurricanes, circulation in the atmosphere, potential for wildfire threats and ozone. They are also used to verify weather accuracy, deviations, trends and patterns. Best track files indicate the most likely storm path used in developing hurricane forecasts.

Also included in this series mathematical and other calculations, algorithms, theorems and quantitative methodologies i.e. statistical linear progression; Technical Procedure bulletins; software, requests for work; requirements; testing, quality assurance/quality control, approvals; implementation plans and methods; evaluation documents including technical documentation (scientific basis for the program), informal reports consisting of spreadsheets and diagrams; data output; correspondence; summaries, notes to forecasters; enhancements (business reports, logs documenting system problems, suggestions for new products); and documentation associated with replacing old models with newer ones.

AUTHORIZED DISPOSITION:

- A. Record keeping copy (creation, development, enhancement). Destroy three years after model is eliminated and new version is successfully implemented.
- B. Output data:
 - (1) Best Track Files: Transfer to NCDC.

(2) Delete all other data from server storage/archive three years after data set is run.

C. Software, code used to process models: Destroy three years after being replaced by newer version or when no longer used to process data.

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

1301-03

Operational, Performance and Troubleshooting Files (New item)

These files are used to measure and track inoperable or broken equipment and systems, helping measure reliability, performance and operations. They can help in troubleshooting problems, providing solutions, and often contain descriptions of what occurred, what work was performed and how the issue was resolved. This information helps determine reliability (amount of down-time), and helps monitor on-time delivery of products and services, report performance and usage statistics, and the development of other related performance matrices. Records include, but are not limited to: logs, notebooks, tickets and registers.

AUTHORIZED DISPOSITION:

A. Destroy or delete three years after final entry.

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

1301-04

Programs and Plans Project Case Files (Supersedes 1301-01, 1304-04, 1304-07, 1304-08)

Mission- and program-specific projects conducted, sponsored or funded by NWS. These are created and maintained by program and staff offices along with any groups associated to specific scientific and technical projects. Information that chronicles a project from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Various programs (scientific, research, data collection and observations, volunteer and verification) that meet specific needs of NWS and its customers, the general public and other federal agencies as they arise to fulfill NWS' mission. Examples include: Volunteer Observing Ships Program, Port Meteorological Program, National Verification Program, visitor programs.

A typical file contains, but is not limited to: incoming and outgoing correspondence; memoranda; e-mail, copies of contracts and other requests for

services, such as, grants or cooperative agreements, technical papers; plans, drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses; results; tables, charts; graphs; computer output and data; progress reports, photographs and negatives, indices or finding aids, notes and working papers; studies and journal articles; other records and reports that document progress and completion.

AUTHORIZED DISPOSITION:

- A. Projects receiving significant awards including: prominent NWS scientists receiving recognition outside their noted area of expertise, a significant impact on public safety; vital public interest, making significant contributions to or impacting policies on a national or global scale, changing political, economic, scientific or social priorities, or resulting in significant controversy, establishing precedence for significant changes to NOAA or NWS research or administrative policies; subjected to widespread media attention or extensive Congressional, Department of Commerce, other Federal scrutiny or investigation.

Paper. **Permanent** Break files when project is closed and transfer to the Federal Records Center based on volume. Transfer to NARA 30 years after cut-off.

- B. Working and background files. Cut-off after project is closed and retire inactive files to the Federal Records Center when volume warrants. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-05

Sensors and Equipment Project Case Files (supercedes 1304-01)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Projects generating studies or research regarding new technology development

enhancement of existing equipment and findings for new options to help reduce bias that can skew observations or data collection. This takes into account the exploration of environmental-based factors (upper air, radiosonde, lightning), and the value they bring to NWS programs. Examples include: Sensor/Climate Data Continuity Study.

A technical file contains, but is not limited to: correspondence, memoranda, e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications, draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports, photographs and negatives, indices or finding aides; notes and working papers; studies and journal articles, other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy produced.

1301-06

Systems Change and Configuration Management Project Case Files
(supercedes 1303-05, 1303-06, 1303-07, 1303-08, 1303-09, 1804-02)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

These are projects pertaining to operational and administrative systems integral to NWS' ability to provide consistent, reliable, accurate and timely information and data exchange. Also included are data processing files, relevant updates,

enhancements or changes needed to keep the systems current (application/approach of using new or developing technologies). Examples: Advanced Weather Interactive Processing System (AWIPS), N-AWIPS, Console Replacement System (Voice Improvement Project), Experiment files, the Gateway, Network Control Facility (NCF), North American Observing System (NAMOS), buoy payloads.

A typical file contains, but is not limited to correspondence, memoranda, e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans, drawings, specifications, draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables, charts; graphs; computer output and data; progress reports; photographs and negatives, indices or finding aides; notes and working papers, studies and journal articles, other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1301-07

Radar Project Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Development, testing, deployment, enhancement and evaluation of weather, water or climate monitoring systems that collect relevant information that is essential to the NWS' ability to generate forecasts and provide timely, accurate dissemination of warnings, watches, alerts and bulletins. Example: Doppler Weather

Surveillance Radars (WSR-88D).

A typical file contains, but is not limited to correspondence, memoranda; e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements, technical papers, plans, drawings, specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses, results, tables, charts, graphs; computer output and data; progress reports, photographs and negatives, indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-08

Data Project Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated to specific scientific and technical projects. Information that chronicles a project from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Techniques, methodologies and necessary infrastructure to more efficiently process and deliver data and other official NWS products via land-based, satellite or electronic means. Specific Office and Branch modernization programs are included here. Example: SCAN/FFP, NOAAPort, Advanced Hydrological Prediction Services (AHPS).

A typical file contains, but is not limited to: correspondence, memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative

agreements; technical papers; plans; drawings; specifications, draft and final standards, scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses, results; tables, charts; graphs; computer output and data; progress reports, photographs and negatives, indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed): Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems. Delete after record keeping copy is produced.

1301-09

Research and Development Project Case Files (supercedes 1804-07)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Initiatives undertaken to expand the water, weather and climate body of knowledge, and facilitate work with universities, researchers, consortiums and other scientists. Examples include the development of new scientific techniques and practices: UCAR, UNET, National Severe Storms Laboratory, Forecast Systems Laboratory, moorings, payloads.

A typical file contains, but is not limited to: correspondence; memoranda, e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements, technical papers; plans; drawings, specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports;

photographs and negatives, indices or finding aides; notes and working papers, studies and journal articles; other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. For projects receiving significant awards, including prominent NWS scientists who received recognition outside their noted area of expertise, having a significant impact on public safety or other vital public interest, making significant contributions to, impacting policies on a national or global scale, changing political, economic, scientific or social priorities, or resulting in significant controversy; establishing precedence for significant changes to NOAA or NWS research or administrative policies; subjected to widespread media attention or extensive Congressional, Department of Commerce, other federal scrutiny or investigation.

Paper. **Permanent.** Break files when project is closed and transfer to the Federal Records Center based on volume. Transfer to NARA 30 years after cut-off.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed). Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-10

Emergency Management Project Case Files

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices, along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

Coordination initiatives, feedback and other liaison activities with federal, state, county and local emergency managers to ensure accurate and timely information during severe weather, water and climate events that can possibly create significant loss of life, damage to property or receive widespread media attention.

Examples: Sea Lake and Overland Surge for Hurricanes (SLOSH).

A typical file contains, but is not limited to: correspondence, memoranda; e-mail, copies of contracts and other requests for services, such as, grants or cooperative agreements, technical papers; plans, drawings; specifications, draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems, statistical and data analyses, results, tables; charts, graphs; computer output and data; progress reports; photographs and negatives, indices or finding aides, notes and working papers, studies and journal articles, other records and reports documenting progress and completion.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files: Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed). Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-11

Special Projects Case Files (New item)

Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.

This series pertains to special projects, programs and other fee-for-service initiatives that often results in the collection of weather-, hydrology- or climatology-related data and observations not done routinely by NWS. Requests can be received by an Office, Division or Branch, and may be from agencies; internal and external organizations (NOAA, non-NOAA, federal); companies; corporations; general public; scientific community; universities; research consortiums, and other individuals and organizations interested in the collection of weather-related data and observations not normally conducted in the course of

NWS business Examples include Network for the Detection of Stratospheric Change (NDSC), Climate Data Continuity Project (CDCP) and simulated hurricane plans

A typical file contains, but is not limited to: correspondence pertaining to the establishment of the project and of a general nature; Memoranda of Understanding or Agreement, changes to program scope; responses and replies to the requestor (complete with data, findings, results), product enhancements; methodologies regarding data collection; project scope; schedules for implementation of program roll-out and project changes; budget documentation; related data and observations; systems used to analyze data, meeting notes; presentations, reports; briefings and other relevant output as a result of defined project goals and objectives.

AUTHORIZED DISPOSITION:

- A. Project management/administrative functional files: Cut-off five years after project completion, when processed and changed into usable information, or superseded. Transfer inactive files to the Federal Records Center based on volume.
- B. Working and background files. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
- C. Raw data (information received but not yet processed) Destroy when data are processed and changed into usable information.
- D. Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1301-12 Water, Weather and Climate Summaries (supercedes 1306-02)

Highlights of water, weather and climate phenomena and events that occurred over a given period of time. They provide a broad, cursory explanation and synopsis of what happened for a defined geographic area. Example 10-day African Weather Summary, Daily River and Lake Summary.

AUTHORIZED DISPOSITION:

Retain for three years. Destroy when no longer needed for reference, research, or scientific purposes.

1301-13 Water, Weather and Climate Maps and Analyses (supercedes 1303-03)

Compilations of various water, weather and climate data used in developing

official forecasts. These are used in conjunction with the guidance provided from the output of various models to help in analyzing all pertinent information.

- 1 Records typically containing various radar and satellite images, and other atmospheric observations that show relevant relationships and how they tie together. Isobar measurements and other analyses, such as spaghetti diagrams, are included. These can be generated and transmitted manually or electronically via NOAAPort, AWIPS or N-AWIPS.

AUTHORIZED DISPOSITION:

- A. Electronic record keeping copies sent via NOAAPort, AWIPS. Cut-off after issuance, transfer to NCDC.
 - B. Reference material (includes model output, other supporting data). Cut off after issuance. Destroy or delete when no longer needed for reference or administrative purposes.
- 2 Maps and analyses used in producing forecasts that predicted major catastrophes and calamities resulting in significant loss of life, destruction or damage to property, or widespread media attention. Also included are evolutions that chronicle when changes to methodologies and technologies were adopted that led to more timely, accurate and complete forecasting. Examples include but are not limited to: Hurricane Andrew, Great Flood 1993, the Perfect Storm.

AUTHORIZED DISPOSITION:

- A. Record keeping paper copy: **Permanent**. Break files annually and transfer to NARA when 30 years old.
- B. Electronic record keeping copies sent via NOAAPort, AWIPS. Transfer to NCDC after issuance.
- C. Reference material (includes model output, other supporting data): Cut off after issuance. Destroy or delete when no longer needed for scientific, research or reference purposes, or three years after cutoff, whichever is later.

1301-14

Water, Weather and Climate Forecasts (supercedes 1303-02, 1304-02, 1304-03, 1304-05, 1304-07)

Text and graphic representations based on outputs from models that are used by meteorologists, hydrologists and climatologists to predict weather and water phenomena, and climate patterns in the United States, its territories and on an international basis for given periods of time. This includes related information

that impacts commerce, agriculture, transportation, recreational activities, and the safety and well-being of people and property.

- 1 General forecasts generated manually or electronically, and transmitted electronically (NOAAPort, AWIPS, N-AWIPS). These are subject to qualitative analysis for accuracy, consistency and minimizing statistical error before issuance. Narrative statements (discussions) about the rationale and methodology used in developing certain forecasts are issued as needed. They are included as a part of the forecast, e.g. Marine Interpretation Message.

Included in this series are outlooks that cover a longer time period with broader scope (one-day or multiple day, convective and drought outlooks)

AUTHORIZED DISPOSITION:

- A. Electronic record keeping copies (sent via NOAAPort, AWIPS, N-AWIPS). Cut-off after issuance, transfer to NCDC.
- B. Record keeping copies transmitted or generated for all other forecasts: Break files every six months. Destroy five years after cut off.
- C. Reference material (includes model output, other supporting data). Destroy or delete when no longer needed for reference, scientific or administrative purposes, or after three years, whichever is later.

- 2 Forecasts and outlooks that predicted weather of major catastrophes and calamities resulting in significant loss of life, damage to property or destruction, or widespread media attention. Also included are evolutions that chronicle when changes to methodologies and technologies were adopted, leading to more timely, accurate and complete forecasting.

AUTHORIZED DISPOSITION:

- A. Record keeping paper copy. **Permanent.** Cut off after issuance. Break files based on volume and transfer to NARA when 30 years old. Offer forecasts to NARA upon approval of the schedule.
- B. Record keeping electronic copy (sent via NOAAPort, AWIPS, N-AWIPS, disk, tape, CD-ROM). Transfer data to NCDC after issuance. Offer forecasts to NARA upon approval of the schedule.

1301-15

Water, Weather and Climate Observations (Supercedes 1306-01)

Manual or electronic measurements taken at various times that provide information on weather, water and climate used in monitoring current conditions,

making predictions, and documenting related phenomena on scales up to and including global.

There are three levels of data, and these measurements become the basis for verification, forecasts, models, trends and research. Typically collected from individual sensors, the data are analyzed and then combined to give better estimates of the state of the atmosphere and hydrosphere

Records include, but are not limited to measurements and related logs, summaries, reports, forms, notes, images, equipment output, data streams and e-mails that are transmitted, captured or stored in hard copy or electronic format

1 Raw Observations Taken Directly from Sensors and Other Equipment

These data are collected as a result of MOUs/MOAs with other countries, federal agencies, state and local governments, private sector; or by NWS employees, contractors, and co-operative observers. Sources for this information include, but are not limited to the following: satellites, sensors, gauges, radars, weather balloons, aircraft and other instruments. Examples include: snow depth, water content of snow packs, temperature, barometric pressure, wind speed and direction, upper air and hurricane reconnaissance, infrared, ultraviolet radiation and soil moisture.

AUTHORIZED DISPOSITION:

- A. Record keeping data (electronic) Cut-off as data are collected. Transfer to NCDC after cut-off.
- B. Record keeping data (paper) Cut-off after 30 days. Transfer to NCDC after cut-off.
- C. All other data except A&B (paper and electronic copies, working data, reference and other office copies): Destroy when no longer needed for reference, scientific or research use.
- D. Electronic copies created on word processing and electronic mail systems. Delete after record keeping copy is produced.

2 Processed Observations for Initial Analysis

These data are processed so it can be interpreted as a block rather than individually, and is synthesized through a variety of methods that provide specific data not available in its raw format. This allows analyzing pertinent observations so they can be further refined and reviewed for input into the

models that help generate forecasts. Examples include estimates, reflectivity and velocity measurements produced by Doppler Weather Surveillance Radar (WSR-88D), quality control for accuracy and integrity; and interpretations of various data collected as raw observations taken directly by sensors and other equipment.

AUTHORIZED DISPOSITION:

- A Observations Cut off when data is processed Destroy when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later
- B Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

3. Refined Observations Used for Model Input, Significant Forecasting and Other Purposes

Data that are refined for final processing and can be input as the data set for running models. Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS. This includes overlays of different combinations for blocks of observations that can be applied at a broader, more generalized level These are essential in developing observation grids and calibrating models. Examples include: multi-sensor precipitation estimates and mean temperatures that are averaged over an area (areal)

AUTHORIZED DISPOSITION:

- A Observations Cut off when data is processed. Delete when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later.
- B Electronic copies created on word processing and electronic mail systems Delete after record keeping copy is produced.

1301-16

Software Development (New item)

This record series covers those elements that are involved in the process of creating the software used by the various components of the National Weather Service. This software series includes, but is not limited to, the final source code, correspondence related to bugs/fixes, installation instructions, loss and change descriptions, development notebooks, project status reports, enhancements for the different software packages, user manuals, and related information.

AUTHORIZED DISPOSITION:

- A. Software (maintained electronically). Cut off when replaced by new version or no longer used Delete three years after cut off.
- B. Source Code (maintained electronically) Cut off when replaced by new version or no longer used Delete three years after cut off.
- C. Manuals and notebooks. Cut off when replaced by new version or no longer used. Destroy three years after cut off.
- D. Correspondence, status reports, and related information Destroy when no longer needed for reference.
- E. Electronic copies of items in C. and D. created in word processing and electronic mail systems: Delete after record keeping copy is produced

1301-17

Directives (supercedes 1301-01, 1303-01, 1307-01)

This record series covers the various aspects of the National Weather Service directives system. The directives system serves to record the delegation of authority, make sure that policy required to accomplish the NWS mission is promulgated throughout the NWS, defines the programs, standards, and procedures within the NWS, and to establish quality control and training activities. The NWS Directives System is the primary reference instrument for weather services, though not the sole source for instructional material. Policy and Procedures Directives are issued by NWS Headquarters Regions may supplement materials as required

Functional forms created by mission requirements are filed by program and are considered part of the Policy and Procedures Directives System.

AUTHORIZED DISPOSITION:

- A. Record keeping copy (paper). **Permanent**. Cut-off when superseded. Transfer to NARA 30 years after cut-off.
- B. Reference copies: Destroy when no longer needed for reference
- C. Electronic copies created on word processing and electronic mail systems Delete when version is superseded.

130118

National Weather Service Modernization Files (New item) Public Law
102-567

This series chronicles the modernization effort of the NWS. The modernization centered around deploying new equipment and technology while surveying local customers, the general public and other federal agencies that would experience a change in service. The National Research Council (NRC) served as an independent review source for scientific and technical criteria recommendations.

These files contain, but are not limited to, appraisals and reviews that provide justification for the recommendations made to close the offices, site information, litigation, National Implementation Plans, *Federal Register* announcements, site-specific information, statistics, evaluations, verifications, methodologies used in the process and related procedures, working papers, public comments, site implementation plans and closures, evaluation team notes, bid and construction schedules.

Also included are copies of certification packages for closed sites, correspondence, briefings, NRC formal assessments, minutes and correspondence from NRC meetings, independent audit reports, published articles, staffing and resource information, operations plans, justifications, training, congressional correspondence, Memoranda of Understanding, technical reports, NRC reviews, fact sheets, decision memoranda, land acquisition, studies and impact statements.

Note: Files pertaining to the Federal Advisory and Modernization Transition committees are covered under Chapter 100-16, NOAA Sponsored Committee, Task Force, Conference, Group and Board Records.

AUTHORIZED DISPOSITION:

- A. National Implementation Plan, methodology, procedures, processes
Destroy or delete 15 years after plan is implemented
- B. Office closure certification plans: Destroy five years after last site is closed.
- C. All other files not included in A or B: Destroy or delete when no longer needed for administrative, reference or operational purposes.
- D. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

1301-19

Water, Weather and Climate Grids, Charts and Tables (supercedes 1303-03)

Combinations of various water, weather and climate data and observations that are used for research and analysis, or possibly as an aide in developing the official forecast. These are transitory electronic graphical and alpha-numeric representations of data and observations that serve as additional evaluation and assessment resources. Updated or created for varying time periods, they are easily recreated from the input data and are sometimes used to provide clarity in conjunction with the guidance provided from the output of various models.

Examples include: ablation charts and time series, ozone concentration, atmospheric heights, ultraviolet radiation, surface temperature and precipitation verification, wind and seas, tropical storm avoidance, water flow and river height

AUTHORIZED DISPOSITION:

Delete when no longer needed for scientific or research purposes

1301-20

Customer Inquiries (supercedes 1307-07, 1308-06)

Letters, e-mails and phone calls from the general public, subscribers, industrial meteorologists, researchers, lawyers, law enforcement officials, scientists and interested others who have questions about a variety of topics, including: general weather-related questions or concerns, guidance (model output), forecasts, reasons for forecast deviations, rationale for NWS policies, requests for resources (funding, NWS support/consideration of projects), additional hydrologic or climate monitoring equipment and assistance with interpreting NWS products.

These requests and other correspondence can be submitted to national or regional headquarters, Weather Forecast offices or River Forecast centers, at the Office, Division or Branch levels, and then forwarded to branches, centers or offices for response. Also included: internal correspondence used in researching and soliciting staff responses, and the final determination sent to the customer

AUTHORIZED DISPOSITION:

- A. Cut off after resolution of inquiry, retain for six months. Destroy when no longer needed for reference
- B. Electronic copies created on word processing and electronic mail systems. Delete after record keeping copy is produced.

1301-21

Site and Equipment Development (Supercedes 1804-04)

Site survey, drawings, engineering analyses and other related materials used in

the construction, upgrade and maintenance of communication, telecommunication and hardware used throughout NWS. This information is provided to Procurement in assisting with the development of requests for proposals and contract negotiations that can be used as approved work plans.

Records include information and specifications for: moorings, platforms, structures and power systems, drawings produced manually or by computer-assisted drafting equipment, and engineering drawing packages used for site acceptance, repetitive engineering drawings showing minor modifications made during research and development, and superceded by final drawings, if filed separately or readily segregable from a larger file.

AUTHORIZED DISPOSITION:

- A. Record keeping copy. Destroy or delete five years after being replaced by newer equipment or facilities.
- B. Reference copies. Destroy when no longer needed for administrative or reference purposes, or after three years, whichever is later.

1301-22

Item and Equipment Engineering Specifications Files (New item)

This series provides a complete history of the parts and equipment that comprise the many systems used within the National Weather Service, such as AWIPS, ASOS, and NEXRAD. Files include such information as purchasing information, codes delineating the item's disposability, and a history of the item during the life of the system (when in stock, any changes made, etc.). They can also be used to provide site-specific equipment details for the various systems.

Files include, but are not limited to specifications, equipment drawings created by the National Weather Service, new stock notifications, technical information, schematics, and change sheets.

AUTHORIZED DISPOSITION:

- A. Recordkeeping Copy (paper (1960 - 1996)): Cut off when system is no longer in use. Destroy 5 years after cut off.
- B. Recordkeeping copy (electronic (1996-present)) Cut off when system is no longer in use. Destroy 5 years after cut off.
- C. Reference copies (aperture cards, microfiche, paper): Destroy when no longer needed for reference.