

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-370-11-2	DATE RECEIVED 6/27/11
1 FROM (Agency or establishment) National Oceanographic and Atmospheric Administration (NOAA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Environmental Satellite, Data, and Information Service (NESDIS)			
3 MINOR SUBDIVISION National Climatic Data Center (NCDC)			
4 NAME OF PERSON WITH WHOM TO CONFER Nancy A Ritchey, NCDC Records Liaison	5 TELEPHONE 828-271-4445	DATE 13th 2013	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 6/20/2011	SIGNATURE OF AGENCY REPRESENTATIVE Andre A Sivels, Sr	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)  
NATIONAL ENVIRONMENTAL SATELITE, DATA AND INFORMATION SERVICES (NESDIS)  
NATIONAL CLIMATE DATA CENTER (NCDC)**

**1406-5.1 Surface Weather Observation Files**

Observations of weather conditions taken at land stations. Depending on the type of station these files include such meteorological elements as temperature, wind, humidity, precipitation, pressure, sky condition, visibility, weather occurrence, cloud amount, snowfall and special remarks Physical records are arranged by station and year

- a Observations made at airport or principal climatological stations by National Weather Service, Federal Aviation Administration (FAA) or contract personnel
- b Observations made at airports or principal military bases by personnel of the United States Air Force (USAF), United States Navy, (USN), United States Army (USA) or the United States Coast Guard (USCG). These include domestic and foreign sites
- c Special observational collections

**1 PAPER MANUSCRIPT RECORDS- NOT SCANNED**

PERMANENT Cut off at the end of the calendar year Transfer to National Archives in five-year blocks when most recent observation is 75 years old

**2 SOURCE PAPER MANUSCRIPT RECORDS- SCANNED**

TEMPORARY. Cut off at the end of the calendar year Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit or to support the reconstruction of or serve as a back up to the electronic records, or 60 days after NARA has provided the notification required by 36 CFR 1225 24(a) (1), whichever is later (N1-GRS-07-04, item, 2a 4)

**3 ELECTRONIC RECORDS (Record Copy)**

PERMANENT: The electronic version becomes the record copy after scanning and verification Retain one copy as the official record copy in digital archive and one copy in off-site back-up location Offer to the National Archives at the end of the calendar year when observation is 75 years old Transfer in accordance with 36CFR 1228.270 or current NARA guidance

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**1406-5.2      Summary of Day Climatological Observation Files**

Observations of climatological data taken and recorded once each 24 hours. Primarily taken by cooperative observers throughout the United States and its territories. Observations normally consist of 24-hour maximum/minimum temperature, amount of precipitation, and snowfall. Some stations also record evaporation and soil temperatures. Each form contains one month of observations. Physical records are arranged alphabetically by station within each state.

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**1406-5.3      Marine Surface Weather Observation Files**

Observations of weather conditions taken aboard ships plying the oceans, seas and major lakes of the world. Elements recorded usually include temperature, humidity, wind, visibility, weather conditions, pressure, sea temperature, clouds and sea condition. Because of the importance of weather to mariners these files contain some

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of the earliest recorded meteorological information. In recent times, observations from automatic buoys have become an integral part of these files. Files are arranged by ship, year/month and ocean basin.

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**1406-5.4 Station History Files**

Records containing basic information about each observing site including location, name, geographic coordinates, observation schedule, station changes, and characteristics of surrounding terrain.

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**1406-5.5 Publications**

- a. Local Climatological Data
- b. Climatological Data
- c. Hourly Precipitation
- d. Storm Data
- e. Monthly Climatological Data for the World
- f. Various periodical Publications in support of special needs or legislative mandate

~~Follow disposition guidance in NOAA-100.01, Publications, Studies and Reports~~

**1406-5.6 Electronic Index Files for Scanned Records**

**PERMANENT:** Transfer index or finding aid to NARA with scanned records when transfer is approved.

→ 1406-5.5A-Paper: PERMANENT. Break files annually and transfer to the Federal Records Center. Transfer to NARA when 20 years old.  
1406-5.5B-Electronic: PERMANENT. Close inactive records upon publication. Transfer to NARA 5 years after file closure, along with any related finding aids and documentation, in accordance with 36 CFR 1228.270 or current NARA guidance. (Revision of disposition instruction approved by NOAA on 2/26 and RD7DC on 2/27, both via e-mail.)