

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-370-89-3

DATE RECEIVED

3/21/89

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment) **U. S. Department of Commerce, NOAA**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

National Weather Service

2 MAJOR SUBDIVISION

Office of Meteorology, Operations Division

3 MINOR SUBDIVISION

Aviation Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Charles H. Sprinkle, Chief

5. TELEPHONE EXT.

427-7726

DATE

4-28-89

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE

3/15/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Tracy O. Riners

D. TITLE

NOAA Records Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

1303-02

Forecast files. Selected documents (alpha-numeric transmissions and charts) created in forecasting atmospheric and hydrologic conditions for dissemination. These include forecasts, warnings and advisories issued for the general public and aviation and marine interests, as well as extended and long-range forecasts, quantitative precipitation forecasts, and river forecasts. Separate by type and time of forecast.

**NCl-27-76
-1:70**

1. AFOS transmissions received at the Systems Monitoring and Coordination Center: Cut off daily. Transfer tapes for entry into the Service Records Retention System at the National Climatic Data Center. Destroy when 5 years old.

2. Copies of AFOS transmissions issued at field stations: Cut off daily. Destroy when 30 days old.

3. National Meteorological Center: Cut off daily. Hold charts 30 days, then transfer to the Washington National Records Center. Destroy 5 years later.

4. Field station copies: Duplicating material described in "1", "2", and "3" can be destroyed at the discretion of station management.

WITHDRAWN

1303-03 Weather Analysis Maps and Charts. Documents generated by the meteorological centers for operational and field use. These charts provide a continuous concurrent record of weather conditions in chart form.

1. National Meteorological Center: Transfer originals to the National Climatic Data Center (NCDC) 30 days after processing for scheduling by NCDC.

2. Other copies: Destroy when 30 days old or when no longer needed for research purposes.

JOB NO. NCl-27-76-1-71