

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-370-90-4

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

DATE RECEIVED

4/24/90

FROM (Agency or establishment)
Department of Commerce

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
National Oceanic and Atmospheric Administration

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION
National Climatic Data Center (NCDC)

4. NAME OF PERSON WITH WHOM TO CONFER

Richard Davis

5. TELEPHONE EXT.

8-672-0384

DATE

4-11-96

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WITHDRAWN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 1 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

4/19/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Naisy O. Rivera

D. TITLE

NOAA Records Officer

7. ITEM NO.

1902-01

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

Database Management Files for Environmental Data

Documents, manuals, forms and other reference material describing the recording, data entry, processing, filming and archiving of environmental data. These files are sometimes referred to as "meta data". The files are vital to researchers, data processors and other users studying long term climate trends in order to filter out man induced bias from actual atmospheric change. They also include procedures of archiving practices, meteorological codes, certification of records and statistics of user services.

1. Manuscript, manuals etc. Retained by the agency as an integral part of the ongoing operations. Destroy at the direction of the NCDC Data Administrator when no longer needed for operations. Offer copy to National Archives when associated databases are destroyed or transferred to the Archives.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

WITHDRAWN

1902-02

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. Observations are by station, in chronological order. All stations in a state are usually grouped together.

- A. Observations made at airport or principal climatological stations by National Weather Service, FAA, or contract personnel.
- B. Observations made at airports or principal military bases by personnel of the USAF, USN, USA or USCG. These include domestic and foreign sites.
- C. Special observational collections.

(A-C)

1. Manuscript records not filmed. Retire to Federal Records Center when 10 years old. For records dated prior to 1921, destroy December 1996. Records dated after 1921, destroy when 75 years old.
2. Manuscript records filmed. Destroy when film verified for completeness, accuracy and legibility.
3. Film of manuscript or diskettes. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center when volume is equal to one cubic foot. Offer to National Archives when 75 years old.
4. Diskettes. Keep in agency files for 10 years then destroy.
5. Digital records. Erase after 75 years or when no longer needed for agency operations.

1902-03

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. Files are arranged alphabetically by station within each state.

1. Manuscript records filmed. Destroy when film verified for completeness, accuracy and legibility.
2. Film of manuscript records. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center when volume equals one cubic foot. Offer to National Archives when 75 years old.
3. Digital records. Erase after 75 years or when no longer needed for agency operations.

1902-04

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 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.

1. Manuscript records not filmed. Retire to Federal Records Center when 10 years old. For records dated prior to 1921, destroy December 1996. Records dated after 1921 destroy when 75 years old.
2. Manuscript records filmed. Destroy when film verified for completeness, accuracy and legibility.
3. Film of manuscript. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center when volume is equal to one cubic foot. Offer to National Archives when 75 years old.
4. Digital files. Erase after 75 years or when no longer needed for agency operations.

1902-07 Solar Radiation Observation Files

Observations of solar insolation recorded at selected sites in the U.S. and its territories. Parameters may include direct, diffuse, and global radiation received at the earth's surface.

1. Follow disposition outlined in Item 1902-05 of this schedule, for all records.

1902-09 Preliminary Local Climatological Data Files

Preliminary monthly summary of weather elements from airport or principal climatological stations in the U.S.

1. Manuscript or diskette records. Destroy 2 years after publication of corresponding Local Climatological Data.

1902-12 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.

1. Manuscript records not filmed. To be retained by the agency as vital to agency operations.
2. Manuscript records filmed. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center when volume is equal to one cubic foot. Offer to National Archives when 25 years old.

1902-13

Synoptic Weather Charts

Analyzed weather maps for surface and several layers of the upper atmosphere. Maps may be regional or hemispheric. Frontal systems, pressures, heights of pressure levels and temperatures are normal features of the analysis. Some charts may contain vorticity, thickness values, or other numerical analysis outputs. Charts are received from major analysis centers.

1. Manuscript charts filmed. Destroy when film verified for completeness, accuracy and legibility.
2. Film of manuscript charts. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center when volume is equal to one cubic foot. Offer to National Archives when 50 years old.

1902-14

Publications

Compilations and summaries of climatological data recorded by the various observing systems in the U.S. network of weather/climatological stations, and from international observing systems. Normally published monthly by station or stations within a state.

- A. Local Climatological Data (LCD). Published by station for major airports or principal climatological stations.
- B. Climatological Data (CD). Published by state or group of states. Stations are primarily in the cooperative network, supplemented by principal climatological stations.
- C. Hourly Precipitation Data (HPD). Published by state or group of states. Stations are primarily in the cooperative HPD network, supplemented by principal climatological stations.
- D. Storm Data. National publication containing statistics on storms, loss of life and property damage.

1902-14
(Cont'd)

- E. Monthly Climatic Data for the World (MCDW). Publication of monthly means of climatological elements, both surface and upper air, for specifically designated international stations.
- F. Various periodic publications in support of special needs or legislative mandate.

(A-E)

1. Publications not filmed. Retain copy of bound volumes in agency and NCDC reference libraries.
2. Publications filmed. Retain shelf stock for agency designated period (usually one to three years). Destroy remaining copies after retention period. Provide one copy to National Archives.
3. Film of publications. Silver negative to be retained by agency. Retire silver halide master to Federal Records Center when volume is equal to one cubic foot. Offer to National Archives or destroy after 30 years.

(F)

1. Publications not filmed. Retain one copy in agency and NCDC reference libraries. Retain shelf stock for agency needs.
2. Publications filmed. Silver negative to be retained by the agency. Retire silver halide master to Federal Records Center. Offer to National Archives or destroy after 30 years.

1902-15

Magnetic Tape Files

Tapes containing environmental data, summaries and analyses. Tapes are received from a variety of sources including in-house processing, agreements with other NOAA components, other federal agencies, international agencies and research cooperators. Often tapes contain the results of multi-million dollar projects that would be prohibitive to reconstruct.

1. Library tape files. To be retained by the agency as essential to the ongoing operations. The agency will practice tape management consistent with established guidelines and current technology. Data from the tapes are often migrated to new tape configurations or other storage devices as technology and economics dictate. Previous versions are scratched or destroyed upon verification of the conversion process.

2. Security tape files. To be retained by the agency in an off-site controlled location. Submission of tapes to the back-up library is determined through risk analysis studies and agency data management policy. Tapes are scratched or destroyed when no longer required for ongoing operations or as new iterations are compiled.

A collection of meteorological/climatological data collected through the World Data Center System of the International Council of Scientific Unions (ICSU). These files are primarily the result of regional or global experiments undertaken in an effort to better understand the geophysical dynamics of the atmosphere and oceans. They consist of magnetic tapes of data and analyses, research publications, manuscript forms and microform. Under international agreements which the United States has agreed to, the data are to be kept on file and exchanged freely with other World Data Centers on demand.

1. Magnetic tape. Primary files to be retained by the agency and are considered essential to the operations of the agency. Tapes are to be managed in a manner consistent with established procedures and current technology.
2. Magnetic tape. Security or secondary files. Retired to Federal Records Center 5 years after the end of the experiment. Destroyed 50 years after the end of the experiment.
3. Non-magnetic files. To be retained by the agency for as long as international agreements for the particular experiment are in effect. Destroy when permission from ICSU is granted.

World Data Center-A Publications.

Publications containing results of regional or global research in geophysical processes of the atmosphere and ocean. Many publications are tabulations and/or summaries of climatological data submitted by foreign countries around the globe. (Also refer to Item 1902-16 of this schedule.)

1. Publications not filmed. To be retained by the agency. Offer to the National Archives or destroy when authorized by ICSU or when no longer necessary to the operations of the agency.