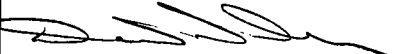


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-370-89-3
1 FROM <i>(Agency or establishment)</i> U. S. Department of Commerce, NOAA		DATE RECEIVED	5/4/90
2 MAJOR SUBDIVISION National Weather Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Meteorology, Operations Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Charles H. Sprinkle, Chief	5 TELEPHONE EXT 427-7726	DATE 2/13/91	ARCHIVIST OF THE UNITED STATES 

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 3 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 1/4/90	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE NOAA Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1303-01	<u>Basic/Public Weather Policies and Program Management files.</u> Documents relating to the operational policies of weather forecast programs; also files relating to the program management of forecast programs not covered in Subfunction 1304. Destroy when superseded or no longer needed for reference.		
1303-02	<u>Forecast files.</u> 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 the type and time of forecast. 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.	NCl-27-76 :-1:70	

WITHDRAWN

Copies sent to ncf, nmc 2/15/91

~~1303-02 Forecast files. (Cont'd)~~

WITHDRAWN

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.

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

WITHDRAWN

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.

~~1303-04 Emergency Warnings Correspondence files. Documents including material on county warning areas hurricane, tornado, severe storm, storm tide, and winter warnings. May be cross referenced with 1307-03.~~

Cut off at end of calendar year when created. Destroy 3 years later, or when no longer needed for reference.

~~1303-05 AFOS Development files. Documents relating to the development of plans and programs for the Automation of Field Operations and Services (AFOS).~~

Cut off at end of calendar year when created. Destroy 5 years later.

~~1303-06 AFOS Funding files. Documents pertaining to the general funding of AFOS programs. Cross reference with 1301-15.~~

Cut off at end of fiscal year when created. Destroy 3 years later.

~~1303-07 AFOS Scheduling files. Documents pertaining to schedules for implementation of AFOS and upgrades at stations, and related information.~~

Cut off at end of calendar year when created. Destroy 3 years later.

1303-08 AFOS Hardware/Software Specification files. Documents relating to specifications for hardware or software to be used in AFOS. This item applies only to initial implementation determinations. See Subfunction 705 for regular equipment maintenance and replacement.

Destroy when superseded, no longer needed for reference, or when related hardware or software is no longer used, whichever is first.

1303-09 AFOS Operational Requirements and Procedures for Operations under AFOS. This item applies to only initial implementation guidance. Later operational guidance should be filed with other requirement and procedure files.

Destroy when superseded, or no longer required for reference.

1303-10 AFOS Agreement files. Intra- and interagency agreements, and other coordination, related to AFOS implementation. Cross reference with 1301-10.

Destroy when superseded, or 5 years after termination of interagency agreement.

1303-11 AFOS Experiment files. Experiment and testing related with implementing AFOS and its improvements.

Cut off when experiment is completed. Destroy 5 years later.

1303-13 Weather Dissemination files. Documents dealing with procedures, systems, techniques, etc., in disseminating weather information.

- a. NOAA Weather Radio files.
- b. NOAA Weather Wire files.
- c. NOAA Weather Phone files.
- d. Other commercial weather dissemination media files.

Cut off when document is superseded or becomes obsolete. Destroy 2 years later.