

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
National Oceanic and Atmospheric Administration

2. MAJOR SUBDIVISION  
National Weather Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5. TELEPHONE  
(301) 713 - 3540

**LEAVE BLANK (NARA use only)**

JOB NUMBER *N1-370-99-1*

DATE RECEIVED *10-21-98*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *for* ARCHIVIST OF THE UNITED STATES  
*11/6/99* *Michael Muller*

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 10-13-98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>	TITLE Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 Page  Chapter 1304-01		
<p><i>Verbal approval of all revisions was received from Annie Baker, NOAA records officer, on January 5, 1999.</i></p> <p><i>Fanny Baume, NWML</i></p>			

1304-01

Weather-Related Accident Investigation and Litigation Case Files

Documents relating to the investigation or litigation of specific accidents which may have been weather-related. Includes such material as correspondence, facsimile transmissions, film or videotape, weather charts, radar and satellite images, forecasts, logs, photographs, statements, and other relevant operational weather records.

## DISPOSITION:

- a. Paper records: Close files at the end of each FY and transfer to the FRC 3 years after closure. Destroy 10 years after closure.
- b. Word processing and office automation electronic source documents: Delete 90 days after the printout has been filed in the record keeping system.
- ~~c. E-mail. These records are not created or received in electronic mail.~~

*WITHDRAWN*