

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 *NI-370-99-4*

DATE RECEIVED
10-26-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *2-26-99* ARCHIVIST OF THE UNITED STATES
J. W. Paul

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 *10-19-98* SIGNATURE OF AGENCY REPRESENTATIVE *A. J. Baker* TITLE *Records Management Officer*

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See Attached Page</p> <p>Chapters 1303-14, 1303-15</p>		

1303 BASIC/PUBLIC WEATHER SERVICES FILES

These files relate to the implementation, direction, and administration of the BASIC/Public Weather Services' forecast, emergency warning; and the implementation of the AFOS and ASOS systems

- 1303-14 ASOS Legal Documents. Located at airport sites which include but are not limited to the following items: FAA 7460 Air Space Safety Permits, site surveys, licenses for use of Real Property, site engineering drawings, Air Traffic Control Tower pictures for planned location of OID, CVD, and VDU, notice of proposed construction or alternation, Supplemental Instructions Notifications, correspondence, e-mail and faxes.

DISPOSAL

- a Paper files. Destroy 20 years after site closing and/or ASOS equipment becomes obsolete, whichever comes first.

- c Word processing and office automation electronic source documents: Delete 90 days after records are printed and filed in record keeping system

- d. Electronic mail. Destroy 90 days after printout has been filed in record keeping system.

- 1303-15 ASOS Site and Building Management Files. Documents included but are not limited to the following Color pictures of proposed locations of ASOS equipment, maps, civil surveys, cost estimates, site location maps (negatives), vicinity maps (negatives), airport master records, and printouts of e-mail and fax transmissions.

DISPOSAL

- a Paper files: Destroy 20 years after site closing and/or ASOS equipment becomes obsolete, whichever comes first.

- b. Word processing and office automation electronic source documents: Delete 90 days after printing and filing in record keeping system

- c Electronic mail: Delete 90 days after printout has been filed in record keeping system.