

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 13 1974	JOB NO. NC 174-229
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-26-74 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic & Atmospheric Administration

3. MINOR SUBDIVISION
AOD - Management Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Jimmy G. Gwinn-Records Officer

5. TEL. EXT.
14-68571

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4/9/74 (Date) *Floyd I. Sandlin* (Signature of Agency Representative) Management Analyst (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>National Oceanic & Atmospheric Administration Environmental Data Service National Climactic Center</p> <p>The Environmental Data Service directs a program of national and international acquisition, processing and exchange of environmental data. The National Climactic Center is responsible for the receipt, processing, storage and publication of climatological data. This schedule covers all records that are received by NCC. The provisions of the General Records Schedules issued by the General Services Administration remain in effect for all general and housekeeping records created by NCC.</p>		<i>12 items</i>

Copy to Agency 9/4/74 ON

PROPOSED METEOROLOGICAL RECORDS RETENTION SCHEDULE

Submitted by National Climatic Center

March 12, 1974

Supersedes any schedules with prior dates

METEOROLOGICAL RECORDS RETENTION SCHEDULE

The records described in the attached schedule document the climates of the United States. They comprise the national collection of weather records which is the data base for environmental monitoring. The schedule provides for the long-term preservation of basic data in usable form needed to satisfy public service and research requirements including studies of climatic change. The collections described are in large part continuations of the historical weather series on file in the National Archives. They are the main source for determining the state of weather at any time in the Country's history.

The records are used extensively for legal purposes which require a certification of the state of the weather.

In general, this schedule calls for disposal of the paper records after microfilming if the film is of good quality and a security copy is safely stored elsewhere. It will be the policy of the National Climatic Center to retain selected samples of each records series indefinitely for museum and historical purposes.

Operational manuals, such as the Federal Meteorological Handbooks, contain instructions for forwarding records from the originating stations to the National Climatic Center.

Submitted March 12, 1974

National Climatic Center

METEOROLOGICAL RECORDS RETENTION SCHEDULE, Continued

1. MANUSCRIPT RECORDS

Item Description of Records	Typical Form No.	Retention Period	Disposition
1. Records and papers that describe the contents of the records, and the systems for collecting the records. Policy material and station histories. <i>Ray W. Burbank</i> <i>Supplement 16 Aug 74</i>	None	20 Years	Destroy.
2. Observational records from National Weather Service, military, FAA, airline and similar stations, including OSV and Navy ships.			
a. Manuscript surface records	MF No. 1-10 MF No. 1-11	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
b. Recorder surface records.	WB Form 455 WB Form 1076, etc.	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
c. Multiple Register Charts	WB Form 1017		Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes. Charts dated prior to 1968 will be retained until new filming techniques are available.
d. Preliminary Local Climatological Data	WB Form 733-1	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
e. Upper Air Soundings, including rocketsondes			
(1) Recorder Records and Calibration Charts	None	4 months	Retain 4 months after verification.
(2) Adiabatic Charts	MF No. 3-31 WB Form D-3	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
(3) Computer Data Sheets	WB Form B-6	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.

METEOROLOGICAL RECORDS RETENTION SCHEDULE, Continued

Item Description	Typical Form No.	Retention Period	Disposition
2. e. (4) Winds Aloft Forms	MF No. 5-20 MF No. 5-21	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
(5) Auto-Raobs	None	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
(6) Rocket Sounding Package	None	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
Observational records from substations of hydroclimatic and river networks.			
a. Manuscript surface records - maximum and minimum temperature, precipitation, evaporation, soil temperature and river stages	WB Form 612-13 WB Form 612-14 WB Form 612-25	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
b. Recorder records, except Fischer-Porter tapes	WB Form 1028	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
c. Fischer-Porter tapes	None	After proper conversion	Dispose of paper tape only after all available data have been converted to a compact, easily retrievable form.
4. Marine Records			
a. Ships weather observations			
(1) Primary Marine Records in geographical sort (most are Merchant Marine).	ESSA Form 72-1	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
(2) Secondary Marine Records filed by ship name (usually military)	MF No. 1-11 OPNAV Form 3144-1	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
b. Buoy Data	None Program in developmental stage	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
c. Barograms from moving ships	WB Form 455-124	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.

METEOROLOGICAL RECORDS RETENTION SCHEDULE, Continued

Item Description	Typical Form No.	Retention Period	Disposition
5. Aircraft Reports	AWS Form 35	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
6. Radar Logs	MF No. 7-60	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
7. Solar, sky and terrestrial radiation	WB Form 610-8 WB Form 610-9	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
8. Manuscript maps and charts			
a. Original data and analysis		Permanent	Microfilm. After microfilm has been verified and microfilm copy made for security purposes send original charts to NOAA Records Holding Area for transfer to the National Archives.
North American Surface			
Northern Hemisphere Sea Level			
Northern Hemisphere Synoptic Surface and 500 millibar (includes one copy of each published Part I and data tabulations Part II).			
Constant Pressure			
Winds Aloft			
Northern Hemisphere Constant Pressure			
b. Preliminary or supplemental data and analysis, prognosis, and specialized items for use of field stations. These may be reproductions of more permanent records.		10 Years	Dispose without microfilming. Transfer to nearest Federal Records Center after one year.
Prognostic			
Pseudo-adiabatic			
Daily			
5, 15, and 30 Day			
Auxiliary and Facsimile			
9. Climatological Record Books	Pages 0-275 or WB 5300 Series	Indefinite at station of origin	Microfilm, If station of origin closes, coordinate with NCC concerning disposition of Record Books.

National Climatic Center

METEOROLOGICAL RECORDS RETENTION SCHEDULE, Continued

Item Description	Typical Form No.	Retention Period	Disposition
10. Original Monthly Record of Observations and Daily Local Record	Forms 1001, 1014, etc.	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
11. Historical Records, volumes and ^{policy} materials, <i>including Station Histories, w/Bo-Book</i>	None	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.
12. Any forms or books containing data not covered by the above categories.	None	Until placed on microfilm	Microfilm. Destroy original records after microfilm has been verified and microfilm copy made for security purposes.

NOTE: All records authorized for disposal will be offered to an eligible government (including a foreign government) organization, institution, corporation, or person that has made application for them in accordance with Federal Property Management Regulations, Part 101-11.408-3, donation for preservation and use.

11. FILMED RECORDS

Recommendations and standards of the National Archives and Records Service for the preparation, handling and preservation of all film will be followed as far as possible.

Microfilm

Working copies will be retained for National Climatic center reference and duplication use.

One security or safety copy will be stored at a location outside the National Climatic Center.

111. PUNCHED CARDS AND MAGNETIC TAPE

1. Record Material (Data available only in this media).

When punched card data are placed on magnetic tape for indefinite retention, a back-up copy of the tape will be made and stored at a location outside the National Climatic Center; the cards will be destroyed.

2. Non-Record Material (Working cards, tapes, program tapes and other data in this media capable of being regenerated from other sources).

Destroy or erase when no longer needed, or when storage costs outweigh the retention value.

National Climatic Center