

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION

National Environmental Satellite Service  
~~AOD Management Services Branch~~

4. NAME OF PERSON WITH WHOM TO CONFER

Walter V. Barbash, Actg Chief, Mgt. Ser. 14-68571

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUN 24 1975</b>	JOB NO. <b>NC-370-75-6</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<b>2-4-76</b> (Date)	<b>Jane P. O'Neil</b> Archivist of the United States

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.

6/18/75 Floyd Jordan  
Date Signature of Agency Representative  
Robert J. Jordan

Departmental Records Management Office  
Head, Records Services Section  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<del>The three attached schedules.</del> Records of the National Environmental Satellite Service (NESS)		

*Copies to Agency, NCW + East Point 2-6-76 CD  
Printed Copies to OMC, 6NC + 9NC-S, 7-28-76 CD  
NCW and 4NC*

*132 items*

NATIONAL ENVIRONMENTAL SATELLITE SERVICE

RECORDS DISPOSITION SCHEDULE

- I. PROGRAM, PLANNING AND MANAGEMENT RECORDS  
ITEM 1 - 6
- II. GENERAL ADMINISTRATIVE RECORDS  
ITEM 7 - 12
- III. SPACECRAFT OPERATIONS RECORDS  
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- IV. ENGINEERING SUPPORT RECORDS  
ITEM 42
- V. SPACECRAFT PRODUCTS RECORDS  
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- VI. COMPUTER DEVELOPMENT RECORDS  
ITEM 51 - 56
- VII. PUBLICATION AND REPORTS RECORDS  
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- VIII. RESEARCH AND DEVELOPMENT RECORDS  
ITEM 58 - 71

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
1.	<p>PROGRAM, PLANNING, AND MANAGEMENT RECORDS</p> <p><u>Program Management Files</u></p> <p>a. Files of the Director and Associate Director (or equivalent management level) containing records on the planning and coordination, development and administration phases of programs to develop, design, and operate total environmental spacecraft systems including sensors, ground facilities and communication links for receiving, processing, analyzing, researching, disseminating and preserving spacecraft acquired data.</p> <p>b. Files of Division offices and lower, containing correspondence of a routine nature with private services, other U.S. agencies, and other NESS offices.</p> <p>c. Copies of project plans, design study reports, project financial reports, and other material for the information of program managers reflecting the actions of subordinate staff or other officials in NESS or elsewhere.</p>		<p>Permanent. Transfer to Federal Record Center <sup>when</sup> <del>after</del> 5 years old. Offer to NARS when 15 years old.</p> <p>Destroy <sup>when</sup> <del>after</del> 2 years old.</p> <p>Destroy when obsolete or superseded.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
2.	<p><u>International agreements</u> and organization records including correspondence, memoranda, reports and documents pertaining to agency participation in relations with international organizations and conferences dealing with Environmental Satellite matters.</p> <p>a. All material not duplicated in NOAA-wide offices dealing with international affairs.</p> <p>b. Working copies duplicated in NESS offices where official file maintained in NOAA-wide offices dealing with international affairs.</p>		<p>Permanent, offer to NARS when 15 years old.</p> <p>Review annually.</p> <p>Destroy when no longer needed.</p>
3.	<p><u>Records of <del>members of</del> international organizations</u></p> <p>a. Material documenting work as United States representatives <del>to</del> international commissions and organizations.</p> <p>b. Informational copies of material from such organizations.</p> <p><i>c. World Meteorological Organization materials</i></p>	<p><i>RAA Unit R4 D Jiron, MA Dec 1975</i></p>	<p>a. Permanent, offer to NARS when 15 years old.</p> <p>b. Destroy when <del>no longer needed</del>, obsolete or superseded.</p> <p>c. Destroy when obsolete or superseded.</p>
4.	<p><u>Agreements</u> between NESS and inter-agency, national, and intra-agency organizations and conferences consisting of case files including correspondence and all documents concerning the agreement.</p> <p>a. Office of primary responsibility.</p> <p>b. Working copies maintained in other offices</p>		<p>Permanent, offer to NARS when 15 years old.</p> <p>Destroy when obsolete or superseded.</p>

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5.	<p><u>Records of Interagency and National committees, boards, and advisory groups</u></p> <p>Files reflecting functions, action taken and the members and their terms in office. Contains charter and by laws, agenda and minutes, directives, reports and documents supporting the creation, organization, or change of the organization.</p> <p>a. Official program records maintained by the executive secretariat or other person designated as records custodian, excluding records and other material on administrative support matters.</p> <p>b. Copies of committee records, correspondence, and other material retained by members or non-members.</p> <p>c. Material on routine administrative support actions, such as correspondence regarding travel arrangements, arrangement for meetings.</p> <p>d. Membership files containing biographical data on members.</p>		<p>Permanent. Transfer to nearest Federal Records Center <del>after</del> <sup>when</sup> 5 years old. Offer to NARS when 15 years old.</p> <p>Review annually.</p> <p>Destroy when no longer needed for reference.</p> <p>Destroy <del>after</del> <sup>when</sup> 3 years old.</p> <p>Destroy <del>after</del> <sup>when</sup> 5 years <sup>old.</sup> Cut off when member leaves committee, hold one year inactive, then transfer to Federal Record Center.</p>

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6.	<p><u>Grant Files</u> between Environmental Satellite and other organizations. These files are normally maintained in two seperate locations.</p> <p>a. Records dealing with administrative matters relating to the grant.</p> <p>b. Grant Project Case Files retained in Environmental Satellite program offices.</p> <p>1. Duplicate copies of material officially maintained in the grant contract file and held for informational purposes.</p> <p>2. Official correspondence pertaining principally to the review and analysis of specific matters relating to the work of the project; copies of interim, final, and published reports, and records resulting from review, appraisal, approval and follow-up of reported accomplishment.</p>		<p>Transfer to the Department of Commerce contract office <i>upon award of grant.</i></p> <p style="text-align: center;"><i>File</i></p> <p>Destroy when <del>no longer needed</del> <i>obsolete.</i></p> <p>Transfer to nearest Federal Record Center 2 years after completion of project, Destroy 5 years after close of project.</p>

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	<p>General Administrative Records. Record copies maintained by NOAA Headquarters offices.</p>		
7.	<p><u>Purchase Order File</u> for blanket and COD orders. Includes records relating to delivery and receipt and copies of invoices and vouchers forwarded for payment.</p>		<p><i>FIS</i> <del>Destroy 3 years after fiscal year</del> or Destroy 3 years after the fiscal year on which payment or action is completed.</p>
8.	<p><u>Requisition File</u> containing Requisition copies submitted to procurement, office copies of contract and purchase orders involved, and other related papers.</p>		<p>Destroy 1 year after termination of purchase or contract transaction.</p>
9.	<p><u>Copies of Contracts</u>, requisitions, purchase orders and related papers including documents relating to acceptance tests on procurement transactions for instrumentation and construction satellites.</p>		<p>Destroy 2 years after completion of procurement transaction.</p>
10.	<p><u>Receipted Transfer Documents</u> and lists showing expendable materials forwarded to contractor for use in construction of satellites.</p>		<p>Destroy <del>after</del> <i>when</i> 2 years <i>old</i>.</p>
	<p><u>Employee Travel Records</u> maintained in the office having administrative responsibility for employee. Includes copies of travel documents and correspondence relating to authorized travel.</p>		<p>Destroy <del>after</del> <i>when</i> 2 years <i>old</i>.</p>
12.	<p><u>Office Personnel File</u>. Copies of documents filed in the official personnel folders, correspondence and other material relating to the employee or the employee's position and maintained for the convenience of the office.</p>		<p>Purge the file at the end of each year. Destroy superseded personnel action copies and other material that is no longer current.</p>

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	SPACECRAFT OPERATIONS RECORDS		
13.	<p><u>Instructional Issuances</u> for Spacecraft Operations Control. Plans, procedures or reports proposed jointly with NASA or within NESS for each spacecraft or series of spacecraft and serving as the principle program directives providing guidance and instructions.</p> <p>a. Copies used by action offices within Control Centers</p> <p>b. Reference copies used by other than action offices.</p> <p>c. Day to day internal operating instructions including those issued at supervisory levels, issued for the staff of the Control Center.</p>		<p>Destroy 1 year after deactivation of spacecraft concerned.</p> <p>Destroy when <del>no longer needed</del> <i>obsolete</i>.</p> <p>Destroy 2 years after superseded or terminated.</p>
14.	<p><u>Monthly Operations Summary Report</u>. Consolidated cumulative report of the vital statistics for all spacecraft in orbit except those deactivated.</p>		<p><del>Permanent</del> <i>Destroy when research value ceases.</i></p>
15.	<p><u>Archival Summary</u> for Earth-synchronous Spacecraft in orbit. Report for monthly listing of operations completed, spacecraft positions, numbers of pictures acquired, picture quality and acquisition problems.</p>		<p>Destroy 1 year after deactivation of spacecraft.</p>
16.	<p><u>Daily Status Report</u> on Earth-synchronous Spacecraft in orbit. List of commands transmitted to spacecraft and operations performed for each 24 hour period.</p>		<p>Destroy 1 year after deactivation of respective spacecraft.</p>
17.	<p><u>Spacecraft Weekly Operations Plan</u> and projected sub-systems changes for Sun-synchronous spacecraft.</p>		<p>Destroy <sup>when</sup> <del>after</del> 5 years <i>old</i>.</p>

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18.	<p><u>Satellite Picture File</u> for Control Center quality control purposes. Pictures taken from sun-synchronous spacecraft. Record copies covered by item <del>22</del> 45 FIS</p>		<p>Destroy 1 year after deactivation of respective spacecraft.</p> <p><del>Destroy after 3 months</del></p>
19.	<p><u>Power System Status Report</u> for earth-synchronous spacecraft in orbit. Status report to NASA on the power system of spacecraft.</p>		<p>Destroy 1 year after deactivation of respective spacecraft.</p>
20.	<p><u>Equipment Outage Report</u> on operational equipment and details on corrective action taken.</p>		<p>Destroy <del>after</del> <sup>when</sup> 3 years <i>old</i>.</p>
21.	<p><u>Communications Trouble Log</u>. Describes corrective action, location and time span concerned.</p>		<p>Destroy 1 year after deactivation of respective circuit.</p>
22.	<p><u>Daily Shift Report</u> of the Control Center prepared by each shift supervisor and submitted to the head of operations for briefing. Includes information needed for timekeeping purposes.</p>		<p>Destroy <del>after</del> <sup>when</sup> 2 years <i>old</i>.</p>
23.	<p><u>Daily Sun-synchronous Spacecraft Operations Summary</u>. Listing of activities and results. Includes notes concerning quantity and quality of data and brief comments on equipment and status of spacecraft.</p>		<p>Destroy 1 year after deactivation of spacecraft.</p>
24.	<p><u>Operational Spacecraft Beacon Schedule</u>. Messages directed to ground stations indicating when beacon will be turned on and off during each revolution.</p>		<p>Destroy <del>after</del> <sup>when</sup> 1 month <i>old</i>.</p>

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25.	<u>Spacecraft Ground Station 8-Channel Analog Recorder.</u> Chart depicting specific events that take place at command station during an interrogation.		Destroy <del>after</del> <sup>when</sup> 1 week <i>old</i> .
26.	<u>Message File.</u> Copies of all incoming and outgoing messages from the control center.		Destroy <del>after</del> <sup>when</sup> 1 month <i>old</i> .
27.	<u>Perforated Tape File.</u> Copies of tapes containing information transmitted to command and data acquisition ground stations.		Destroy <del>after</del> <sup>when</sup> 1 month <i>old</i> .
28.	<u>Magnetic Tape File.</u> Copies of magnetic tapes for 8-channel recordings and related voice recordings.		Erase <del>after</del> <sup>when</sup> 2 months <i>old</i> .
29.	<u>Spacecraft Operations Control Degaussing Orders.</u> Weekly orders to ground stations to erase tapes which contain raw data from spacecraft.		Destroy Control Center copy 3 months after all transactions complete.
30.	<u>Punch Card Files</u> for the various computer programs of the Control Center.		Destroy 6 months after termination of operational need.
31.	<u>Current Manning Requirements Check List and Schedule Changes</u> for Control Center used in conjunction with programming all manning operations.		Destroy <del>after</del> <sup>when</sup> 1 year <i>old</i> .
32.	Operations Plan for Earth-synchronous Spacecraft in Orbit. Advance manning instructions.  a. Daily  b. Weekly		Destroy <del>after</del> <sup>when</sup> 1 month <i>old</i> .  Destroy <del>after</del> <sup>when</sup> 1 year <i>old</i> .

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33.	<p><u>Spacecraft Manning Schedule Changes.</u> Instructions to the command and data acquisition ground stations to change previously issued manning instructions.</p>		<p>Destroy <del>after</del> <sup>when</sup> 1 month <i>old</i>,</p>
34.	<p><u>Daily Ground Station Performance Summary Report File on Sun-synchronous Spacecraft.</u> Consists of a copy of each command directed to command and data acquisition ground stations, the identity of resultant data, post-pass summary of the status of spacecraft and ground equipment, and final performance summary report prepared by the operations control center.</p>		<p>Destroy 1 year after deactivation of respective spacecraft.</p>
35.	<p><u>Computer Listings</u></p> <p>a. Spacecraft Ephemerides and Abbreviated Ephemerides of exact locations of each spacecraft and the timing in relation to the earth.</p> <p>b. Schedule of Equatorial Crossings containing data on the time of crossing and position of spacecraft.</p> <p>c. Conflict predictions for spacecraft in orbit containing data on the position and orientation of spacecraft when proximity to other spacecraft produces conflict in command and acquisition of data.</p>		<p>Destroy when superseded.</p> <p>Destroy 1 year after deactivation of spacecraft.</p> <p>Destroy <del>after</del> <sup>when</sup> 6 weeks <i>old</i>.</p>

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	<p>d. Acquisition Table for Spacecraft in Orbit showing positions of earth synchronous spacecraft each half hour.</p> <p>e. Spacecraft Attitude Determination Records for Spacecraft in orbit for attitude determination curve and fascimile attitude reduction charts.</p> <p>f. Spacecraft and Instruments Calibration Tape Inventory for sun-synchronous spacecraft indentifying magnetic tape containing thermal vacuum and other calibration tests preformed by the contractor.</p> <p>g. Spacecraft Picture Times (PICTIMS). Listing of frame numbers and data pertaining to time, position, and orientation of spacecraft during its picture taking phases.</p> <p>h. Housekeeping Telemetry for Spacecraft in orbit. Listing of data on operating conditions within sun-synchronous spacecraft.</p>	<p><i>Reference per OJiron, memo Dec 1975</i></p>	<p>Transfer to EDS Archive until microfilm record is made available, then destroy. <i>F.S.</i></p> <p>Destroy <del>after</del> <sup>when</sup> 1 month old.</p> <p><del>Permanent</del> Destroy on issuance of complete new inventory, or sooner if no longer needed.</p> <p>Destroy <del>after</del> <sup>when</sup> 1 month old.</p> <p>Destroy 1 year after deactivation of respective spacecraft.</p>

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36.	<p><u>Spacecraft Original Analog Data</u> recorded on magnetic media. Environmental attitude, command and house-keeping data.</p> <p>a. Converted to raw digital tape.</p> <p>b. When partially or not converted to raw digital tape.</p>		<p>Erase after analysis of data.</p> <p>Erase after determining data will not be converted.</p>
37.]	<p><u>Spacecraft Original Digitized Data</u> recorded on magnetic media. Environmental attitude, command and housekeeping data reduced to digital form.</p>		<p>Erase after 30 hours.</p>
38.	<p><u>Spacecraft Reduced Data</u> recorded on magnetic media. Selected data extracted from original to meet specifications of users.</p>		<p>Erase when user office ascertain need non-existent.</p>

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39.	Duplicate Sets of Data-bearing Magnetic Media prepared for convenience of computer operations in channeling data through system.		Erase immediately after purpose is served.
40.	<u>Digital Archive of Spacecraft Reduced Data</u> from input service composited to uniform format.		Transfer to National Climatic Center after reduction. Records will then be covered by the NCC Schedule.  FIS
41.	<u>Automatic Picture Transmission (APT) Coordination File</u> consisting of correspondence, reports, guest invoices and supporting material reflecting the guidance provided to domestic organizations and to other nations regarding the installation and use of satellite direct read out receiving systems with program officials, NOAS, and other agencies.		Destroy 5 years after completion of systems

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42.	<p>ENGINEERING SUPPORT RECORDS</p> <p><u>Engineering Support Files</u></p> <p>a. Record on the upkeep and modification of electronic and other equipment.</p> <p>b. Shop File of Work Orders and Engineering Tests</p> <p>c. Maintenance, operating and test manuals and handbooks.</p> <p>d. Equipment Operations Report of repairs, modification, calibration and description of problem</p> <p>e. Preventive Maintenance Schedule. Statistical summary of Reliability and Record of Daily Test.</p> <p>SPACECRAFT PRODUCTS RECORDS</p> <p><u>Spacecraft Photographic Product Distribution Records</u></p> <p>a. Authorization File</p> <p>b. Distribution Requirements Record</p> <p>c. Distribution Lists</p>		<p>Destroy <del>after</del> <sup>when</sup> 2 years <sup>old.</sup> Cut off at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy <del>after</del> <sup>when</sup> 5 years <sup>old.</sup></p> <p>Destroy 1 year after superseded</p> <p>Destroy when equipment is transferred or obsolete</p> <p>Destroy <del>after</del> <sup>when</sup> 2 years <sup>old.</sup> Cutoff at end of calendar year, hold one year inactive, then destroy in current files area.</p> <p>Destroy 5 years after termination of approved request.</p> <p>Destroy when superseded</p> <p>Destroy <del>after</del> <sup>when</sup> 1 year <sup>old.</sup></p>

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44.	Photographic Laboratory Records on the processing production, and quality of Spacecraft Photographic products.		Destroy <del>after</del> <sup>when</sup> 2 years old,
45.	<p>Spacecraft Photographic Products File preposed in a variety of mediums.</p> <p>a. 70mm. film from NASA experimental environmental satellites.</p> <p>1. Positives</p> <p>2. Negatives</p> <p>b. 35mm. film from NASA experimental satellites, both positives and negatives</p> <p>c. 10x10" sheet negatives</p> <p>1. Very High Resolution Radiometer (VHRR) Imagery</p> <p>2. Scanning Radiometer (SR) Imagery</p> <p>d. 8x10" sheet negatives: Montages, Daily U.S. Cloud Cover</p> <p>e. Photographs: Automatic pictures Transmission (APT) ungrided.</p> <p>f. Motion Picture Films: 16 mm.</p>	<p><i>Revised per DJiron, MWA, Dec 1975</i></p>	<p>Transfer to National Climatic Center on receipt.*</p> <p>Transfer to National Climatic Center on receipt.*</p> <p>Transfer to National Climatic Center on receipt*</p> <p>Transfer to National Climatic Center after 1 working day.*</p> <p>Transfer to National Climatic Center after 1 working day.*</p> <p>Transfer to National Climatic Center after 1 working day.*</p> <p><del>Permanent</del> Transfer to NCC.*</p> <p>Transfer to National Climatic Center after 1 working day.*</p>
RECORDS DISPOSITION SCHEDULE		* Records will then be covered by the NCC Schedule	



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46.	<u>Copies of Weather Charts</u> produced by National meteorological Center		Destroy <sup>when</sup> <del>after</del> 18 months <i>old</i> .
47.	<u>Russian Spacecraft Products</u> . Nephanalyses and satellite acquired photographs.  <u>Geostationary Operational Satellite (GOES) Imagery Products:</u>  a. Negatives  b. Visible pictures, designated sectors  c. Motion Picture Films (16mm).		Transfer to National Climatic Center after 30 days. <i>Records will then be covered by the NCC Schedule.</i>  <i>FIS</i>  Transfer to the National Climatic Center after 1 working day  Transfer to University Regional Depository after termination of purpose or project at the Satellite Field Services Stations  Transfer to National Climatic Center after 1 working day.
49.	<u>Satellite Tropical Storm Bulletin File</u> . Copy of each bulletin and related satellite photographs from which analysis was made. The bulletin describes the type and nature of the storm and its location.		<del>Transfer the bulletins to the Documentation Section after 1 year. Transfer to the National Climatic Center after 5 years.</del> <del>Destroy photographs when no longer needed.</del> <p style="text-align: right;">WITHDRAWN</p>
50.	<u>Satellite Winds and Moisture Analysis Charts</u> .		Destroy <sup>when</sup> <del>after</del> 3 years <i>old</i> .

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51.	<p>Computer Development Files</p> <p><u>Computer Program Development Files.</u> Material prepared or collected while planning and developing computer programs for processing data obtained from spacecraft and to provide for a variety of computer products. Included is material supporting the work of programmers; tabulations, computations, graphs, charts, and data spacecraft photographic products, and reference material.</p>	NL-370-75-3	<p><del>Destroy 1 year after each computer program is developed, checked and accepted.</del></p> <p>WITHDRAWN</p>
52.	<p><u>Computer Programs Files</u></p> <p>Records supporting on-going computer projects and preposed projects that were reviewed but not implemented exclusive of magnetic records.</p> <p>a. Descriptions, instructions, specifications, flow charts, program source decks and runs, binary decks.</p> <p>b. Intermediate computer products and related work materials created during data processing stage and serving only as transitional devices in moving data through the system.</p>	NL-370-75-3	<p><del>Destroy 1 year after computer project or proposals is terminated, changed or superseded.</del></p> <p>WITHDRAWN</p> <p><del>Destroy immediately after serving purpose.</del></p> <p>WITHDRAWN</p>
53.	<p><u>Computer Products Development Project Files.</u> Detailed records, supporting background material, work papers, and reference materials on each project to develop operating programs to extract and use quantitative descriptor products from spacecraft mapped imagery. Material is in a variety of forms including charts, graphs, tabulations, machine products, and photographic products.</p>	NL-370-75-3	

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	<p>a. Significant records of the project</p> <p>b. Background material and work papers</p> <p><u>Research Computer Programs Development File.</u> Material prepared or collected by programmers in developing computer programs for basic research purposes and for the use of researchers in developing spacecraft sensors and related instrumentation. Material includes the original request and related instructions, charts, graphs, photographs, and other spacecraft data-bearing products.</p> <p>a. Computer Program</p> <p>b. Program deck and printout</p> <p><u>Computer Program Project File</u> Records supporting ongoing projects and proposed projects reviewed but not implemented. Included are descriptions, instructions, specifications, flow charts, program source decks and runs, binary decks, and other material exclusive of magnetic media.</p> <p>56. <u>Computer Job Records.</u> Books, Registers, and Production records for control and management of computer jobs.</p>	<p>NC-370-75-3</p> <p>NC-370-75-3</p> <p>NC-370-75-3</p>	<p><del>Destroy 5 years after termination of project.</del> WITHDRAWN</p> <p><del>Destroy 2 years after termination of project.</del> WITHDRAWN</p> <p><del>Destroy 1 year after computer program is developed, checked and accepted.</del> WITHDRAWN</p> <p><del>Destroy when program is changed and new cards and runs are received. Destroy final set 1 year after program is terminated.</del> WITHDRAWN</p> <p><del>Destroy 1 year after computer project superseded or terminated.</del> WITHDRAWN</p> <p><del>Destroy 4 years after last outstanding recorded job is completed.</del> WITHDRAWN</p>

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57.	<p>PUBLICATIONS AND REPORTS RECORDS</p> <p>Publicating and Reports File. Copies of published material; substantive summaries on statements and internal reports on programs, activities, or progress; are time reports, and reports and publications resulting from grants and contracts. Such documents record the end results of authorized programs. Copies of publications and reports maintained by the official libraries of NOAA are designated as the NOAA Record copies.</p> <p>a. Publications master file copy consists of one copy of each publication including those resulting from grants and contracts, but does not include the various types of printed reports.</p> <p>b. Reports and summaries, other than publications on status of programs or on program studies or projects, including periodic program reports such as monthly, quarterly or annual, normally submitted up through the organization structure.</p> <p>(1) Original copy in the office of the official to whom directed except if used as a feeder copy from which a consolidated report or summary is prepared.</p> <p>(2) Originator's copy</p> <p>(3) Feeder copies. Original copies received in the office preparing a consolidated report</p> <p>(4) Distributed copies retained elsewhere</p>		<p>Destroy when <del>no longer needed</del> <i>obsolete or superseded.</i></p> <p style="text-align: center;">147</p> <p>Permanent. Transfer with program management files <i>(Item 2)</i>.</p> <p><i>FIS</i> Destroy <del>or transfer</del> with originator's program management files or project or study file concerned.</p> <p>Destroy 1 year after date of consolidated report.</p>

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	<p>C. Status Reports and summaries on specific matters such as reports on individual projects, studies, investigations, or experiments. Such reports are usually prepared by a project manager and directed to the program director.</p> <p>(1) Original copy in the office to which document is directed.</p> <p>(2) Originator's copy.</p>		<p>Destroy <del>or transfer</del> with the official's program management file.</p> <p>Destroy <del>or transfer</del> with project file.</p>

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ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
58.	<p>Research and Development Records</p> <p>R&amp;D long range planning files documenting the development of objectives, plans, forecasts, and schedules to achieve project plans. A project may be on the total environmental satellite system, or on the development of a spacecraft or a series of spacecraft, related hardware, ground systems communications systems and computer products.</p> <p>a. Offices responsible for planning</p> <p>b. Contributing offices</p> <p>c. Other offices</p>		<p>Permanent, offer to NARS when 15 years old.</p> <p>Destroy 5 years after supersession</p> <p>Destroy 2 years after supersession</p>
59.	<p>Systems Specifications and Contractor's Report</p> <p>File Copy of each specification and contractor's report.</p>	<p><i>Advised, Br D Jiron, NARS, Dec. 1975</i></p>	<p><del>Permanent</del> Dispose of <del>with</del> related project case file.</p>
60.	<p>Systems Configuration records.</p>	<p>11</p>	<p><del>Permanent</del> Dispose of with related project case file.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
61.	<p><u>Systems Engineering Project Files</u></p> <p>Detailed records on each project from inception through installation and acceptance of hardware. Included are the definition and feasibility studies, project plans, copies of technical specifications purchase orders and contracts, proposals and evaluations of proposals, records of the inspection, copies of operations manuals and handbooks, and related work papers, charts, graphs, tabulations, and other material</p> <p>a. Intermediate work papers and other background material <i>other</i></p> <p>b. <del>All significant</del> records of project.  <i>(1) Records selected by NESS relating to historically, politically or technologically significant projects.</i>  <i>(2) Remaining project records</i></p>	<p><i>Order by D. J. ... 15 (9)</i></p> <p><i>→ (1)</i></p> <p><i>→ (2)</i></p>	<p>Destroy 2 years after termination of project</p> <p><i>PERMANENT. Offer to NARS 15 years after termination of project.</i></p> <p>Transfer to Federal Records Center 2 years after termination of project. Destroy 5 years after termination of project.</p>
62.	<p><u>Mechanical Engineering and Design Project Files</u></p> <p>on the design, construction, installation and testing of components for spacecraft instruments and other mechanism and supporting structures in spacecraft and aircraft used for NESS purposes. Also project files on in-house mechanical hardware and test instruments. Records include sketches, drawings, specifications and related instructions, correspondence, charts, graphs, calculations, tabulation, notes, related literature and catalogs.</p> <p>a. Significant records of each project. <i>(See Item 61 (1))</i></p> <p><i>Other project records:</i></p> <p>b. <del>Records related to spacecraft instrumentation</del>  <i>(1) Spacecraft instrumentation</i></p>	<p><i>(1)</i></p>	<p><i>a. Permanent, offer to NARS 15 years after termination of project.</i></p> <p><i>b. Destroy 3 months after successful launch</i></p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
63.	<p>(2) Records related to aircraft instrumentation</p> <p>(3) Records relating to in-house hardware and test instruments.</p> <p>(4) Remaining files. Satellite Integration Files</p> <p><u>Satellite Systems Integration Project Files</u> on the planning, coordination, primary implementation and evaluation of systems projects of the total environmental satellite system or on the development of a spacecraft or a series of spacecraft, ground systems, or communication systems and related procedures or other endeavors global in scope.</p> <p>a. Intermediate work papers, background materials</p> <p><i>Other records of project</i></p> <p>b. <del>Approved systems plan, negotiating agreements, contracts, and all significant records.</del></p> <p><i>(1) Significant records of project [See Item 61.6(1)].</i></p> <p><i>(2) Remaining project records.</i></p> <p><del>c. Systems Configurations Records</del></p>	<p><i>Index per Division, NARA Dec '78</i></p> <p>,,</p>	<p>and checkout of the spacecraft concerned.</p> <p>Destroy 3 months after successful termination of the aircraft flights concerned.</p> <p>Destroy 3 months after completion of project</p> <p><i>Destroy 2 years after termination, or sooner if no longer needed.</i></p> <p>Destroy 2 years after termination of project</p> <p><i>PERMANENT. Offer to NARS <del>within</del> 15 years after termination of project.</i></p> <p>Transfer to Federal Record Center 2 years after termination of project. Destroy 5 years after termination of the project.</p> <p><del>Permanent.</del></p>
	<p>64. <u>Planning, Instructional, and Operational Handbooks and Manuals for each system component.</u></p>		<p>Destroy 5 years after deactivation of spacecraft concerned.</p>

RECORDS DISPOSITION SCHEDULE



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
65.	<p><u>Spacecraft and Ground Systems File</u> at Headquarters office for Field Services and at Field Services Stations. Records containing details on specific spacecraft and ground systems to understand and organize procedures and operations at the Field Service stations and to coordinate matters relating to user needs. Includes correspondence, reports, charts, graphs, specifications, spacecraft operational schedules, reference manuals, and other types of material. Excluded are records of day to day operations of the station facilities.</p> <p>a. Material on spacecraft systems</p> <p>b. Material on ground systems</p>		<p>Destroy 1 year after deactivation of spacecraft or 1 year after item is superseded.</p> <p>Destroy 2 years after deactivation of spacecraft. Items normally superseded by a more current issuance, destroy 2 years after supersession.</p>
66.	<p><u>Training Aids Development File</u></p> <p>Background material supporting the development of specific training programs, classes, seminars and the presentation techniques (such as TV) and aids such as slides, movies, loop, selected charts, graphs, etc.</p> <p>a. Training Aids</p> <p>b. Background material</p>		<p>Destroy when <sup>obsolete.</sup> <del>no longer serving useful purpose</del></p> <p>Destroy 2 years after completion or termination of the related project.</p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
67.	<p><u>Assorted Satellite pictures, montages, negatives and related log books used for meteorological satellite research purposes.</u></p> <p>a. Central file collection.</p> <p>b. All other copies.</p>		<p>Destroy when no longer needed for <del>further</del> research.</p> <p><i>Destroy FIS</i>  <del>Dispose</del> when related research project is terminated, <del>unless needed for other projects</del></p>
68.	<p><u>Plotted weather data charts.</u> Copies of the basic series of NWC surface and upper air charts and selected charts from some foreign series used for meteorological satellite research.</p> <p>a. Paper Records</p> <ol style="list-style-type: none"> <li>1. Central file collection of Northern Hemisphere chart series.</li> <li>2. Central File collection of North American chart series.</li> <li>3. All other copies directly relating to an ongoing research project</li> </ol> <p>b. Microforms of the above Weather Data Charts</p>		<p>Destroy <del>after</del> <sup>when</sup> 1 year <i>old</i>.</p> <p>Destroy <del>after</del> <sup>when</sup> 1 year <i>old</i>.</p> <p><i>Destroy FIS</i>  <del>Dispose</del> when no longer needed for research, <del>or other purposes</del></p> <p><i>Destroy FIS</i>  <del>Dispose</del> when no longer needed for research, <del>or other purposes</del></p>

RECORDS DISPOSITION SCHEDULE

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY	DISPOSITION INSTRUCTIONS
69.	Computer plotted digitized <u>grid print maps</u> depicting selected atmospheric conditions or phenomena geographically and used for meteorological satellite research purposes. Data is shown as printed values. These data-bearing maps are retained throughout the research laboratories.		Destroy when determined no longer needed for future research purposes.
70.	<p>Computer prepared <u>tabulations</u> of selected atmospheric data from spacecraft research instruments used for meteorological satellite research purposes.</p> <p>a. Satellite measured radiances and the derived temperature and heights profiles.</p> <p>1. Printout copy.</p> <p>2. Microfilm copy.</p> <p>a. Original</p> <p>b. Working copy</p>	<p><i>Reference by P. J. van, WAA Dec 175</i></p>	<p>Destroy <sup>FIS</sup> <del>Dispose</del> when no longer needed for research.</p> <p><del>Permanent</del> Transfer to NCC.</p> <p>Destroy <sup>FIS</sup> <del>Dispose</del> when no longer needed for research.</p>
71.	<u>Punched cards</u> containing selected data on atmospheric conditions or phenomena taken from archived raw data from satellites and used for meteorological research purposes. These data-bearing cards are retained throughout the research laboratories.		<p>Destroy <sup>FIS</sup> <del>Dispose</del> when related research project is terminated and the appropriate research director determines that the collection has no further value for research or other purposes.</p>

RECORDS DISPOSITION SCHEDULE