

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 370 78 3	
DATE RECEIVED	
21 APR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-29-78</i> Date	<i>James B. [Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Dept. of Commerce

2. MAJOR SUBDIVISION
National Oceanic & Atmospheric Administration

3. MINOR SUBDIVISION
AOD - Administrative Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Carole Morrison

5. TEL EXT
443-8595

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>4-12-78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <u>Departmental Records Management Officer</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	NOAA Disposal Authority (NC-370-76-6) Records Disposition Schedule No. 38 National Environmental Satellite Services Records Approved February 4, 1976 is Amended to Read: Item No. 50 70 a. Computer prepared tabulations of selected atmospheric data from spacecraft research instruments used for meteorological satellite research purposes. No. 3 Magnetic Tapes Destroy when five (5) years old.		
2.	Code sheets (input documents) For all NOAA Elements Coding sheets used to transfer data and information from source documents to key punch or input stations for ADP equipment. These documents are often identifiable by their 80-card column design. This item does not apply to any original source documents. Destroy after verification or when six months old, whichever is earlier.		2 items