

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NC 24 Bureau

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 & Atmospheric Administration

3 MINOR SUBDIVISION
National Climatic Center

4 NAME OF PERSON WITH WHOM TO CONFER
Louis X. Williams

5 TEL EXT
443-8595

LEAVE BLANK	
JOB NO	NC1-370-81-3
DATE RECEIVED	July 23, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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 9 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 <i>6-23-81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Louis V. Parr</i>	E TITLE <i>Departmental Records Management Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO 10 ACTION TAKEN
	<p>The Environmental Data & Information Service, National Climatic Center (NCC) directs a program of national and international acquisition, processing & exchange of environmental data. NCC is responsible for the receipt, processing, storage and publication of Climatological data.</p> <p>1. The records described in the attached schedule revision of NC 1-370-81-1 comprise the national collection of weather records which is the data base for environmental monitoring. The schedule provides for long-term preservation of basic data in usable form needed to satisfy legal purposes, public service, and research requirements, including studies of climatic change.</p> <p>The records described on the attached schedule are in part continuations of the historical weather records archived at the National Archives.</p> <p>The agency proposes the microforming of all records described on the attached schedule and the disposal of paper records and magnetic tapes.</p> <p>All records authorized for disposal will be offered to an eligible government (including a foreign government) organization, institution, corporation, or person that has</p>	

39 items

Withdrawn: 1-25-82: K.T.D.

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 2 of 9
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>made application for the disposable records in accordance with CF41-101-11-408-3 (donation for preservation and use). (See Attached).</p> <p>2. "The agency certifies that the records described on the attached schedule will be microformed in accordance with the standards set forth in 41-CFR-101-11-506," (to include resolution test charts).</p> <p>3. "The agency certifies that the record microforms described on the attached schedule will be stored in accordance with the standards set forth in 41-CFR-101-11-507 and 508."</p> <p>4. "The agency certifies that the record microforms on the attached schedule will be inspected in accordance with the standards set forth in 41-CFR-101-11-507-2," with the first inspection to begin on or about 5/27/81.</p> <p>NOTE: Due to budget restrictions, NOAA-NCC will not be able to transfer more than one (silver halide master) copy of microform annually. (NCC will retain the diazo copy for user needs)</p>		

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1902 CLIMATOLOGICAL FILES

These files relate to climatological data maintained to satisfy user needs. Does not include research and development files (see Function 1200).

- 1902-01 Manuscript files. Documents describing the contents of the climatological data and the system for collecting the data. Cut off at end of calendar year when created. Destroy 20 years later.
- 1902-02 Atmospheric Observation files. Weather observations made from stations of the National Weather Service, the Federal Aviation Administration, and the Military (including foreign military and Naval Coastal Stations). The observations are first organized by the type of station (first and second order, Air Force, etc.) making the observations. After a period of one year they are consolidated into one "Atmospheric Observation" file, station within the state. (See 1902-05 for Atmospheric Autographic Observation files.)
1. Paper records: destroy after microform copies have been verified.
 2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).
 3. Magnetic tape: destroy when competent agency personnel determine that all research purposes have been served.
- a. First and second order station observations. Weather observations made from stations manned and/or by NWS employees.
- b. Air Force observations. Weather observations made from stations on Air Force installations.
- c. Navy observations. Weather observations made from stations on the Navy installations and Coastal stations.
- d. Flight Service station (FSS/FAA) observations. Weather observations made from FAA stations on a "as needed" basis.
- e. Coast Guard observations. Weather observations made from marine reporting stations located on the immediate coast and/or on bodies of water.

f. Cooperative Hurricane Reporting Network observations (CHURN).
Weather observations taken by Cooperative stations and personnel without cost to the Federal Government.

g. Aircraft Observation files (RECCO). Observational data collected from flights from various directions and points of origin.

(1) RECCO observations-special warning program observations from NOAA research facilities and the Air Force.

(2) All other aircraft observations.

1902-03 Marine Observation files.
Weather observations made from moving military and non-military U. S. Government ships, merchant ships of the U. S. and Foreign registry, with NWS providing some observing instruments and technical assistance. These observations are filed by ship name and year. (See 1902-05 for Marine Autographic Observation files.)

a. Ship weather observations.

b. Buoy data - Special weather observations for system maintenance and calibration.

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1902-04 Hydrological Observation files.
Observational data from substations of hydroclimatic and river networks.

a. Manuscript surface records giving maximum and minimum temperature, precipitation, evaporation, soil temperature, and river stages.

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2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).
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b. Hourly precipitation data-basically precipitation observations from substations supported by the hydroclimatic substations network.

1902-05

Autographic Observation files.

Observational data from instruments providing a continuous recording of various weather elements. (These data are usually in the form of roll and/or strip charts).

The observations are first organized by state, then station within the state.

a. Multiple/Triple register charts. Primary wind, rain and sunshine recordings.

b. Thermograms - a recording of temperature.

c. Hydrothermograms - a recording of temperature and humidity data.

d. Barograms - a recording of the atmosphere pressure.

e. Wind recordings - (Speed and Direction) Wind measurements in terms of velocity.

f. Wind Recordings (GUST) - rapid fluctuation in the wind speed between peaks.

g. Precipitation recordings - to determine the amount of precipitation, using a "weighing rain guage" during a given period.

h. Solar Radiation recordings - plotting charts from an instrument "pneeliometer" on a sun-tracking mount.

i. Micro-Barograms - a recording of unsteady pressure by sharp troughs or crests from the "mean" trend.

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j. Telepsychrograph - measurements of dry-bulb temperature and wet-bulb depressions above freezing.

1092-06 Upper Air Observation files.

Weather observational data obtained on the vertical and horizontal distribution of pressure, temperature, water vapor and wind.

The observations are first organized into groups described in "a" thru "f" below. After a period of one year they are consolidated into one "Upper Air Observation" file organized by state and then station within the state.

a. Rawinsonde/Radiosonde data, (Pressure, temperature and humidity sensors).

b. Low-level soundings, (Vertical profiles of wind temperature and relative humidity).

c. Winds aloft charts. (Wind directions and speed at various altitudes).

d. Adiabatic charts. (Upper wind information below 20,000 feet).

e. Rocket soundings: (NASA, DOD and NWS) obtaining data for the layer between 100,000 and 200,000 feet.

f. Auto-Raobs.

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1902-07 Solar Radiation Observation files.

Observational data collection from station networks on the amount and distribution of solar radiation received at the earth's surface.

1. Paper records: destroy after microform copies have been verified.

2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

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3. Magnetic tape: destroy when competent agency personnel determine that all research purposes have been served.

1902-08 Radar Observation files.
Observational data collection from radar network stations to provide precipitation patterns on areal coverage, height, intensity, and movement of radar echoes to warning and forecasting.

a. Radar files.

1. Paper records: destroy after microform copies have been verified.

2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

3. Magnetic tape: destroy when competent agency personnel determine that all research purposes have been served.

Permanent - same as microform

b. Radarscope Photographs Observations files. Observational radar scope images transmitted to remote locations from the radar presentation.

1902-09 Preliminary Local Climatological Data (LCD). Observation forms prepared by NWS and serves as a basis for the monthly LCD publications, and the Climatological record book.

1. Paper records: destroy after microform copies have been verified.

2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

1902-10 Climatological Record Book files.
Contains hourly observations of principle weather elements. The observations are obtained from climatological networks providing stable, long term coverage of satisfactory geographical extent and conforming to international agreements for climatological practice.

1. Station of origin: send record book to NCC for microforming at 20 year intervals or when station closes, which ever occurs first.

2. NCC record books: books from open stations should be returned to station of origin after microforms are made and verified. Record books from closed stations should be destroyed after microforms are verified.

3. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

4. NCC Magnetic tapes: destroy when competent agency personnel determines that all research purposes have been served.

1902-11 Monthly Report files.
Documents relating to original record of observations and daily local record.

1. Paper records: destroy after microform copies have been verified.

2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

3. Magnetic tape; destroy when competent agency personnel determine that all research purposes have been served.

1902-12 Station History files.
Documents pertaining to the NWS station network, other agency stations, marine data, etc., as well as any sub-stations. Includes policy materials as well as volumes. (NWS stations use NOAA codes 1302-01 and 1302-02 for this material before it is sent to NCC).

1. NCC: Paper records: destroy after microform copies have been verified.

2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).

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1902-13 Manuscript Map and Chart files.
a. Original data and analysis.
Maps and charts include North American Surface, Northern Hemisphere Sea Level, Northern Hemisphere Synoptic Surface, 500 Millibar including one copy of each published Part I and data tabulations Part II, Constant Pressure, Winds Aloft, and Northern Hemisphere Constant Pressure.

1. Paper records: destroy after microform copies have been verified.
2. Microform: PERMANENT. Transfer silver halide master to the Federal Archives and Records Center annually. Offer silver halide master to the National Archives in ten year blocks. (NCC): retain diazo copy for user-needs as long as needed).
3. Magnetic tape: destroy when competent agency personnel determine that all research purposes have been served.

b. Other copies

NWS: Use 1303-b.

1902-14 Publication files.
Collection of publications containing climatic data.

See 1901-16 for record copy.