

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**N1-AFU-86-22**

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

DATE RECEIVED

**1/6/86**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Grace T. Rowe

694-3527

10-3-86

*Frank S. Bonds*

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

30 DEC 1985

*Grace T. Rowe*

GRACE T. ROWE  
Records Management Branch  
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Observing Records (Table 105-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to make changes in rule 13 and 14 and add rules 13.1, 13.2, 13.3, 14.1 and 14.2. The current rules 13 and 14 do not adequately cover all satellite data being accumulated at unit level. Satellite data is received continuously at most Air Weather Service (AWS) units, in much the same manner that teletype data and facsimile data is received. The data are perishable and most are of no further use at unit level after a few days. The retention periods given will provide for the administrative use of the records by the Air Force.</p>	N1-AFU-79-36	7 items

*Copy sent to agency + NCF on 10-8-86, enr.*

TABLE 105-1

13	Space Data	Defense Meteorological Satellite Program (DMSP)	original transparencies received at Air Force Global Weather Central (AFGWC)	transfer to National Oceanic Atmospheric Administration (NOAA) after 1 week.
13.1			Original transparencies received at Direct Readout Sites	transfer to NOAA after 90 days.
13.2			all imagery other than original transparencies	destroy after 15 days (See note 1).
13.3			preprocessed computer produced tapes of mission sensor data (including imagery)	transfer to NOAA after 1 week.
14		satellite data not from the DMSP	original transparencies received by Direct Readout sites of NOAA High Resolution Picture Transmission (HRPT) data	transfer to NOAA after 90 days.
14.1			original transparencies other than NOAA HRPT received at Direct Readout sites, and all other imagery	destroy after 15 days (See note 1).
14.2			selected data used for special studies/training	destroy when no longer needed. (See note 1)

Note 1. All film/paper containing silver which is to be destroyed will be transferred to the local base photo lab for silver extraction (reference AFR 400-14).

Note 2. Magnetic tape is covered by T300-4, R1.