

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
TO: *Our Force Unit.*
**GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

LEAVE BLANK	
DATE RECEIVED APR 3 1974	JOB NO. NC 174-197
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 "with-drawn" in column 10.	
4/12/74 <i>James B. Rhoads</i> Date Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Air Force

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL. EXT.
11-29209

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.

1 MAY 1974
(Date)

Herbert G. Reiger
(Signature of Agency Representative)

HERBERT G. REIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">OBSERVATIONAL DATA RECORDS</p> <p>The purpose of this submission is to change disposition criteria for wind current rolls presently included in rule 6. Propose to reduce retention period from 2 months to one month and to transfer certain recorder rolls to the Gulf Coast Research Laboratory as indicated in the footnote on the attached table.</p> <p>(See attached letters from the National Climatic Center and the Gulf Coast Research Laboratory for additional information.)</p>	NN 173-28	

Copy sent to agency 4/11/74

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
18 *		wind recorder rolls	interpretable without reference to recording equipment and/or of lasting value	destroy after 1 month or when no longer needed for special studies, whichever is later. (Exception: see note.)
	<p>Note: Det 22, 24WS, Keesler AFB, MS, will retain wind recorder rolls for 1 month and then forward them to Gulf Coast Research Laboratory, P.O. Drawer, AG, Ocean Springs, MS, 39564.</p>			

105. Weather. Policies, procedures, and technical guidance governing environmental services activities. These activities include ground/aerial weather observations and forecasts, climatology, weather modification, high altitude density calculations, solar flare information, observations and forecasts of ionospheric disturbances, meteorological services related to air pollution control, and the storage and retrieval of environmental data. (Aerial weather reconnaissance pilot and aircrew instructions are contained in the 55-series.)

TABLE 105-1

★OBSERVATIONAL DATA RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	worksheets and workcharts		not covered elsewhere in this table	destroy when purpose has been served.
2	equipment signals	voltages and ordinates	computer processed to produce observational data	
3	manuscript, autographic, photographic, or magnetic tape documentation	surface, upper air, reconnaissance, or space data	duplicates	
4		original surface data, such as report and radar weather observations forms; transmissometer, TPQ-11, ceilometer, barograph rolls/charts; and radar-scope photos	not fully time calibrated and/or have no statistical value	destroy after 1 month.
5			fully time calibrated and/or of temporary value for data processing, special studies, or quality control	destroy when purpose has been served.
6		original surface data such as weather observation forms and wind, temperature, temperature difference, rain gauge, water flow, bristol recorder rolls/charts	interpretable without reference to recording equipment and/or of lasting value	retire to National Climatic Center after 1 month or after processing, whichever is later.
7		original upper air data	not fully time calibrated and/or have no statistical value	destroy after 1 month.
8		original upper air data such as rawinsonde and rocketsonde recorder and associated baroswitch, hypsometer, wind angle recorder tape, radar tracking, baseline checks, and computer input/output data; and station continuity graph and pressure height trend profile forms	fully time calibrated and/or of temporary value for data processing, special studies, or quality control	destroy when purpose has been served.

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10 January 1973

AFM 12-50 (C11)

TABLE 105-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9		original upper air data such as adiabatic charts associated with rawinsonde and rocketsonde runs, winds aloft computation sheet forms, and computer output containing similar data	interpretable without reference to recording equipment and/or of lasting value	retire to National Climatic Center after 1 month or after processing, whichever is later.
10		original reconnaissance data such as weather reconnaissance inflight and vortex data worksheet forms, and COMBAR code	not fully time calibrated and/or have no statistical value	destroy after 3 months.
11		original reconnaissance data such as dropsonde recorder and associated baraswitch, syposometer, and similar data	fully time calibrated and/or of temporary value for data processing, special studies, or quality control	destroy when purpose has been served.
12		original reconnaissance data such as adiabatic charts associated with dropsonde runs; and RECCO recording, detailed eye center and supplementary vortex data message forms	interpretable without reference to recording equipment and/or of lasting value	retire to National Climatic Center after 1 month or after processing, whichever is later.
13		original space data such as solar worksheet forms	not fully time calibrated and/or have no statistical value	destroy after 1 month.
14		original space data such as solar optical drawings or individual photos; optical or radio solar, or geophysical events logs; solar magnetic field worksheets; and polaroid ionograms	fully time calibrated and/or of temporary value for data processing, special studies, or quality control	destroy when purpose has been served.
15		original space data such as optical or radio solar patrol logs, solar optical patrol film, solar radio strip charts, ionograms (traces/films), riometer and radio SIDS charts and ionospheric worksheets	upper atmosphere physical and ground-based space observations that are interpretable without reference to recording equipment and/or of lasting value	retire to National Geophysical and Solar-Terrestrial Data Center after 1 month or after processing, whichever is later.
16		original space data such as magnetograms, magnetic data logs, and worksheets	geomagnetic and other geophysical observations that are interpretable without reference to recording equipment and/or of lasting value	

17		original space data such as space scientific geophysical observations from rockets and satellites	of lasting value and/or sufficiently documented with reference to sensor and recording equipment	retire to National Space Sciences Data Center after 1 month or after processing, whichever is later.
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PART 101-11 RECORDS MANAGEMENT

101-11.407-3 (b)

(b) Within 6 months after the disposal of any records under this authorization, a written statement describing the character of the records and showing when and where the disposal was accomplished shall be submitted to the National Archives and Records Service by the agency official who directed the disposal.

§ 101-11.408 Methods of disposal.

§ 101-11.408-1 Authority.

Federal agencies are required to follow regulations issued by the Administrator governing the methods for use in disposing of records (44 U.S.C. 3314). Only the methods in this § 101-11.408 shall be used.

§ 101-11.408-2 Sale or salvage.

Paper records to be disposed of shall normally be sold as wastepaper. If the records are defense classified, their disposal is governed by Executive Order 10501 of November 5, 1953 (3 CFR). If the records are restricted, that is, if laws or regulations forbid their use by the public, the wastepaper contractor shall be required to pulp, macerate, or shred them. The contracting officer shall name a Federal employee to witness the disposal. For all other records the contract for sale shall prohibit their resale for use as records or documents. Records other than paper records (film, plastic recordings, etc.) may be salvaged or sold in the same manner and under the same conditions as paper records. All sales shall be in accordance with the established procedures for the sale of surplus personal property. (See FPMR regulations, Subchapter H, § 101-45 Sale, Abandonment, or Destruction of Personal Property.)

§ 101-11.408-3 Donation for preservation and use.

(a) Whenever the public interest will be served thereby, a Federal agency may, at its discretion, transfer records authorized for disposal to an eligible government (including a foreign government), organization, institution, corporation, or

person that has made application for them, provided, (1) the applicant agrees not to sell the records as records or documents, (2) the transfer is made without cost to the U.S. Government, (3) no transfer shall be approved if the records contain information the revelation of which is prohibited by law or would be contrary to the public interest, (4) no transfer to a foreign government shall be approved unless such government has an official interest in the records, and (5) no transfer to a person or commercial business shall be approved unless the records are directly pertinent to the custody or operation of properties acquired from the Government.

(b) Each donation of records under this authority shall be reported to GSA, National Archives and Records Service, Washington, DC 20408. This report shall contain:

(1) The name of the department or agency and the name of the major and minor subdivision thereof concerned.

(2) The name and address of the recipient of the records.

(3) A list of the records containing (i) an identification by series of the records transferred; (ii) the inclusive dates of each series; and (iii) the National Archives and Records Service job and item numbers of the disposal authorizations as indicated on Standard Form 115, Request for Authority to Dispose of Records (§ 101-11.4902), or other disposal authority.

§ 101-11.408-4 Destruction.

If the records cannot advantageously be sold or otherwise salvaged, the records may be destroyed by burning or pulping.

§ 101-11.409 Transfer of records from the custody of one executive agency to another.

§ 101-11.409-1 Authority.

The Administrator will issue regulations governing the transfer of records from the custody of one executive agency to another (44 U.S.C. 2908).