

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/12/79
LEAVE BLANK

JOB NO NCL-AFU-79-36
DATE RECEIVED 6/12/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
7-26-79 Date <i>James B. Road</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (Hq USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Preston B. Speed

5. TEL EXT
694-3495

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 8 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 7 JUN 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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
	<p>WEATHER RECORDS (105-Series Tables) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition authority for Air Force weather forecasting, observing, and related records. This schedule will supersede disposal authorities granted in 105-173-28, August 9, 1972. A request for transfer authority is being submitted concurrently.</p> <p>The records in this schedule consist of various environmental and meteorological observations made by Air Force weather units located world-wide. The observations have short-term value in support of military operations and all items are proposed for transfer or disposal.</p> <p>Acronyms used include USAFETAC OL A for United States Air Force Environmental Technical Applications Center, Operating Location A, RECCO for Reconnaissance Code, SIDS for Sudden Ionospheric Disturbance Sensor, SOON/RSTN for Solar Optical Observing Network/Radio Solar Telescope Network, AIREP for Air Report, AFGWC for Air Force Global Weather Center, AWS for Air Weather Service, ADUS for Automatic Digital Weather Switch, and DMSP for Defense Meteorological Satellite Program.</p>	<p>IN 173-28</p>	

sent to NCU, Agency, NNA 3/1/79

TABLE 105-1

OBSERVING 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 mentioned elsewhere in this table	destroy when purpose has been served.
2	surfacing observing records	weather observation forms in the possession of USAFETAC OL A, Asheville NC	originals	transfer to the National Climatic Center after 1 month, or after processing, whichever is later.
3		station copy weather observation forms	duplicates	destroy after 5 years.
4		recorder charts such as transmissometer rolls, wind rolls, and barograph charts	of no further value for data processing, special studies, or quality control	destroy after 1 month.
5		barometer comparisons	used to determine a current correction to the aneroid barometer	destroy when the aneroid baro- meter to which they apply is replaced.
6	upper air observing records	data in the possession of USAFETAC OL A, Asheville NC	originals	transfer to the National Climatic Center after 1 month, or after processing, whichever is later.
7	reconnaissance records	adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages		
8		all other reconnaissance data	of no further value for data processing, special studies, or quality control	destroy after 3 months.

TABLE 105-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	space data	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	originals	transfer after 90 days to the National Geophysical Solar-Terrestrial Data Center.
10		magnetic tapes of monthly digital data from SOON/RSTN observing sites	merged data from all sites	transfer after 180 days to the National Geophysical Solar-Terrestrial Data Center.
11		data such as magnetograms, magnetic data logs, and worksheets	original geomagnetic and other geophysical observation that are interpretable without reference to recording equipment and/or of lasting value	transfer to the National Geophysical Solar-Terrestrial Data Center after 1 month, or after processing, whichever is later.
12		data such as space scientific geophysical observations from rockets and satellites	original, of lasting value, and/or sufficiently documented with reference to sensor and recording equipment	transfer to the National Space Sciences Data Center after 1 month, or after processing, whichever is later.
13		original Defense Meteorological Satellite Program	transparencies received by AFGWC	dispose of by transfer to the Wisconsin Space Science and Engineering Center after 1 week.
14	transparencies received at Direct Readout sites		dispose of by transfer to the Wisconsin Space Science and Engineering Center after 90 days.	

TABLE 105-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15		DMSF special sensor data	magnetic tape from ionospheric sensors	transfer to the National Geophysical Solar-Terrestrial Data Center after 1 week.
16			magnetic tape from atmospheric sensors	transfer to the National Climatic Center after 1 week.
17	weather radar	radar logs produced by stations on the U.S. Basic Weather Network and those that support the National Hurricane Plan	originals	transfer to the National Climatic Center after 1 month.
			duplicates	destroy after 1 month.
18		radar logs produced by other stations		
19		radar scope photographs	taken of severe convec- tive activity or tropical storms	transfer to the National Climatic Center when local purpose has been served.
20		radar performance logs		destroy when purpose has been served.
21	weather equipment	outage logs		destroy when of no further value, or after 3 months, whichever is later.

TABLE 105-2

FORECASTING RECORDS AND CHARTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	worksheets and workcharts		not mentioned elsewhere in this table	destroy when purpose has been served.
2	written, pictorial, or magnetic tape forecasts	terminal forecast worksheets time cross-sections, weather warning and advisory logs, flight weather brief- ing forms, flimsies, folders briefing logs, and similar documentation		destroy after 3 months, or when purpose has been served, whichever is later.
3	charts	hand-prepared, recorded, or microfilmed meteorological or astrophysical prognosis and analysis charts	created for facsimile transmission	destroy when no longer needed, or after 45 days, whichever is later.
4			created for local use	destroy when of no further value for special studies or quality control, or after 1 month, whichever is later.
5			created for local use by Det 11, 2WS	destroy after 1 year.
6			meteorological or astrogeophysical charts designated by AWS for microfilming or use in special studies	transfer to National Climat Center or National Geophysical Solar-Terrestrial Data Center, as appropriate, when local purpose has been served, or after 1 month, whichever is later.

ELECTRICALLY TRANSMITTED DATA RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	teletype hard copy or magnetic tape data collections		collected to form a data base for use in analysis, forecasting, or briefing	destroy when no longer needed for operational use, special studies, or quality control, or after 15 days, whichever is later.
2	facsimile charts		used in analysis, forecasting, or briefing	
3	AFGWC copies of teletype data		received from Carswell ADWS and recorded on magnetic tape	
4	communications service records	outage logs		destroy after 3 months, or when no longer needed for special problem documentation, whichever is later.
5	communications data requirements	teletype data requirements listings and facsimile products listings		destroy when superseded.

TABLE 105-4

OTHER WEATHER RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	local dissemination	autowriter rolls and dissemination logs		destroy when no longer needed, or after 1 month, whichever is later.
2	pilot reports	pilot report forms and PMSV logs		destroy after 1 month.
3		AIREP logs		destroy when purpose has been served.
4	environmental techni- cal studies, published or unpublished	collections of reports, papers, notes, evaluations, conclusions, rules, etc.	originals	transfer to the National Climatic Center when of no further local use.
5			duplicates	destroy when superseded, obsolete, or no longer needed.
6		computerized summaries of environmental data		
7		worksheets, computer data, workcharts, or other data	prepared or acquired incidental to preparing an environmental study	destroy when no longer needed.
8		source material	original tables, dia- grams, analyses, or similar documents	transfer/destroy with original copy of related environmental study (rules 4 and 5).
9	documents pertaining to the location, acquisition, or use of sources of environ- mental data		destroy when obsolete.	

TABLE 105-4 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
10	weather modification	logs, reports, and similar documentation	records of the results of environmental modi- fication, either plan- ned or inadvertent	destroy after 5 years.
11	evaluation program documentation	quality control registers and summaries, and locally/or centrally produced operation- al evaluation data	used to document evalu- ation and quality control of weather products	destroy after purpose has been served, or after 1 year, whichever is later.