Request for Record Disposition Authority

To National Archives and Records Administration (NARA)
Washington, DC 20408

1 From (Agency or establishment)
Department of the Army

2 Major Subdivision
Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision
Records Management and Declassification Agency

4 Name of Person with whom to confer
Brenda Fletcher

5 Telephone (include area code)
703-428-6298

6 Agency Certification
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

X is not required
☐ is attached
☐ has been requested

Signature of Agency Representative

Richard A Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)
02/25/2010

525 - Military Operations

Background These records concern Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service

1 RN 525q
Title Meteorological Measuring Set (MMS) Master File
Authority TBD
PA TBD

Description Weather service information used to support field artillery units, consisting of observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and wind speed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information

Disposition K2 Keep until no longer needed for conducting business, but not longer than 2 years, then delete

Note Use record number (RN) 25-lkkk for source input records, RN 25-1III for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files