

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

12/18/78

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JOB NO
NC1-44- 79-12

DATE RECEIVED **11 DEC 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-19-78 *James B. Rhoads*
Date 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 Army

2. MAJOR SUBDIVISION
The Adjutant General's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
P. Burnam

5. TEL. EXT.
693-1937

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 2 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 **28 NOV 1978** D. SIGNATURE OF AGENCY REPRESENTATIVE *Gay B. Oldaker* E. TITLE
Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>File Number 1309-01</u> <u>Surface Meteorological Observation Files.</u> Documents related to the observation and recording of surface meteorological conditions, such as cloud formation, visibility, temperature, humidity, barometric pressure, wind speed and direction, precipitation, dew point, sunrise, and sunset, and associated phenomenon as observed from the surface. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations and related papers.</p> <p><u>Disposition.</u> Destroy DA Forms 3583, DA Forms 3677, and OL-192 Tapes after 3 years in CFA. Destroy other records after 3 months.</p>		
2	<p><u>File Number 1309-02</u> <u>Upper Air Meteorological Observation Files.</u> Documents related to the 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 related papers.</p>		4 items

115-107 *Send to agency + UNRC.*
MJ 12-26-78

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition.</u> Destroy DA Forms 3583, DA Forms 3677, and OL-192 Tapes after 3 years in CFA. Destroy other records after 3 months.</p> <p>BACKGROUND: The above files are no longer forwarded to the Environmental Technical Applications Center, USAF Air Weather Service, and National Climatic Center. As a result, the Army maintains the record copy. The 3 year retention for the DA Forms 3583, DA Froms 3677, and OL-192 tapes is based on the statute of limitations contained in AR 27-20 for claims pertaining to damage as a result of artillery firing , explosions, detonation, bombs, or gunfire concussion. In such cases, these documents are required by the claims officer.</p>		