

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 9/4/79

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
Phil Burnam

5. TEL EXT.
693-1937

LEAVE BLANK

JOB NO
NCL-AU-79-75

DATE RECEIVED
9/4/79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-31-80 *James E. O'Neil*
Date Acting Archivist of the United States

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 AUG 1979 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY 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 |
|-------------|--|----------------------|------------------|
| | <p>The Omaha District, US Army Corps of Engineers, is presently converting the documents under FN 1513-02, Climatological Data Files, and FN 1514-09, Storm Study Files, to microform under MICRODIS 9003. Other Corps of Engineers Field Operating Agencies will likely request authority to convert documents under these same file numbers to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for these two file numbers. The proposed disposition standards provide for both the original records and microforms. If these disposition standards are approved, we will publish them in the AR 340-18-15.</p> <p>a. The records described on this form will be micro-filmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. The original silver halide or duplicate silver halide microform and one diazo or vesicular copy will be retired to the Federal Archives and Records Center after the necessary quality checks have been performed and the microfilm has been verified for completeness and accuracy.</p> | | |

10 items

115-107

Copy to NNM, NNR, NWRB
AMKRCs JE Closed Out 2-13-80

1513-02 Climatological data files. Data pertaining to precipitation, evaporation, transpiration, wind velocity, frost, ice, snow, and other climatological data compiled in connection with flood and storm studies; weather bulletins; and comparable data including environmental research and cryogenics.

Note: These records currently are unclassified. They are being appraised by records center personnel in accordance with NC79-193.

A. OCE: Destroy when superseded or obsolete.

B. Field offices not converting data to microform: ~~Permanent~~. Retire after reference needs have been exhausted or sufficiently minimized.

Disposition not approved.

C. Field offices converting data to microform under an approved MICRODIS:

1. Original documents: ~~on machine readable data~~. Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents or information.

2. Original silver halide, or duplicate silver halide, microform and one diazo or vesicular copy: ~~Permanent~~. *Disposition not approved.*

3. Other microform copies: Destroy when no longer needed for current operations.

1514-09 Storm study files. Studies of storms of major flood producing potential. Included are preliminary and final storm studies and related correspondence.

Note: These records currently are unclassified. They are being appraised by records center personnel in accordance with NC79-193.

A. Offices not converting data to microform: 1. Preliminary studies: Destroy upon completion of a final study.

2. Final studies: ~~Permanent~~. Retire upon discontinuance of the function.

Disposition not approved.

B. Offices converting data to microform under an approved MICRODIS:

1. Original documents: ~~on machine readable data~~. Destroy after verification that the microforms meet prescribed quality standards and that the microform is an adequate substitute for the original documents or information.

2. Original silver halide, or duplicate silver halide, microform and one diazo or vesicular copy: ~~Permanent~~. *Disposition not approved.*

3. Other microform copies: Destroy when no longer needed for current operations.

changes made per conversation with Phil Burnham 9/14/80