

5/11/81

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NCl-AU-81-58*

DATE RECEIVED

*May 11, 1980*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

**John G. Vos**

5. TEL. EXT.

**325-6044**

*12-10-81*  
Date

*[Signature]*  
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 <i>4 May 81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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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
1.	<p>SURFACE METEOROLOGICAL OBSERVATION FILES (FN 1309-01, AR 340-18-13). 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 phenomena as observed from the surface. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and related documents.</p> <p><u>Disposition:</u></p> <p>a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years; destroy other records after 3 months.</p> <p>b. RDT&amp;E meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.</p> <p><b>RDT&amp;E</b></p> <p>c. Meteorological data reports and summaries: Destroy in current files area after 20 years.</p> <p style="text-align: right;">Cont'd....</p>	<p>NCl-AU-79-12</p> <p>NCl-AU-79-12</p>	<p><i>6 items</i></p>

*Mass Data Change Sheet Not Required.*  
*Copies of job sent to NNT and NNDA by RADW, 12/15/81.*  
*Closed Out: 12-16-81: X.T.T.*  
*Copy to Agency*

## Request for Records Disposition Authority—Continuation

JOB NO.

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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
2.	<p>UPPER AIR METEOROLOGICAL OBSERVATION FILES (FN 1309-02, AR 340-18-13). Documents relating to the observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and windspeed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and related documents.</p> <p><u>Disposition:</u></p> <p>a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years. Destroy other records after 3 months.</p> <p>b. RDT&amp;E meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.</p> <p>c. <sup>RDT&amp;E</sup> Meteorological data reports and summaries: Destroy in current files area after 20 years.</p> <p><u>Background:</u> This SF-115 proposes the retention of data reports and summaries for 20 years in the current files area (the schedules for artillery and RDT&amp;E meteorology, above, are unchanged).</p> <p>Research, Development, Test, and Evaluation (RDT&amp;E) and solar energy studies require a minimum collection of 10 years of meteorological data to reflect accurate average weather. The optimum for these studies would be 20 years. The longer the period to be considered, the more accurate the average data becomes; if the period of consideration is insufficient, the presence of one abnormally hot, cold, wet, dry, or windy year will result in an invalid average weather picture.</p> <p>The meteorological data reports and summaries are invaluable as a data base for planning RDT&amp;E operations, RDT&amp;E studies (solar radiation, comfort index, etc.), and for tactical planning purposes. Such data were used in a 1975-1977 realignment study for the Army's aviation test facilities, and is used to compute PERSHING missile trajectories. The data base will be more useful if it is available for 20 years.</p>	<p>NC1-AU-79-12</p> <p>NC1-AU-79-12</p>	