

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U. S. Department of Commerce

2. MAJOR SUBDIVISION
National Oceanic and Atmospheric Administration (NOAA)

3. MINOR SUBDIVISION National Environmental Satellite,
Data, and Information Service (NESDIS)

4. NAME OF PERSON WITH WHOM TO CONFER David Clark for (1903-12-21) Daisy O. Rivers	5. TELEPHONE 303-497-6474 301-443-8967
--	--

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-370-92-2

DATE RECEIVED
6-3-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE <i>4-11-96</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
------------------------	--

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 24 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,

is not required; is attached; or has been requested.

DATE 5-29-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daisy O. Rivers</i>	TITLE NOAA Records Officer
-----------------	--	-------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)									
	<p>The attached records disposition schedules are for the National Environmental Satellite, Data, and Information Service (NESDIS) which administers an integrated program for the development and use of all operational civilian satellite-based environmental remote sensing systems and the national and international acquisition, processing, dissemination, and exchange of environmental data. NESDIS is responsible for acquiring, processing, archiving, analyzing, and disseminating environmental data from satellites and other sources for use by government, commerce, industry, the scientific and engineering communities, and the general public.</p> <p>Functional Codes Attached Are:</p> <table border="0"> <tr> <td>1404</td> <td>1903</td> <td>1908</td> </tr> <tr> <td>1405</td> <td>1904</td> <td>1909</td> </tr> <tr> <td>1406</td> <td>1905</td> <td></td> </tr> </table>	1404	1903	1908	1405	1904	1909	1406	1905			WITHDRAWN
1404	1903	1908										
1405	1904	1909										
1406	1905											

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1404 SATELLITE DATA RESEARCH FILES

These relate to research into the applications and acquisition of satellite data.

- 1404-01 Data Research Project Files.
Projects and studies involving the use of data acquired from remote sensing systems; includes coordination with investigators, contractors, government bodies, industry, and academic institutions. Usually organized by satellite system or remote sensing systems.
- 1404-02 Support and Verification Files.
Experiments and other programs which support projects, or verify the data being acquired.
- 1404-03 Disciplines Research Files.
Research and related material pertaining to data needs for specific disciplines, and the potential applicability of current or future remote sensing systems, satellites, or other data research programs to these needs. Examples are sea ice or sea surface temperature data.
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Transfer completed projects to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*

- 1404-04 Satellite Systems Reference Files. Information concerning currently operating and proposed satellite systems. *Transfer data to the Federal Records Center after 10 years. Destroy when 20 years old.*
- 1404-05 General Data Research Correspondence Files. Correspondence with academic, industrial, or other governmental bodies concerning satellite data research. *Destroy when 7 years old.*
- 1404-06 Project Control Files. Documents accumulated in the oversight of data research projects, and which relate to the supervision, management, and control of the conduct of such projects. *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*
- 1404-07 Progress Report Files. Reports showing the status of specific projects or proposals. *Destroy when 3 years old.*
- 1404-08 Technical Training. Documents relating to technical training of professional staff in new satellite systems and related weather modernization programs. *Destroy when 10 years old.*

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1405 USER SERVICES FILES

These files relate to the provision of satellite data and related analyses to users, and to the development of improved products for users.

- | | | |
|---------|--|---|
| 1405-01 | <u>Data Dissemination System Files.</u>
Documents relating to the development and operation of on-going dissemination systems. | *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.* |
| 1405-02 | <u>Memoranda of Agreement Files.</u>
Agreements with users for inclusion in a dissemination systems, or on related dissemination matters. | *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.* |
| 1405-03 | <u>User Manual and Guidance Files.</u>
User manuals for dissemination system users, and related informational issuances or newsletters. | *Destroy when superseded or obsolete.* |
| 1405-04 | <u>Data Request Files.</u>
Requests from users for routine data, or to be included on mailing lists for specific types of data. | *Destroy when 5 years old.* |
| 1405-05 | <u>Mailing List Files.</u>
Mailing list documents relating to the dissemination of information to users. | *Destroy when 3 years old.* |

- 1405-06 Special Data Project Files.
Documents pertaining to the provision of special, nonroutine data support for experiments or projects.
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- 1405-07 Special Data or Product Request Files.
Documents relating to the provision of special, nonroutine, data or products to users.
- *Destroy when 5 years old.*
- 1405-08 Product Development, Evaluation, and Enhancement Files.
Documents pertaining to the development of new types of data or products for users; the evaluation of current products; efforts to enhance the use of current data or products; or similar material.
- *Transfer to the Federal Records Center after 5 years. Destroy when 20 years old.*
- 1405-09 Satellite Operations Information and Liaison Files.
Information on satellite operations, schedules, equipment, problems, etc., and liaison activities with operations control units on these matters.
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- 1405-10 Equipment Files.
Documents relating to specifications and other equipment available from manufacturers, and the certification of such equipment in dissemination systems.
- *Destroy when superseded or obsolete.*

- 1405-11 User Service Report Files. *Destroy when 10 years old.*
Reports on the types and amounts of products or data provided to users.
- 1405-12 Program Correspondence Files. *Destroy when 3 years old.*
Correspondence pertaining to the provision of user services.
- 1405-13 Satellite Educational Materials. *a. Transfer case files to the Federal Records Center after 5 years. Destroy when 15 years old.
b. Provide NOAA Library with a set of all publications.*
Documents relating to programmatic materials for educational programs, and school promotional materials on satellite programs.
- 1405-14 Satellite High Resolution Picture Transmission Files. *a. Convert magnetic tapes within each 10 year period to 3480 tape cartridges. Retention tapes at 2 year intervals. Transfer to the National Archives when 20 years old.*
b. Transfer film or paper copies of satellite transmissions to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
Documents relating to the acquisition, storage and user requirements for satellite derived data including direct readout services, automatic and high resolution picture transmissions.
(APT;HRPT;WEFAX;VISSR)

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1406 SATELLITE AND RELATED SYSTEMS FILES

This subfunction applies to programs concerned with the identification of the need for satellite systems or related equipment, and the development and maintenance of such systems.

- 1406-01 Polar System Files.
Plans, designs, evaluations, and other documents relating to the development or operation of polar-orbiting satellites or related equipment.
- *Permanent. Transfer to the Federal Records Center 10 years after completion of project. Transfer to the National Archives when 20 years old.*
- 1406-02 Geostationary System Files.
Plans, designs, evaluations and other documents relating to the development or operation of geostationary satellites or systems.
- *Permanent. Transfer to the Federal Records Center 10 years after completion of project. Transfer to the National Archives when 20 years old.*
- *1406-03 LANDSAT Systems Files and Operational Files.
Plans, designs, evaluations and other documents relating to the development or operation of Landsat or related systems. Records include licensing and data materials.*
- *Permanent.
- a. Paper Documents. Transfer to the Federal Records Center 10 years after completion of project. Transfer to the National Archives when 20 years old.
- b. Electronic Records. Retain in operating office.
- c. Licensing Records. Transfer to Interior Department when approved by the Secretary of Commerce.*
- *1406-04 Satellite Files From Other Sources.
Documents from non-NOAA sources such as other U.S. government agencies, industry and foreign government sources.*
- *Transfer to the Federal Records Center after 5 years. Destroy when 15 years old.*

- 1406-05 Ground Systems Files.
Plans, designs, evaluations, and other documents relating to the development or operation of ground systems for a satellite network. *Permanent. Transfer to Federal Records Center 10 years after completion of project. Transfer to the National Archives when 20 years old.*
- 1406-06 Techniques and Equipment Files.
Documents pertaining to the development and use of techniques for handling data or equipment, or of equipment itself which is not part of a particular satellite system. *Transfer to the Federal Records Center 5 years after completion of project. Transfer to the National Archives when 15 years old.*
- 1406-07 User Product Files.
Documents pertaining to the development of systems to provide specific products. *Transfer systems case files to the Federal Records Center after 10 years. Destroy when 20 years old.*
- 1406-08 General Satellite Correspondence Files.
Correspondence pertaining to potential satellite systems not described elsewhere within this subfunction. *Destroy when 4 years old.*
- 1406-09 Satellite Technology Export Review Files.
Documents relating to the review of proposals to export satellite related technologies. *Destroy when 6 years old.*

- *1406-10 Earth Observing System Data and Information System Files (EOSDIS). Documents relating to the definition, development and implementation of catalog, directory and inventory information; and archive materials for oceanic and atmospheric data sets. Includes Pathfinder data files and memorandums of agreement with NASA and other government agencies.*
- *a. Destroy paper documents when 8 years old.
b. Retain Pathfinder and other electronic records.
c. Transfer tape data to other state-of-the-art media for data preservation.*
- *1406-11 Bilateral and International Satellite Relation Files. Records relating to activities with other agencies, foreign countries, international organizations or working groups on technical satellite developments and operations.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *1406-12 Radio Frequency Management Files. Records relating to the assignment and control of telecommunications and radio frequencies. Files include NTIA procedures.*
- *Transfer to Federal Records Center after 5 years. Destroy when 15 years old.*

1903 SATELLITE DATA SERVICES FILES

These files relate to the national and international collection, processing, storage and preservation of satellite derived data.

- *1903-01 NOAA Operated Satellite Data, (Not including Landsat) Records include level 1 data holdings such as film and paper products, digital and imaging materials; and derived outputs such as digital data.* *Transfer to the NCDC at 5 year intervals.*
- *1903-02 Geosynchronous Satellite Data Records include information obtained from geosynchronous operating satellites. Data will include: imagery; film and paper; and digital data; will also include atmospheric sounder data.* *Transfer to the NCDC at 5 year intervals.*
- *1903-03 NOAA Special Satellite Products Data Collection Records will include imagery, and data observed, collected, or derived from various satellites and/or instruments.* *Transfer to the NCDC at 5 year intervals.*
- *1903-04 Ancillary Information on Satellite Data Holdings Metadata catalog listings of satellite information on various state-of-the-art records holdings.* *Transfer to the NCDC when 20 years old.*

- *1903-05 Defense Meteorological Satellite Program Data
Records relating to DMSP products including special sensor outputs and will include imagery, tapes and other program data.*
- *Transfer to the NCDC at 5 year intervals.*
- *1903-06 Landsat Satellite Data Products and Services
Records relating to satellite imagery and data collected from various scanners and instruments including: film and paper, digital tapes and other state-of-the-art media.*
- *Transfer to the NCDC at 5 year intervals.*
- *1903-07 Search and Rescue Satellite Data
Records relating to the processing of messages relayed by satellite to locate aircraft and vessels in distress.*
- *Transfer to the Federal Records Center after 20 years. Transfer to the National Archives when 30 years old.*
- *1903-08 Correspondence and Inventory Records
Files relating to satellite data holdings and transfers of records among various centers.*
- *Cut off at end of 5 years, transfer to the Federal Records Centers. Destroy when 10 years old.*
- *1903-09 Experimental Research Satellite Data Files
Data obtained from experimental research satellites and used for the development, testing and application of new advanced instruments and techniques.*
- *Transfer to the NCDC at 5 year intervals.*

*1903-10 Non-U.S. Satellite
Data

Records relating to data obtained from satellites of other nations and their dissemination to U.S. government agencies and the private sector.*

Transfer to the NCDC at 5 year intervals.

*1903-11 Satellite Data for
Global Change Research

Records relating to the cooperative program with NASA on environmental satellite data base information, and the Pathfinder data set reference files.*

Update at 10 year intervals in accordance with state-of-the-art technology. Destroy when no longer needed for reference.

1904 OCEANOGRAPHIC DATA FILES

These files contain records of oceanographic data from domestic and foreign sources and are important to studies of global climate. The files involve the acquisition, processing, preservation and retrieval of information.

- *1904-01 Accessioning Files
Microcomputer database containing records of data type, source, geographic region and time period of data coverage.*
- *Permanent. Transfer tape files to other media on a recurring basis to insure permanent preservation of data. Transfer to the National Archives when 20 years old.*
- *1904-02 Data Inventory & Directory
Computer database with inventory and tracking records of data sets which have been received and stored in archives.*
- *Transfer tapes to other media on a recurring basis to insure preservation of the data. Transfer to the National Archives when 20 years old.*
- *1904-03 Original Oceanographic Data Records
- a. Original data records on magnetic tapes.
- *Transfer to the National Archives when 30 years old.*
- b. Paper documentation and Data Documentation Forms of original data records.
- *Transfer inactive data documentation and coding forms to the National Archives when 20 years old.*
- c. Original analog strip chart records of ocean temperature from Expendable Bathythermographs (XBT) on paper.
- *Transfer permanent strip chart records to the National Archives when 20 years old.*
- d. Original coding forms.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*

- *1904-04 Oceanographic Data Archives
Ocean physical, chemical, and biological data measured either by in situ instruments or by remote sensing instruments or by remote sensing techniques; archives are stored on magnetic tape in NODC formats.*
- *Permanent. Transfer tapes to other media on a recurring basis. Transfer to the National Archives when 30 years old.*
- *1904-05 Service Request Records
Microcomputer database requests received for oceanographic data, source of the request, and data or products provided.*
- *Destroy after 5 years.*
- *1904-06 World Data Center A (WDC-A), Oceanography National and International Correspondence Files
Documents relating to WDC-A's international exchange activities.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*
- *1904-07 WDC-A International Marine Data Inventory Files
Files include original copies of data inventory forms for several international marine data inventory systems maintained by WDC-A.*
- *Permanent. Transfer to the Federal Records Center after 10 year. Transfer to the National Archives when 30 years old.*
- *1904-08 WDC-A Foreign and Domestic Publications Collection
Publications received by WDC-A from other nation.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*

*1904-09 Standing Committee for
Ocean Data Policy
Records relating to
the coordination of
procedures, issues and
guidelines for ocean
data collection
policy.*

*Cut off at end of 10 years.
Transfer to the Federal Records
Center. Destroy when 15 years
old.*

*1904-10 WDC-A International
Marine Data Files
Documents relating to
and including marine
data, in originator's
formats, held by WDC-A
in accordance with
international
guidelines. Files
will include
manuscripts, and
machine listings from
national and regional
centers.*

*Permanent. Transfer to the
Federal Records Center after 10
years old. Transfer to the
National Archives when 20 years
old.*

1905 SCIENTIFIC AND TECHNICAL INFORMATION FILES

These files relate to the clearance, editing, and preparation of scientific and technical information publications.

- | | | |
|----------|--|--|
| *1905-01 | <u>Manuscript Clearance Files</u>
Documents relating to the clearance of applicable NOAA scientific and technical manuscripts for publication.* | *Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.* |
| *1905-02 | <u>Manuscript Editing Files</u>
Documents relating to the editing, changing, and rewriting of scientific and technical manuscripts.* | *Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.* |
| *1905-03 | <u>Manuscript Preparation Files</u>
Documents relating to the preparation of technical publications, including copies, drafts, and other working papers.* | *Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.* |
| *1905-04 | <u>Scientific and Technical Publication Production, Processing, and Control Files</u>
Records relating to the production of materials from manuscript to final production. Will include work in process records, state-of-the-art technology information, and documents relating to dissemination of publications.* | *Provide NOAA Library with a copy of each publication issued. Destroy case files when 10 years old.* |

*1905-05 Data Base Directory
Files
Documents relating to
the development and
maintenance of
technical data bases
and data sets
developed by staff or
by contractors.*

*Transfer to the Federal Records
Center after 10 years. Destroy
when 20 years old.*

1908 ENVIRONMENTAL ASSESSMENT FILES

These files relate to the use of environmental assessment data to provide management and decision assistance to program managers and environmental planners.

- *1908-01 Assessment Planning Files
Documents created during the exploration and development of various systems used to plan for and gather information and data.*
- *Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.*
- *1908-02 Assessment Operational Files
Records relating to operational projects that assess the impact of environmental matters on man, climate, or other impact events.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*
- *1908-03 Assessment Data Files
Data tapes and data sets developed for use in environmental studies. Will include records relating to the collection, analysis and review of information.*
- a. *Paper Records.
Transfer to the Federal Records Center after 10 year. Destroy when 20 years old.*
- b. *Magnetic Tape Files.
Convert to current technology on a recurring basis for preservation of data. Transfer to the National Archives every 5 years.*
- *1908-04 Project Case Files
Document files reflecting a complete history of each project from initiation through research, including final reports, summaries, and brochures.*
- *Transfer to the Federal Records Center 3 years after close of project. Destroy when 10 years old.*

1909 PRODUCT DEVELOPMENT FILES

This subfunction deals with the management of a coordinated program to develop environmental research products and data.

- *1909-01 New Product or Service Requirements Files
Documents relating to applied research for the development and production of products that enhance the value of NODC data for the scientific community, including quality control methods, and the publication of research papers relating to oceanography and marine data as part of the climate system.*
- *Transfer inactive and closed case files to the Federal Records Center after 15 years. Transfer to the National Archives when 30 years old.*
- *1909-02 Special Product Request Files
Documents relating to requests for the creation of a special product; includes records involved in the coordination of the product.*
- *Destroy when superseded, obsolete, or no longer needed.*
- *1909-03 Quality Control Files
Records relating to the quality control of oceanographic data. Includes bibliographic data on quality control methods. Includes data bases of oceanographic profiles.*
- *Transfer inactive and closed case files to the Federal Records Center after 15 years. Transfer to the National Archives when 30 years old.*
- *1909-04 Special Product Files
File copies of special product information from various programs. Records are not included under any other subfunction in this group.*
- *Destroy when 3 years old.*

*1909-05 Data Archaeology Files
Information regarding
the collection of data
from international
resources relating to
oceanographic global
data sets for
producing
climatologies and to
protect deteriorating
storage medium.*

*Transfer inactive and closed
case files to the Federal
Records Center after 15 years.
Transfer to the National
Archives when 30 years old.*