

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-370-93-1	DATE RECEIVED 10/5/92
1. FROM (Agency or establishment) Department of Commerce		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION National Oceanic & Atmospheric Administration			
3. MINOR SUBDIVISION National Weather Service		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Daisy O. Rivers, NOAA Records Officer	5. TELEPHONE 301-443-8967	WITHDRAWN	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 16 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 9/30/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Kooney</i>	TITLE Department of Commerce Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records of the National Weather Service See attached pages for records schedule.	WITHDRAWN	

MAY 20 1997 MITR copy to: Agency
NWML

1302 STATION AND OBSERVATION MANAGEMENT FILES

* These files relate to the management of field stations. Actual station observation records are filed in Subfunction 1306.*

- 1302-01 * Station Management files. Documents relating to the establishment, operation, maintenance, and closure of weather stations. The documents may be filed by station name and status.
- Files which relate to day by day management, procedures, and operating policies of field stations.*
- *Destroy when superseded or obsolete.
- 1302-02 * Sub-station Management files. Documents relating to operation's of satellite station such as radar stations, general weather service offices, supplemental aviation weather reporting stations (SAWRS) or other field units. May comprise inspection or facility reports.*
- * Destroy when superseded or obsolete.
- * For the Following Operational Documents:
- | | |
|-------------------------------------|-----------|
| Air Pollution | 1 Year. |
| Fire and Agriculture | 1 Year. |
| Marine and Hurricane Tracking | 5 Years. |
| Hydrology, River, Rain Gage | 15 Years. |
| Observation Records | 2 Years. |
| I Flow System | 5 Years. |
| Radar Remote Weather Display System | 5 Years. |
| Climatologic Satellite | 2 Years. |
| Field Services Record* | 2 Years. |
- * Destroy after:

- 1302-07 Station Library files. * Destroy when superseded or
Books, periodicals, obsolete or when no longer
manuals, and other needed for reference.*
administrative,
scientific, and technical
materials used for
reference purposes.
- 1302-08 Station Disaster * Destroy when 3 years old.
Preparedness files.
Documents relating to the
training of station
staffs for disaster or
emergency situations.
This file includes
records on drills,
evaluation reports,
and coordination with
state, local, or other
federal agencies.
Compare with subfunction
1307.
- 1302-09 Station Information * Destroy when superseded or
files. Documents on the oboslete.
operation of the station:
mission, duty hours, and
areas of responsibility.
- 1302-10 Station Correspondence * Destroy when 3 years old.
files. Routine
correspondence with other
NOAA elements on station
matters or requests. * Destroy when 3 years old.
- 1302-11 Observation Network
Management files.
Documents pertaining to
the establishment,
operation, maintenance,
and closure of networks
of observation stations
(such as radar or
automated stations) not
covered in 1302-01,
1302-02, or 1305-04.
Offices concerned with
just the maintenance
of equipment should use
Subfunction
705.

1304 SCIENTIFIC AND SPECIALIZED WEATHER SERVICES FILES

These files relate to the implementation of aviation, agricultural, fire, marine, and other special weather services. The record of any forecasts generated should be filed with 1303-02.

- *1304-01 Weather-Related Accident Investigation and Litigation Case Files. Documents relating to the investigation or litigation of specific accidents which may have been weather-related. Includes such material as film, weather charts, tapes, logs, photographs, forecasts, statements, and other relevant operational weather records.* ***Destroy 7 years after close of case.***
- *1304-02 Domestic Aviation Forecast Correspondence Files. Documents dealing with area forecasts, digital forecasts, and wind and temperature aloft forecasts.* ***Destroy when 4 years old.***
- 1304-03 International Aviation Forecast Correspondence Files. Documents dealing with international aviation forecasts. Includes area forecast, aerodrome forecast, and inflight weather advisory related material. See 1303-02 for actual forecasts. ***Destroy when 4 years old.***

- 1304-04 Aviation Weather Service Program Support Files.
Documents relating to the support of the aviation weather program. Includes correspondence with air route traffic control centers, and on weather briefing and warning services. *Destroy when 4 years old.*
- 1304-05 Aviation Forecast Dissemination Files.
Documents on commercial aviation weather forecasts and transcribed weather broadcasts. *Destroy when 4 years old.*
- *1304-06 Agricultural Weather Service Program Files.
Documents relating to agricultural forecasts, annual progress reports, and technical studies.* *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- *1304-07 Fire Weather Service Program Files.
Documents relating to fire weather forecasts, annual reports, and technical studies.* *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- 1304-08 Marine Weather Service Program Files.
Documents relating to programs concerning coastal and offshore waters, high seas, inland waters, tides, etc. *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- 1304-09 Tsunami Warning System Files.
Documents relating to the occurrence of tsunamis. Includes correspondence, annual reports, and technical reports. *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*

- 1304-10 Air Pollution Program Files.
Documents dealing with the air pollution monitoring and warning system. Includes correspondence, reports, warnings, and related material.
- 1304-11 Avalanche Program Files.
Documents dealing with the avalanche monitoring and warning system. Includes correspondence, reports, warnings, and related material.
- 1304-12 Smoke Management Program Files.
Documents dealing with the smoke monitoring, warning, and management system. Includes correspondence, reports, warnings, and related material.
- 1304-13 External Meteorological Program Files.
Documents pertaining to NOAA relationships with nongovernmental meteorological programs in commercial, industrial, academic, and professional areas. Includes correspondence, reports, and related material.
- *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*
- *Transfer to the Federal Records Center after 3 years. Destroy when 10 years old.*

1305 HYDROLOGICAL SERVICES FILES

These records systems relate to operating matters and technical aspects of NOAA's hydrology programs.

- *1305-01 River Gage Files.
Documents comprising site information on hydrology problems throughout the United States. Records are filed alphabetically by city or town.*
- *Permanent. Transfer inactive case files to the Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*
- *1305-02 Flood Disaster Reports.
Files comprising published reports of floods in regions of the country, and involve situations designated as Presidential disaster areas.*
- *Permanent. Transfer inactive and completed case files to Federal Records Center after 10 years. Transfer to the National Archives when 30 years old.*
- *1305-03 Map Reference Files.
Maps and related documents used in dealing with flood management matters.*
- *Destroy when superseded or obsolete.*
- *1305-04 Annual Flood Reports.
Data reports prepared for Corps of Engineers and for submission to Congress.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to National Archives when 20 years old.*
- *1305-05 Hydrological Agreements.
Files comprise agreements with other government agencies on hydrology matters, including river forecasts, I-FLOW systems data and water management information.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*

- *1305-06 National Hydrological Outlook Reports.
Files consist of annual reports on hydrological conditions relating to rivers, dams, and waterways.*
- *1305-07 Summaries of Flood Conditions From Field Hydrological Services Areas.
Files comprise monthly activity reports.*
- *1305-08 Flood Loss Data Files.
Information on damages resulting from floods and related incident documents. Files contain news articles and other disaster related material.*
- *1305-09 Hydrometeorology History Files.
Consists of technical study data on precipitation, soil temperatures and research materials. Some of this resource data is on microfilm produced by NCDC.*
- *1305-10 Hydrometeorology Publications.
Copies of technical articles produced for reference and distribution to the public. Documents relate to rainfall data and water management impact studies.*
- *1305-11 Reference File of Calculations.
Analytical studies and chart materials on hydrology research matters.*
- *Permanent. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Transfer to the Federal Records Center after 6 years. Destroy when 16 years old.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*
- *Destroy when 10 years old.*
- *Transfer record set of publications to Federal Records Center after 10 years. Destroy when 20 years old. Provide NOAA Library with a copy of each publication.*
- *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*

- *1305-12 Cooperative Agreements with Universities for Research on Forecasting and Warning Systems. Records comprise contracts, study criteria, reports and technical evaluations.*
Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.
- *1305-13 Hydrology Modernization Program. Documents relating to new technological systems to improve warning and forecast services. Includes meeting records, presentation materials, and planning files.*
Transfer to the Federal Records Center after 10 years. Destroy when 25 years old.
- *1305-14 Technical Training. Documents relating to technical training of professional staff in new technological systems and modernization program.*
Destroy when 10 years old.
- *1305-15 Emergency Management. Files consisting of reports of flash floods and warning systems criteria.*
Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.
- *1305-16 Software Support and Equipment Maintenance Data. Files relating to the support and maintenance of hydrology ADP systems. May also comprise concept study materials.*
Destroy when 10 years old.

*1305-17 Systems Analyses of
Rainfall Data.
Files consisting of
calibration data
systems and
evaluations of
resource materials.*

Destroy when 10 years old.

APPENDIX TO NOAA FILING - DISPOSITION HANDBOOK

1306 CLIMATOLOGICAL SERVICES FILES

These files relate to the collection and preparation of climatic data and digests needed for public information and research studies.

- 1306-01 Station Observation Files.
Station observations of pressure, humidity, precipitation, solar and terrestrial radiation, evaporation, riverstages, cloud formation visibility, temperature, wind speed and direction, dew point, sunrise and sunset, and similar climatological phenomena. Data collections, sensor instrument recordings, summaries, and meteorological tabulations are included.
- *a. Transfer original observation to NCDC at 5 year intervals.
b. Cut off duplicate copies every calendar year. Destroy when 6 years old.*
- 1306-02 Station Climatological Records.
Documents that provide a climatological history of the geographic area served by a station. These records include climatological bibliographies, the Climatological Record Book, and other data, forms and charts helpful in filling user requests.
- *a. Transfer record books to NCDC at 20 year intervals.
b. Books returned by NCDC to open stations can be destroyed if not needed for reference.*
- *1306-03 Climatological Liaison and Cooperation Files.
This file comprises records in region and field offices.*
- *Destroy when 5 years old.*

- *1306-04 Monthly and Seasonal Weather Outlook.
This publication series shows numerical probabilities of average temperatures and precipitations that assist users in determining weather conditions in domestic and foreign areas.*
- *1306-05 Forecast Maps.
This is a map series used for reference purposes in compiling weather data reports.*
- *1306-06 Climatic Diagnostic Bulletins.
Data based on an automated system that contains weather diagnostics.*
- *1306-07 Daily Weather Maps.
This publication series comprises tools used by weather forecasters that show the positions, development and movements of weather systems.*
- *1306-08 Global Data Base Records.
File comprises 7500 stations.*
- *1306-09 Weekly Climate Bulletins.
This publication series shows global climate changes and events, such as unique rain or drought areas, heat and cold conditions and a U.S. climate summary.*
- *Transfer record set of publications to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old. Provide NOAA Library with a copy of each publication.*
- *Destroy when 6 years old.*
- *a. Destroy paper documents when 5 years old.
b. Retain electronic records.*
- *Transfer record set to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old. Provide NOAA Library with a copy of each publication.*
- *Retain electronic records.*
- *a. Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 20 years old.
b. Provide NOAA Library with a copy of each publication.*

*1306-10 Weekly Crop Bulletins
Produced Jointly with
Department of
Agriculture.
This publication
series provides data
by state and station
and international
areas of temperature,
precipitation and
relative humidity. It
provides guidance on
agriculture data for
plantings and
harvests.*

- *a. Transfer to the Federal
Records Center after 5
years. Transfer to the
National Archives when 15
years old.
- b. Provide NOAA Library with a
copy of each publication.*

1307 ENVIRONMENTAL DISASTER PREPAREDNESS FILES

These files relate to the planning, implementation, and monitoring of environmental disaster preparedness programs for NOAA's environmental monitoring and prediction activities, and for the public's safety and education.

- 1307-01 Environmental Disaster Preparedness Planning Files. *Transfer to the Federal Records Center after 10 years. Destroy when 20 years old.*
Documents relating to the development of policies and procedures for unified disaster preparedness programs. Includes plans, instructions, coordinating actions, objectives, and similar documents.
- 1307-02 Interagency Coordination Liaison Files. *Transfer to the Federal Records Center after 5 years. Destroy when 15 years old.*
Documents relating to environmental disaster preparedness activities concerning other Federal agencies. These files can be maintained by agency name and location.
- 1307-03 Community Preparedness Coordination Files. *Transfer to the Federal Records Center after 5 years. Destroy when 15 years old.*
Documents relating to environmental disaster preparedness activities coordinated with civic groups or state and local governments.

1307-04 Environmental Disaster Reporting Files.

Reports on actual environmental disasters and emergency situations, including information on NOAA participation in emergency operations, and any damage warnings or forecasts disseminated. Also any semiannual, annual, or special reports made on natural disasters receiving wide attention.

Transfer to the Federal Records Center after 5 years. Destroy when 15 years old.

1307-05 Emergency Warning Drills and Exercise Files.

Documents relating to warning drills simulated to cover all conceivable environmental hazards encountered. The most frequent of these hazards are severe thunderstorms, tornados, hurricanes, winter storms, and flash floods. Less frequent emergency conditions are aircraft accidents, and communication or power failures. Included are instructions to participating personnel or offices, staffing assignments and responsibilities, critique sheets, reports, and related correspondence.

Destroy when 5 years old.

1307-06 Environmental Disaster Preparedness Survey and Evaluation Files.

Documents relating to the evaluation of preparedness programs and plans, the dissemination of warnings, and the public response to warnings.

Transfer to Federal Records after 10 years. Destroy when 15 years old.

1307-07 Public Relations and Education Files.

Documents relating to the development of public education and safety programs and materials for widespread distribution and use. These files include the development of publications on severe thunderstorms, tornados, hurricanes, winter storms, and floods. Also, includes publication design, final clearances, a copy of the publication, correspondence on its dissemination, and other related papers.

- *a. Transfer to the Federal Records Center after 5 years. Destroy when 15 years old.
- b. Provide NOAA Library with a copy of each publication.*

APPENDIX TO NOAA FILING - DISPOSITION HANDBOOK

1308 OCEAN POLLUTION MONITORING AND ASSESSMENT FILES

This subfunction applies to programs which monitor the environmental quality of marine waters and that assess the effects or potential effects of marine pollution and the short term or long-term change in the marine environment.

- *1308-01 Program Planning.
Documents relating to the development of long range plans for meeting national needs and problems including non-point source pollution, disposal of sewage effluents, sludge, and industrial waste disposal.*
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *1308-02 Planning and Coordination Files.
Records relating to coordination with other government agencies, including summary data and reports of projects, program goals, objectives, and accomplishments.*
- *Transfer to the Federal Records Center after 6 years. Destroy when 15 years old.*
- *1308-03 Technical Grant Records.
Documents relating to the management of grants to other organizations including progress, research information, project management and pollution research data.*
- *Transfer closed and inactive cases to Federal Records Center after 10 years old. Destroy when 20 years old.*

- *1308-04 Information Systems and Dissemination Files.
Records that comprise the National Marine Pollution Information System (NMPIS) including the database on descriptions of pollution research underway. Includes files relating to specific requests for information, data, reports and the establishment of an information network.*
- *1308-05 National Status and Trends Program.
Records relating to the project for determining concentrations of toxic chemicals in coastal and estuarial areas using sediments and bottomfish analyses.*
- *1308-06 Marine Environmental Quality Studies.
Records relating to analyses for hydrocarbons, PCB's, chlorinated pesticides, sewage trace elements and other contaminants. Files include specimen archives data or retrospective analyses.*
- *Destroy when 7 years old.*
- *Transfer data and annual reports to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *Transfer data to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*

- *1308-07 Historical Trends Assessment Program. Files relating to the measurement, interpretation, and product development of coastal and estuarial marine data. Material will also include data on environmental conditions in waters that have highest levels of specific contaminants, and on water quality analyses.*
- *Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.*
- *1308-08 Ocean Pollution Reference Data Information Network Files. Documents and data networks maintained as a source of basic reference information regarding ocean pollution research and development, and monitoring programs sponsored by the Federal Government.*
- *Transfer to the Federal Records Center after 5 years. Transfer to the National Archives when 15 years old.*
- *1308-09 Publication and Manuscript Files. Documents summarizing Federal programs and projects in the National Marine Pollution Program.*
- *a. Transfer to the Federal Records Center after 10 years. Transfer to the National Archives when 20 years old.
- b. Provide NOAA Library with a copy of each publication.*
- *1308-10 Handbook of Federal Systems and Services for Marine Pollution Data and Information. This handbook describes the characteristics of systems and services relevant to pollution or disturbances to the marine environment. Data depends on submissions by Federal agencies.*
- *Destroy reference material when superseded or obsolete.*