

(Reformatted and Added Disposition Authorities to all NWS Series on 11/2017)

NOAA Records Schedules
Chapter 1300
National Weather Service Records

Chapter 1300
Table of Contents

1300	National Weather Service Program Records
1301	General
1301-01	Product and Service Dissemination Files
1301-02	Water, Weather and Climate Prediction and Verification Models Files
1301-03	Operational, Performance and Troubleshooting Files
1301-04	Programs and Plans Project Case Files (Reserved)
1301-05	Sensors and Equipment Project Case Files
1301-06	Systems Change and Configuration Management Project Case Files
1301-07	Radar Project Case Files
1301-08	Data Project Case Files
1301-09	Research and Development Project Case Files
1301-10	Emergency Management Project Case Files

1301-11	Special Projects Case Files
1301-12	Water, Weather and Climate Summaries
1301-13	Water, Weather and Climate Maps and Analyses
1301-14	Water, Weather and Climate Forecasts
1301-15	Water, Weather and Climate Observations
1301-16	Software Development
1301-17	Directives - Follow Disposition for 100-03.
1301-18	National Weather Service Modernization Files, Public Law 102-567
1301-19	Water, Weather and Climate Grids, Charts and Tables
1301-20	Customer Inquiries
1301-21	Site and Equipment Development
1301-22	Item and Equipment Engineering Specifications Files
1302	Office of Hydrologic Development
1302-01	Rainfall Frequency and Probable Maximum Precipitation Studies
1302-02	NOAA Hydrologic Data System (NHDS)
1302-03	Hydrologic Information Background Materials

1303	National Centers for Environmental Prediction
1303-01	Climatological Assessments
1303-02	Global Precipitation Estimates
1303-03	Climate Data Assimilation System (CDAS)
1303-04	Climate Assessment Database (CADB)
1303-05	Automated Tropical Cyclone Forecast System (ATCF)
1303-06	Tropical Cyclone Storm Wallet
1304	Office of Climate, Water and Weather Services (OS)
1304-01	Change Requests
1304-02	Requirements Documents
1304-03	Marine Safety Charts
1304-04	Daily Record of Facility Operation Logs
1304-05	Automated Flood Warning Systems
1304-06	National Hydrologic Information
1304-07	Service Assessment Files
1304-08	Region Survey Reports
1304-09	StormData Database

1304-10	Severe Weather Warning Database
1304-11	Severe Weather Verification Database
1305	Office of Operational Systems
1305-01	Radio Frequency Assignment Files
1305-02	Radio Frequency Interference Cases
1305-03	Frequency Management Program Files
1305-04	Allocation and Reallocation Files
1305-05	Software Comments
1305-06	Automated Surface Observing System (ASOS)
1305-07	ASOS Legal Documents
1305-08	ASOS Site and Building Management Files
1305-09	Engineering Management Reporting System (EMRS)
1305-10	Unscheduled Outage System (USOS)
1305-11	Site/System Commissioning Files
1305-12	Equipment Testing Files
1305-13	After-action and Status Reports
1305-14	NOAA Weather Radio Coverage Maps

1305-15	Management Information Retrieval System
1305-16	AGILE Product Data Management System
1305-17	RAZOR Database
1305-18	High Frequency Satellite Communication Systems Files
1306	RESERVED
1307	Weather Forecast Office & River Forecast Centers
1307-01	Station Management Files
1307-02	Station Inspection Files
1307-03	Station Disaster Preparedness Files
1307-04	Station Duty Manuals
1307-05	Service Locations Data Networks

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1301	General	<p>The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas for the protection of life and property and the enhancement of the national economy. These data and products form a national information database and infrastructure that are available for use by other governmental agencies, the private sector, general public and global community.</p> <p>These series pertain to various functions that cross-cut the organization at any level.</p>		
1301-01	Product and Service Dissemination Files.	Provides information about NWS services and products issued to customers, interested parties/agencies, emergency managers and the general public. Included are: appropriate instructions in times of severe water, weather and climate events i.e. alerts, bulletins, advisories, watches and warnings; announcements regarding staff	<i>NI-370-04-003 (4/22/05)</i>	

		and Branch contact changes; and changes to products and services. Examples include: Local Storm Reports, Emergency Managers Weather Information Network (EMWIN), NOAA Weather Radio, NOAA Weather Wire, Public Service Notifications, Service Change Notices, product information statements, Significant Meteorological Information (SIGMET) and Appropriate Special Air Reports (AIREPs).		
		A. Recordkeeping copy:	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Schedule Item: 1303-04, 1303-13, 1304-05</i>	TEMPORARY. Destroy when superseded or after three years, whichever is later.
		B. Electronic copies Created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Schedule Item: 1303-04, 1303-13, 1304-05</i>	TEMPORARY. Delete after record keeping copy is produced.
		C. Electronic databases:	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Previously Scheduled Items: 1303-04, 1303-13, and</i>	TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy file or

			1304-05	when no longer needed, whichever IS later.
1301-02	Water, Weather and Climate Prediction and Verification Models Files.	<p>Computer-based simulations used to provide guidance in developing and verifying forecasts, and issuing public dissemination announcements These typically include the evaluation, scoring, or interpretation of information or data in support of NWS' mission. Models are based on observed environmental data, mathematical simulations, trends, data from previous models and forecasts, and statistical probabilities to help reduce the margin of error (bias) and refine the process of generating the most accurate probability of what the weather, climate or hydrology will be for a given period of time.</p> <p>These can help determine such things as: the track of severe storms and provide early indications of the path they may take, and soil moisture. Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS.</p>	NI-370-04-003 (4/22/05)	

		<p>Examples of models: drought, ultraviolet radiation, flooding, wave heights and swell, stream flow, hurricanes, circulation in the atmosphere, potential for wildfire threats and ozone. They are also used to verify weather accuracy, deviations, trends and patterns. Best track files indicate the most likely storm path used in developing hurricane forecasts.</p> <p>Also included in this series: mathematical and other calculations, algorithms, theorems and quantitative methodologies i.e. statistical linear progression; Technical Procedure bulletins; software, requests for work; requirements; testing, quality assurance/quality control; approvals; implementation plans and methods; evaluation documents including technical documentation (scientific basis for the program); informal reports consisting of spreadsheets and diagrams; data input (including raw radiosonde observations), data output (including ocean maps and charts, global, so-called Final, data analysis files for four synoptic times (0, 6, 12, 18 GMT), and aviation-specific gridded (digital) data from model forecasts); correspondence; summaries; enhancements</p>		
--	--	---	--	--

		(business reports, logs documenting system problems; and documentation associated with replacing old models with newer ones.		
		A. Recordkeeping copy (creation, development, enhancement):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy three years after model is eliminated and new version is successfully implemented.
		B. Output data:		
		1. Includes Best Track Files, raw radiosonde observations, ocean maps and charts, global, so-called Final data analysis files, and some aviation-specific gridded (digital) forecast data: Transfer to NCDC.	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Transfer to NCDC
		2. Delete all other data from server storage/archive two years after data set is run.	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete all other data from server storage/archive two years after data set is run.
		C. Software, code used to process models:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy three years after being replaced by newer version or when no longer used to process

				data.
		D. Electronic copies created on word processing and electronic mail systems.	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy after record keeping copy is produced.
1301-03	Operational, Performance and Troubleshooting Files.	These files are used to measure and track inoperable or broken equipment and systems, helping measure reliability, performance and operations. They can help in troubleshooting problems, providing solutions, and often contain descriptions of what occurred, what work was performed and how the issue was resolved. This information helps determine reliability (amount of down-time), and helps monitor on-time delivery of products and services, report performance and usage statistics, and the development of other related performance matrices. Records include, but are not limited to: logs, notebooks, tickets and registers.	<i>NI-370-04-003 (4/22/05)</i>	
		A. Paper copy:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy or delete three years after final entry.
		B. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.
1301-04	Programs and Plans	Reserved		

	Project Case Files.			
1301-05	Sensors and Equipment Project Case Files.	<p>Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.</p> <p>Projects generating studies or research regarding new technology development, enhancement of existing equipment and findings for new options to help reduce bias that can skew observations or data collection. This takes into account the exploration of environmental-based factors (upper air, radiosonde, lightning), and the value they bring to NWS programs. Examples include: Sensor/Climate Data Continuity Study.</p> <p>A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings;</p>	<p><i>NI-370-04-003</i> (4/22/05)</p> <p><i>Supersedes NOAA</i> <i>Previously Scheduled Item:</i> 1804-01</p>	

		specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.		
		A. Project management/administrative functional files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
		B. Working and background files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
		C. Raw data received but not yet processed:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when data are processed and

				changed into usable information.
		D. Electronic copies created on work processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.
1301-06	Systems Change and Configuration Management Project Case Files.	Mission - and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports. These are projects pertaining to operational and administrative systems integral to NWS' ability to provide consistent, reliable, accurate and timely information or data exchange. Also included are data processing files, relevant updates, enhancements or changes needed to keep the systems current (application/approach of using new or developing technologies). Examples: Advanced Weather Interactive Processing System (AWIPS), N-AWIPS, Console Replacement System (Voice Improvement Project), Experiment files, the Gateway, Network Control Facility (NCF), North American Observing System (NMOS),	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Previously Scheduled Items:</i> 1303-05, 1303-06, 1303-07, 1303-08, 1303-09, and 1804-02	

		<p>buoy payloads.</p> <p>A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.</p>		
		<p>A. Project management/administrative functional files:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.</p>
		<p>B. Working and background files:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Destroy closed files when no longer needed for administrative,</p>

				research or scientific use, or after three years, whichever is later.
		C. Raw data (information received but not yet processed):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when data are processed and changed into usable information.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after recordkeeping copy is produced.
1301-07	Radar Project Case Files.	<p>Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.</p> <p>Development, testing, deployment, enhancement and evaluation of weather, water or climate monitoring systems that collect relevant information that is essential to the NWS' ability to generate forecasts and provide timely, accurate dissemination</p>	<i>NI-370-04-003 (4/22/05)</i>	

		<p>of warnings, watches, alerts and bulletins. Example: Doppler Weather Surveillance Radars (WSR-88D).</p> <p>A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.</p>		
		A. Project management/administrative functional files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
		B. Working and background files.	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy closed files when no longer

				needed for administrative, research or scientific use, or after three years, whichever is later.
		C. Raw data (information received but not yet processed).	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when data are processed and changed into usable information.
		D. Electronic copies created on word processing and electronic mail systems.	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after recordkeeping copy is produced.
1301-08	Data Project Case Files.	<p>Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated to specific scientific and technical projects. Information that chronicles a project from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.</p> <p>Techniques, methodologies and necessary infrastructure to more efficiently process and deliver data and other official NWS products via land-based, satellite or</p>		

		<p>electronic means. Specific Office and Branch modernization programs are included here. Example: SCAN/FFP, NOAAPort, Advanced Hydrological Prediction Services (AHPS).</p> <p>A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.</p>		
		A. Project management/administrative functional files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
		B. Working and background files:	<i>NI-370-04-003</i>	TEMPORARY. Destroy closed files

			(4/22/05)	when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
		C. Raw data (information received but not yet processed):	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Destroy when data are processed and changed into usable information.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Delete after recordkeeping copy is produced.
1301-09	Research and Development Project Case Files.		<i>NI-370-04-003</i> (4/22/05) <i>Supersedes NOAA</i> <i>Previously Schedule Item:</i> <i>1804-07</i>	Apply authorized dispositions for Project Case Files (1200-01)
1301-10	Emergency Management Project Case Files.	Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies,	<i>NI-370-04-003</i> (4/22/05)	

		<p>practices, procedures, findings, results and reports.</p> <p>Coordination initiatives, feedback and other liaison activities with federal, state, county and local emergency managers to ensure accurate and timely information during severe weather, water and climate events that can possibly create significant loss of life, damage to property or receive widespread media attention. Examples: Sea Lake and Overland Surge for Hurricanes (SLOSH).</p> <p>A typical file contains, but is not limited to: correspondence; memoranda; e-mail; copies of contracts and other requests for services, such as, grants or cooperative agreements; technical papers; plans; drawings; specifications; draft and final standards; scientific and technical data not being held by NCDC or stored in other NWS-approved electronic information systems; statistical and data analyses; results; tables; charts; graphs; computer output and data; progress reports; photographs and negatives; indices or finding aides; notes and working papers; studies and journal articles; other records and reports documenting progress and completion.</p>		
--	--	--	--	--

		A. Project management/administrative functional files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
		B. Working and background files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
		C. Raw data (information received but not yet processed):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when data are processed and changed into usable information.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after recordkeeping copy is produced.
1301-11	Special Projects Case Files.	Mission- and program-specific projects conducted, sponsored or funded by NWS. They are created and maintained by program and staff offices along with any groups associated with specific scientific and	<i>NI-370-04-003 (4/22/05)</i>	

		<p>technical projects. Information pertaining to the project's history from inception to completion is included, serving as a means to recreate or verify methodologies, practices, procedures, findings, results and reports.</p> <p>This series pertains to special projects, programs and other fee-for-service initiatives that often results in the collection of weather-, hydrology- or climatology-related data and observations not done routinely by NWS. Requests can be received by an Office, Division or Branch, and may be from agencies; internal and external organizations (NOAA, non-NOAA, federal); companies; corporations; general public; scientific community; universities; research consortiums; and other individuals and organizations interested in the collection of weather-related data and observations not normally conducted in the course of NWS business. Examples include: Network for the Detection of Stratospheric Change (NDSC), Climate Data Continuity Project (CDCP) and simulated hurricane plans.</p> <p>A typical file contains, but is not limited to: correspondence pertaining to the establishment of the project and of a general nature; Memoranda of</p>		
--	--	---	--	--

		Understanding or Agreement; changes to program scope; responses and replies to the requestor (complete with data, findings, results); product enhancements; methodologies regarding data collection; project scope; schedules for implementation of program roll-out and project changes; budget documentation; related data and observations; systems used to analyze data; meeting notes; presentations; reports; briefings and other relevant output as a result of defined project goals and objectives.		
		A. Project management/administrative functional files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy five years after project is completed. Transfer inactive files to the Federal Records Center based on volume.
		B. Working and background files:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy closed files when no longer needed for administrative, research or scientific use, or after three years, whichever is later.
		C. Raw data (information received but not	<i>NI-370-04-003</i>	TEMPORARY.

		yet processed):	(4/22/05)	Destroy when data are processed and changed into usable information.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Delete after recordkeeping copy is produced.
1301-12	Water, Weather and Climate Summaries.	Highlights of water, weather and climate phenomena and events that occurred over a given period of time. They provide a broad, cursory explanation and synopsis of what happened for a defined geographic area. Example: 10-day African Weather Summary, Daily River and Lake Summary.	<i>NI-370-04-003</i> (4/22/05) <i>Supersedes NOAA Previously Schedule Item: 1306-02</i>	
		A. Electronic record keeping copies sent via NOAAPort, AWIPS:	<i>NI-370-04-003</i> (4/22/05)	TRANSFER TO NCDC AFTER ISSUANCE.
		B. Reference material (includes model output, other supporting data):	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Cut off after issuance. Destroy or delete when no longer needed for reference or administrative purposes.
1301-13	Water, Weather and Climate Maps and Analyses.	Compilations of various water, weather and climate data used in developing official forecasts. These are used in conjunction with the guidance provided from the output	<i>NI-370-04-003</i> (4/22/05) <i>Supersedes NOAA Previously Schedule Item:</i>	

		<p>of various models to help in analyzing all pertinent information.</p> <p>Records typically containing various radar and satellite images, and other atmospheric observations that show relevant relationships and how they tie together. Isobar measurements and other analyses, such as spaghetti diagrams, are included. These can be generated and transmitted manually or electronically via NOAAPort, AWIPS or N-AWIPS.</p>	1303-03	
		A. Electronic record keeping copies sent via NOAAPort, AWIPS:	NI-370-04-003 (4/22/05)	TRANSFER TO NCDC AFTER ISSUANCE.
		B. Reference material (includes model output, other supporting data):	NI-370-04-003 (4/22/05)	TEMPORARY. Cut off after issuance. Destroy or delete when no longer needed for reference or administrative purposes.
1301-14	Water, Weather and Climate Forecasts.	Text and graphic representations based on outputs from models that are used by meteorologists, hydrologists and climatologists to predict weather and water phenomena, and climate patterns in the United States, its territories and on an international basis for given periods of time.	NI-370-04-003 (4/22/05) <i>Supersedes NOAA Previously Schedule Items:</i> 1303-02, 1304- 02, 1304-03,	

		<p>This includes related information that impacts commerce; agriculture; transportation; recreational activities; and the safety and well-being of people and property.</p> <p>General forecasts generated manually or electronically, and transmitted electronically (NOAAPort, AWIPS, N-AWIPS). These are subject to qualitative analysis for accuracy, consistency and minimizing statistical error before issuance. Narrative statements (discussions) about the rationale and methodology used in developing certain forecasts are issued as needed. They are included as a part of the forecast, e.g. Marine Interpretation Message.</p> <p>Included in this series are outlooks that cover a longer time period with broader scope (one-day or multiple day, convective and drought outlooks).</p>	1304-05, and 1304-07	
		A. Electronic record keeping copies (sent via NOAAPort, AWIPS, N- AWIPS:	<i>NI-370-04-003 (4/22/05)</i>	Cut-off after issuance, transfer to NCDC.
		B. Record keeping copies transmitted or generated for all other forecasts:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Break files every six months. Destroy five years after cut off.

		C. Reference material (includes model output, other supporting data):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy or delete when no longer needed for reference, scientific or administrative purposes, or after three years, whichever is later.
1301-15	Water, Weather and Climate Observations.	Manual or electronic measurements taken at various times that provide information on weather, water and climate used in monitoring current conditions, making predictions, and documenting related phenomena on scales up to and including global. There are three levels of data, and these measurements become the basis for verification, forecasts, models, trends and research. Typically collected from individual sensors, the data are analyzed and then combined to give better estimates of the state of the atmosphere and hydrosphere. Records include, but are not limited to: measurements and related logs, summaries, reports, forms, notes, images, equipment output, data streams and e-mails that are transmitted, captured or stored in hard copy or electronic format.	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Previously Schedule Item: 1306-01</i>	
		1. Raw Observations Taken Directly from Sensors and Other Equipment. These data are collected as a result of		

		MOUs/MOAs with other countries, federal agencies, state and local governments, private sector; or by NWS employees, contractors, and co-operative observers. Sources for this information include, but are not limited to the following: satellites, sensors, gauges, radars, weather balloons, aircraft and other instruments. Examples include: snow depth, water content of snow packs, temperature, barometric pressure, wind speed and direction, upper air and hurricane reconnaissance, infrared, ultraviolet radiation and soil moisture.		
		A. Record keeping data (electronic):	<i>NI-370-04-003 (4/22/05)</i>	Cut-off as data are collected. Transfer to NCDC after cut-off.
		B. Record keeping data (paper):	<i>NI-370-04-003 (4/22/05)</i>	Cut-off after 30 days. Transfer to NCDC after cut-off.
		C. All other data except A&B (paper and electronic copies, working data, reference and other office copies):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when no longer needed for reference, scientific or research use.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.

		<p>2. Processed Observations for Initial Analysis.</p> <p>These data are processed so it can be interpreted as a block rather than individually, and is synthesized through a variety of methods that provides specific data not available in its raw format. This allows analyzing pertinent observations so they can be further refined and reviewed for input into the models that help generate forecasts. Examples include: estimates, reflectivity and velocity measurements produced by Doppler Weather Surveillance Radar (WSR-88D); quality control for accuracy and integrity; and interpretations of various data collected as raw observations taken directly by sensors and other equipment.</p>		
		<p>A. Observations: Cut off when data is processed:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Destroy when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later.</p>
		<p>B. Electronic copies created on word processing and electronic mail systems:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Delete after record keeping copy is produced.</p>
		<p>3. Refined Observations Used for Model Input, Significant Forecasting and Other Purposes Data that are refined for final</p>		

		<p>processing and can be input as the data set for running models.</p> <p>Text and graphic output are produced in hard copy and electronic format, providing quantitative weather data used by meteorologists, hydrologists and climatologists to determine the actual qualitative forecast issued by NWS. This includes overlays of different combinations for blocks of observations that can be applied at a broader, more generalized level. These are essential in developing observation grids and calibrating models. Examples include: multi-sensor precipitation estimates and mean temperatures that are averaged over an area (areal).</p>		
		<p>A. Observations: Cut off when data is processed:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Delete when no longer needed for reference, scientific or research use, or three years after cut off, whichever is later.</p>
		<p>B. Electronic copies created on word processing and electronic mail systems:</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>TEMPORARY. Delete after record keeping copy is produced.</p>
1301-16	Software	This record series covers those elements that are involved in the process of creating	<i>NI-370-04-003</i>	

	Development.	the software used by the various components of the National Weather Service. This software series includes, but is not limited to, the final source code, correspondence related to bugs/fixes, installation instructions, loss and change descriptions, development notebooks, project status reports, enhancements for the different software packages, user manuals, and related information.	(4/22/05)	
		A. Software (maintained electronically):	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Cut off when replaced by new version or no longer used. Delete three years after cut off.
		B. Source Code (maintained electronically):	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Cut off when replaced by new version or no longer used. Delete three years after cut off.
		C. Manuals and notebooks:	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Cut off when replaced by new version or no longer used. Destroy three years after cut off.
		D. Correspondence, status reports, and related information:	<i>NI-370-04-003</i> (4/22/05)	TEMPORARY. Destroy when no longer needed for

				reference.
		E. Electronic copies of items in C. and D. created in word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.
1301-17	Directives		<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Previously Schedule Items: 1301-01, 1303-01, and 1307-01</i>	Apply authorized dispositions for Administrative Issuances (100-03)
1301-18	National Weather Service Modernization Files, Public Law 102-567.	<p>This series chronicles the modernization effort of the NWS. The modernization centered around deploying new equipment and technology while surveying local customers, the general public and other federal agencies that would experience a change in service. The National Research Council (NRC) served as an independent review source for scientific and technical criteria recommendations.</p> <p>These files contain, but are not limited to: appraisals and reviews that provide justification for the recommendations made to close the offices, site information, litigation, National Implementation Plans, Federal Register announcements, site-specific information, statistics, evaluations,</p>	<i>NI-370-04-003 (4/22/05)</i>	

		<p>verifications, methodologies used in the process and related procedures, working papers, public comments, site implementation plans and closures, evaluation team notes, bid and construction schedules.</p> <p>Also included are copies of: certification packages for closed sites, correspondence, briefings, NRC formal assessments, correspondence regarding NRC meetings, independent audit reports, published articles, staffing and resource information, operations plans, justifications, training, congressional correspondence, Memoranda of Understanding, technical reports, NRC reviews, fact sheets, land acquisition, studies and impact statements.</p>		
		<p>A. Records relating to the overall management of the modernization initiative, including but not limited to the following: plans, reports and assessments (e.g., Strategic Plan, National Implementation Plans, National Research Council reports and assessments); briefing packages, minutes and reports of oversight and coordinating committees (e.g., Modernization Transition Committee, Secretary’s Team, NWS Directors’ Transition Management Team); and brochures, statements, figures and charts, and other</p>	<p><i>NI-370-04-003 (4/22/05)</i></p>	<p>PERMANENT. Transfer to the National Archives 5 years after plan is implemented or when no longer needed for administrative purposes, whichever is longer.</p>

		documentation prepared for presentation to NWS constituencies, including Congress.		
		B. Selection of office closure certification plans (i.e., plans covering six offices whose closure was highly contested):	<i>NI-370-04-003 (4/22/05)</i>	PERMANENT. Transfer to the National Archives 5 years after last site is closed or when no longer needed for administrative purposes, whichever is longer.
		C. All other files not included in A or B:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy or delete 5 years after plan is implemented, or when no longer needed for administrative purposes, whichever is longer.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.
1301-19	Water, Weather and Climate Grids, Charts and Tables.	Combinations of various water, weather and climate data and observations that are used for research and analysis, or possibly as an aide in developing the official forecast. These are transitory electronic graphical and	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA Previously Schedule Item:</i>	TEMPORARY. Delete when no longer needed for scientific or research purposes.

		<p>alpha-numeric representations of data and observations that serve as additional evaluation and assessment resources. Updated or created for varying time periods, they are easily recreated from the input data and are sometimes used to provide clarity in conjunction with the guidance provided from the output of various models.</p> <p>Examples include. ablation charts and time series, ozone concentration, atmospheric heights, ultraviolet radiation, surface temperature and precipitation verification, wind and seas, tropical storm avoidance, water flow and river height.</p>	<i>1303-03</i>	
1301-20	Customer Inquiries.	<p>Letters, e-mails and phone calls from the general public, subscribers, industrial meteorologists, researchers, lawyers, law enforcement officials, scientists, and interested others who have questions about a variety of topics, including: general weather-related questions or concerns, guidance (model output), forecasts, reasons for forecast deviations, rationale for NWS policies, requests for resources (funding, NWS support/consideration of projects), additional hydrologic or climate monitoring equipment and assistance with interpreting NWS products.</p> <p>These requests and other correspondence</p>	<p><i>NI-370-04-003</i> <i>(4/22/05)</i> <i>Supersedes NOAA</i> <i>Previously Schedule Items:</i> <i>1307-07 and 1308-06</i></p>	

		can be submitted to national or regional headquarters, Weather Forecast offices or River Forecast Centers, at the Office, Division, or Branch levels, and then forwarded to branches, centers or offices for response. Also included: internal correspondence used in researching and soliciting staff responses, and the final determination sent to the customer.		
		A. Paper copy:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Cut off after resolution of inquiry, retain for six months. Destroy when no longer needed for reference
		B. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Delete after record keeping copy is produced.
1301-21	Site and Equipment Development.	Site survey, drawings, engineering analyses and other related materials used in the construction, upgrade and maintenance of communication, telecommunication and hardware used throughout NWS. This information is provided to Procurement in assisting with the development of requests for proposals and contract negotiations that can be used as approved work plans. Records include information and	<i>NI-370-04-003 (4/22/05)</i> <i>Supersedes NOAA previously Schedule Items: 1804-04</i>	

		specifications for: moorings, platforms, structures and power systems; drawings produced manually or by computer-assisted drafting equipment; and engineering drawing packages used for site acceptance, repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. if filed separately or readily segregable from a larger file.		
		A. Recordkeeping copy:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy or delete one year after being replaced by newer equipment or facilities.
		B. Reference copies:	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when no longer needed for administrative or reference purposes, or after one year, whichever is later.
1301-22	Item and Equipment Engineering Specifications Files.	This series provides a complete history of the parts and equipment that comprise the many systems used within the National Weather Service, such as AWIPS, ASOS, and NEXRAD. Files include such information as purchasing information, codes delineating the item's disposability, and a history of the	<i>NI-370-04-003 (4/22/05)</i>	

		<p>item during the life of the system (when in stock, any changes made, etc) They can also be used to provide site-specific equipment details for the various systems.</p> <p>Files include, but are not limited to: specifications, equipment drawings created by the National Weather Service, new stock notifications, technical information, schematics, and change sheets.</p>		
		A. Recordkeeping Copy (paper (1960 – 1996):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Cut off when system is no longer in use. Destroy one year after cut off.
		B. Recordkeeping copy (electronic (1996-present):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Cut off when system is no longer in use. Destroy one year after cut off
		C. Reference copies (aperture cards, microfiche, paper):	<i>NI-370-04-003 (4/22/05)</i>	TEMPORARY. Destroy when no longer needed for reference.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1302	Office of Hydrologic Development	The Office of Hydrologic Development enhances National Weather Service products by: infusing new hydrologic science; developing hydrologic techniques for operational use; managing hydrologic development by NWS field offices; providing advanced hydrologic products to meet needs identified by NWS customers.		
1302-01	Rainfall Frequency and Probable Maximum Precipitation Studies.	These studies relate to climatological estimates of rainfall amounts for particular locations, durations, probabilities and extremes. They are accepted as civil engineering design standards within the United States. The Rainfall Frequency Studies produce probabilistic estimates used as design requirements for engineered structures such as buildings, roads, culverts and storm water drains. The Probable Maximum Precipitation studies estimate worst-case rainfall scenarios used in designing structures as dams. They are performed for both generalized and site	<i>NI-370-03-002 (2/11/04)</i> <i>Supersedes NOAA Schedule Items: 1305-05 and 1305-06)</i>	

		specific areas. Includes published and unpublished reports and data.		
		A. Published reports, with updated index thereto (paper):	<i>NI-370-03-002 (2/11/04)</i>	PERMANENT. Cut-off at end of year when report is published. Transfer one copy of each report to the National Archives in 5-year blocks five years after cut off.
		B. Unpublished reports:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Cut-off at end of year when created. Destroy five years after cut off.
		C. Data upon which the reports are based:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Retain for three years. Destroy thereafter when no longer needed for reference.
		D. Duplicate copies of reports used for reference:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Destroy when no longer needed for reference.
		E. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Delete after record keeping copy IS produced.

1302-02	NOAA Hydrologic Data System (NHDS).	This system houses hydrologic and precipitation data used to calibrate forecast models and develop forecast techniques. It contains hydrologic and processed observations, and metadata. Records are arranged by place, time of observation and environmental parameters. Custom software IS used to collect, organize and retrieve the data. Layout vanes but is typically in custom field definitions. NHDS is linked to other systems (River Forecast Center operational systems, and information held by NCDC and USGS) and supports a variety of file formats. There are no restrictions on releasing data from the system other than when It was collected from sources that limits its' distribution. Hardware support is PC servers, and tape is used for storage media.	<i>NI-370-03-002 (2/11/04)</i>	
		A. Information within system (data):	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Cut off when system is retired or replaced, then delete when no longer needed for research or reference.
		B. System documentation:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.

		C. System inputs (information from environmental sensors):	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Delete two months after data are entered into the system and data have been verified.
		D. System outputs (data subset lists):	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Cut off at end of calendar fiscal year in which outputs have been created. File outputs with related project files and apply approved disposition instructions. For those outputs that are not part of a case file. Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
		E. System backups:	<i>NI-370-03-002 (2/11/04)</i>	TEMPORARY. Delete when superseded by next system backup.

1302-03	Hydrologic Information Background Materials.	<p>These documents provide the supporting information, such as worksheets and data, for published hydrologic reports and studies produced by the National Weather Service. Files may include, but are not limited to, reproduction material, graphs, statistical tables, satellite and radar photographs, and rainfall frequency and maximum precipitation charts and computations.</p> <p><i>Note: The reports generated from this material are covered under 100- 01 or 100-02 depending on the scope and distribution of the report.</i></p>	<p>NI-370-03-002 (2/11/04)</p> <p><i>Supersedes NOAA Schedule Item:</i></p> <p>1305-07</p>	
		A. Working files/background material to final reports (recordkeeping copy):	<p>NI-370-03-002 (2/11/04)</p>	TEMPORARY. Cut-off at completion of report or study. Transfer to the Federal Records Center three years after cut-off Destroy 10 years after cut-off.
		B. Electronic copies created on word processing and electronic mail systems:	<p>NI-370-03-002 (2/11/04)</p>	TEMPORARY. Delete after record keeping copy is produced

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1303	National Centers for Environmental Prediction.	The National Centers for Environmental Prediction is comprised of nine separate centers and the Office of the Director. They provide a wide variety of national and international weather guidance products to NWS field offices, government agencies, emergency managers, private sector meteorologists, and meteorological organizations and societies. They are a critical national resource in national and global weather prediction. NCEP is the starting point for all weather forecasts in the U.S.		
1303-01	Climatological Assessments.	Reviews of current climate information that provide advance notice of potential hazards. Issued on a weekly or monthly basis, they show a variety of possible concerns that could or are occurring from the previous week to the next 10 days: heavy rain, heavy snow, strong winds, high coastal waves,	<i>NI-370-03-003 (6/29/04)</i> <i>Supersedes NOAA Previously Scheduled Item: 1304-06</i>	TEMPORARY. Cut off files at end of calendar/fiscal year in which assessment was issued. Delete three years after cutoff or when no longer

		<p>coastal flooding, drought, degree days (energy demands for heating and cooling), ultraviolet radiation and periods of significant weather impact (excessively high or low temperatures, dangerous heat or wind chill indices, days with no rain, drought and fire danger). Also included are general hazard assessments (temperature, wind, precipitation, soil, wildfire) for the United States, and the African Hazards report that provides seasonal drought and flood monitoring information. Special hazard assessments are issued on an as-needed basis for any emergency requests that are received from external agencies or for internal requirements.</p>		<p>needed for scientific or research purposes, whichever is later.</p>
1303-02	Global Precipitation Estimates.	<p>Estimated amounts of worldwide precipitation (1979-present) generated electronically for five-day and monthly periods and its global impact. These are based on satellite data (infrared, microwave) and rain gauge observations from around the world that are blended together and statistically weighted. These precipitation estimates are used to aid in famine relief identify anomalies, validate models, look for variations in climate, and for research needs (ElNino, La Nina, tropical events).</p> <p>Examples include CPC Merged Analysis of</p>	<p><i>NI-370-03-003</i> (6/29/04)</p>	

		Precipitation (CMAP), GOES Precipitation Index, OLR Precipitation Index and NESDIS-generated microwave based precipitation estimates.		
		A. Infrared Images:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut-off dally Transfer to NCDC after cut-off.
		B. Estimates:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut-off monthly. Delete three years after cut off or when no longer needed for scientific or research purposes, whichever is later.
1303-03	Climate Data Assimilation System (CDAS).	<p>This system Issued to produce a three-dimensional view of the atmosphere on a global basis for climate monitoring, research and forecasting purposes. Various observations (temperature, pressure, wind, moisture) of the atmosphere are combined with parameters derived from models (i.e. divergence, vorticity) to create regularly-spaced latitude and longitude grids for 18 vertical levels of the atmosphere.</p> <p>It stores data from January 1949-present that was re-analyzed with current models to develop a consistent data set. This is used by researchers and scientists worldwide,</p>	<i>NI-370-03-003 (6/29/04)</i>	

		and m monitoring the current state of the climate for recent months and seasons. Any anomalies are computed for some data fields to help assess E1 Nino and Southern Oscillation (ENSO), tropical oscillations and the Arctic Oscillation that provides input to seasonal forecasts. Data input are taken from various observations (see 1301-15 Water, Weather and Climate Observations) collected by rawinsonde, aircraft, satellite, and at the surface (sea surface temperature) worldwide.		
		A. Information within system (data):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off data at the end of each calendar/fiscal year Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later.
		B. System documentation:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.
		C. System inputs (observations, reprocessed data from models):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete two months after data are

				entered into the system and data have been verified.
		D. System outputs (computer disk files in gridded binary format to derive graphics of a subset of the data fields that are posted on web pages and printed in <i>the Monthly Climate Bulletin</i>):	<i>NI-370-03-003</i> (6/29/04)	TEMPORARY. Cut off at end of calendar/fiscal year in which outputs have been superseded by next web posting and/or publication. Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
		E. System backups:	<i>NI-370-03-003</i> (6/29/04)	TEMPORARY. Delete when superseded by next system backup.
1303-04	Climate Assessment Database (CADB).	This system is used to identify and assess global climate anomalies (weeks, months) or other events that happen occasionally (days, weeks) having societal, energy and agricultural impacts. Data are summarized for various time periods across the world or by sub-regions that are based on World Meteorological Organization (WMO) station identification numbers, latitude and	<i>NI-370-03-003</i> (6/29/04)	

		<p>longitude. It is migrated into the system, and manually entered if a problem occurs with the automated process.</p> <p>Records are sorted by date (year, month) and WMO station identification. Daily data are stored by station identification and dates in day/year, and monthly data in month/year formats. Each year has daily, monthly and pointer data files. Each file is sorted numerically by WMO station identification, and the pointer file keeps track of record number in the data files for each station on a daily basis. Each record can store up to 40 parameters per station. Primary key/units of analyses for each file are precipitation and temperatures.</p> <p>CADB supports ASCII and direct-access file formats. A public version of the data is available on web sites in the form of U S. climate summaries (monitoring, data) and color analyses maps (international, domestic). Restrictions on release of the data are limited to international weather data summaries. This system is duplicated on the IBM-ASP supercomputer, and is backed-up once/week on TAR disk media. Hardware supported by the system: SGI 102 Origin 2000 server and the supercomputer; software includes FORTRAN-70 and</p>		
--	--	---	--	--

		FORTRAN-90 programs.		
		A. Information within system (daily weather data summaries, monthly climate summary):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off data at the end of each calendar/fiscal year. Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later.
		B. System documentation:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy/Delete 2 years after cutoff.
		C. System inputs (hourly, special and three-hour weather summaries):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete two months after data are entered into the system and data have been verified.
		D. System outputs (summarized data files, screen captures, printouts):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off at end of calendar/fiscal year in which outputs have been created. File outputs with related project files

				and apply approved disposition instructions. For those outputs that are not part of a case file: Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
		E. System backups:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete when superseded by next system backup.
		F. Email and word processing copies:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete after record keeping copy has been created.
	Tropical Prediction Center			
1303-05	Automated Tropical Cyclone Forecast System (ATCF).	This system automates the creation of tropical cyclone forecasts through the input of track, intensity and wind radii observations and model guidance, and allows text products that describe these forecasts to be edited and distributed. Data	<i>NI-370-03-003 (6/29/04)</i>	

		are entered manually by key or through electronic file transfer, and are stored for all storms from 1851-present Records are arranged by ocean basin (north Atlantic, north central Pacific, northeast Pacific) date, and storm identifier, and are in sequential ASCII format. Files contain information pertaining to position (latitude, longitude), Intensity (knots) and wind radii (nautical miles) observations and official and model forecasts, post-analyses of these forecast quantities, and text messages. The ATCF is hosted on a LINUX platform in a network workstation environment. Back-up and storage medium is Digital Versatile Disc (DVD).		
		A. Information within system (latitude, longitude, knots):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off data at the end of each calendar/fiscal year. Delete data 75 years after cutoff or when no longer needed for scientific or research purposes, whichever is later.
		B. System documentation:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy/Delete 2

				years after cutoff.
		C. System inputs (tropical cyclone characteristics, position estimates, wind radii, model guidance):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete two months after data are entered into the system and data have been verified.
		D. System outputs (track forecast points, intensity. File outputs with related project wind radii, text messages):	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Cut off at end of calendar/fiscal year in which outputs have been created files and apply approved disposition instructions. For those outputs that are not part of a case file: Delete/Destroy 5 years after cutoff or when no longer needed for scientific and research purposes, whichever is later.
		E. System backups:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete when superseded by next system backup.

		F. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete after record keeping copy has been created.
1303-06	Tropical Cyclone Storm Wallet.	Information on each tropical storm and hurricane that occurred from 1958-present for the Atlantic Ocean basin, and from 1988-present for the eastern north Pacific Ocean basin (extending westward to 140 degrees west longitude). These files contain, but are not limited to: observations (surface, ship reports, upper-air data, aircraft winds, dropsondes), satellite classifications, various worksheets, tracking maps, model initialization parameters, radar or satellite Imagery, analysis, model output and forecast fields. Electronic information consists of correspondence, emails, other model and forecast products stored on-site from 1991-present.	<i>NI-370-03-003 (6/29/04)</i>	
		A. Recordkeeping copy (paper):	<i>NI-370-03-003 (6/29/04)</i>	PERMANENT. Cut off case files at end of fiscal/calendar year in which tropical storm hurricane case file has been closed. Transfer to the National Archives 30 years after cutoff.

		B. Reference copy:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Destroy when no longer needed for reference, scientific or research purposes.
		C. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-003 (6/29/04)</i>	TEMPORARY. Delete after record-keeping copy is produced.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1304	Office of Climate, Water and Weather Services (OS).	The Office of Climate, Water and Weather Services oversees delivery of hydrometeorological and climate service, design and implementation of future products and services. OS provides NWS liaison with service partners, defines and validates national requirements for ongoing scientific and technical advancements, and for effective new technologies to derive and disseminate critical hydro-meteorological and climate information to users.		
	Requirements and Change Management			
1304-01	Change Requests.	These documents involve a request to modify, remove, or replace a current system within National Weather Service. Changes can either be to a system component, such		

		as equipment (hardware) and software, or to the data products which are produced by the system. Request files usually consist of a justification, diagrams, reviews and responses, as well as the decision memorandum that is signed by the System Integration Manager.		
		A. Recordkeeping copy:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut-off at end of year when request is approved or rejected. Destroy ten years after cut-off.
		B. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
1304-02	Requirements Documents.	This record series covers the documentation on the new requirements for the various builds and functionality of the NWS operational systems and any systems that might replace them. The documentation is predominately web-based but are printed out as needed.		
		A. Recordkeeping copy:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off at the end of the calendar year in which all requirements are met. Delete ten

				years after cut off.
		B. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy has been produced.
	Marine & Coastal Weather Services			
1304-03	Marine Safety Charts.	The Marine Service Charts (MSC) provide manners on the coastal ocean and Great Lakes with information on how to access marine weather products. Each chart covers a different segment of the U.S. coastline. These charts contain information about warning and forecast products and list all NWS, U S Coast Guard, and private marine radio stations broadcasting weather for each area covered by a chart.		
		A. Record copy of Manne Service Charts, each of which covers a segment of coastline:	<i>NI-370-04-001 (9/16/04)</i>	PERMANENT. Transfer directly to NARA on Issuance.
		B. All other copies Cut off when superseded:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Destroy when no longer needed for reference.
	Aviation			
1304-04	Daily Record of Facility Operation Logs.	These logs, detailing the dally operations of the Center Weather Service Units, may document the arrival and departure times of	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off yearly. Destroy five years after cut

		duty personnel, routine and special weather briefings provided during the shift, the issuance of aviation weather advisories, and unusual or special occurrences/actions.		off.
	Hydrologic Services Division			
1304-05	Automated Flood Warning Systems.	<p>The Integrated Flood Observing and Warning System (IFLOWS) is an internal system issued by the Hydrologic Services Division and WFOs to gather rain and water level data in the northeastern United States that are used in issuing flood warnings. Created as the result of funds earmarked by Congress, it contains records from 1980 to present and is linked to Local Data Acquisition and Dissemination (LDAD).</p> <p>Data are migrated into IFLOWS from radio gauges, and customized software parses the data in arranging/sorting the records. A public version of the data is available. Record layout is comma delimited, and the date definition is based on the Julian calendar. Incremental time series are the primary unit of analysis for each file, and binary, ASCII and software proprietary formats are supported. The system runs on PC, and is backed-up on local hard drives and CD-ROM media. This entry also covers Automated Local Evaluation in Real Time (ALERT) systems, a myriad of local systems</p>	<i>NI-370-04-001</i> (9/16/04)	

		that feed rain and water level data to the Hydrologic Services Division for similar purposes.		
		A. Information within system (ram, water level data):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
		B. System documentation:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy six months after cut off. Delete data five years after cut off
		C. System inputs (radio gauge rain, water level data):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off after data are entered and verified.
		D. System outputs (data files):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete when no longer needed for scientific or research purposes.
1304-06	National Hydrologic Information.	Narrative summaries in hard copy or electronic format generated by Weather Forecast offices to chronicle flooding and	<i>NI-370-04-001 (9/16/04)</i>	

		other significant hydrologic events for specific river locations.	<i>Supersedes NOAA Previously Scheduled Item: 1305-02</i>	
		A. General summaries are issued on a monthly basis, these summaries (Form E-5) report the general conditions and any flood occurrences for various rivers over the reporting period. When specific flooding incidents occur, information on its effect on property and people is included.		
		1. Recordkeeping copy:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off whenever reporting location is closed or transferred. Delete or destroy five years after cutoff.
		2. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
		B. Flood summaries are special reports (Form E-3) generated on an as needed basis when specific flooding incidents occur. They document the rise above flood stage, how long flood conditions lasted, when the river crested and height of the crest		

		1. Recordkeeping copy:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off when river-reporting location is closed or transferred. Delete or destroy five years after cutoff.
		2. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
		C. Summaries (Form E-19) that combine all of the information provided in the general and flood summaries. It is used as a historic/chronological record of river gauge locations, sensor details, how long information was collected for each site, high and low water levels, and the impact of damage from various flood levels.		
		1. Recordkeeping paper copy:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off at the end of each year. Destroy 75 years after cutoff, or when no longer needed for research, whichever is later.
		2. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.

	Performance Branch			
1304-07	Service Assessment Files.	<p>This record series contains reports and supporting information generated after a major weather event that resulted in major property loss or the loss of life. They assess the full range of Weather Service activities prior to, during, and after the event, if the appropriate warnings were issued, and their responsiveness given the situation.</p> <p>Also included in this record series are the monthly assessment reports, which provide a status update to the Corporate Board regarding the implementation of recommendations made in the Service Assessment reports. There are also biannual follow-up reports that detail those items that have been approved but are awaiting implementation.</p>	<p><i>NI-370-04-001</i> (9/16/04) <i>(Supersedes NOAA Previously Schedule Items: 1307-04, and 1307-06)</i></p>	
		A. Reports (paper):	<p><i>NI-370-04-001</i> (9/16/04)</p>	PERMANENT: Cut-off annually. Transfer to the National Archives of the United States in 5-year blocks when most recent records are 10 years old.
		B. Supporting Material:	<p><i>NI-370-04-001</i> (9/16/04)</p>	TEMPORARY. Destroy when 10

				years old.
		C. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
1304-08	Region Survey Reports.	Internal reports generated after a weather event not meeting the criteria for a Service Assessment report. These reports detail, on a regional level, how the National Weather Service performed before, during and after the storm as well as what changes need to be implemented to improve future performance.		
		A. Reports:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off annually. Destroy 10 years after cut off.
		B. Supporting Material:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off annually. Destroy 3 years after cut off.
		C. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
1304-09	StormData Database.	This system helps NCDC in the production of its monthly Storm Data publication, and is used in conjunction with the Severe Weather Verification Database (see 1304-11 Severe Weather Verification Database) to	<i>NI-370-04-001 (9/16/04)</i>	

		<p>match how well WFOs performed in issuing watches and warnings compared to actual weather events. These are monitored and broken down on a county-by-county basis for each state and territory, and the information issued by insurance companies and other private-sector interests to determine claims and damages, and for underwriting purposes.</p> <p>Data are keyed and imported from each WFO on a monthly basis. Records in the system are arranged on a relational basis, are sorted by date and time and are searchable by the storm date(s) and events. Each file is analyzed by state and county, and records are in integer, character or photo (bitmap, .Jpg) layout with a month/day/year date definition. Paradox for Windows tables file formats are supported along with PC for hardware, and Adobe Acrobat and Paradox for Windows for software. Onstream Echo tape is used as the back-up medium.</p>		
		<p>A. Information within system (severe, unusual weather events):</p>	<p><i>NI-370-04-001 (9/16/04)</i></p>	<p>TEMPORARY. Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for</p>

				research, whichever is later. Destroy six months after cutoff.
		B. System documentation:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off when system is retired or replaced.
		C. System inputs (Storm.Data software):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after data are entered into the system and verified.
		D. System outputs (.pdfParadox reports):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Destroy when no longer needed for operational, administrative or research purposes.
1304-10	Severe Weather Warning Database.	Used for storing data submitted by the WFOs. This system captures each warning that is issued across the country and its territories by a particular office. Data are entered into the system by the WFOs that serves as input to the Severe Weather Verification Database (1304-12). The information generated serves as feedback to NWS management in monitoring performance measurements. Data are based on county and weather	<i>NI-370-04-001 (9/16/04)</i>	

		<p>events, and saved in integer and character format (month/day/year). Text files are received from the Office of Climate, Water and Weather Services every three hours, entered into a Paradox form and parsed for automatic entry into the forms. NCDC has access to the text files. Records are arranged on a relational basis and sorted by month/day/year format. The primary unit of analysis is state and county, and the system supports Paradox for Windows and table formats. Hardware consists of a PC, and the software is Paradox for Windows 9 with web interface. The back-up medium is Onstream Echo tape.</p>		
		<p>A. Information within system (warnings):</p>	<p><i>NI-370-04-001 (9/16/04)</i></p>	<p>TEMPORARY. Cut off data at the end of each year Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.</p>
		<p>B. System documentation:</p>	<p><i>NI-370-04-001 (9/16/04)</i></p>	<p>TEMPORARY. Cut off when system is retired or replaced. Destroy six months after cut off.</p>
		<p>C. System inputs (text files, Paradox form):</p>	<p><i>NI-370-04-001 (9/16/04)</i></p>	<p>TEMPORARY. Delete 30 days after data are</p>

				entered into the system.
		D. System outputs (web-based and HTML documents):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Destroy when no longer needed for operational, administrative or research purposes.
1304-11	Severe Weather Verification Database	<p>This system is integral in providing key information to Congress and the DOC that verifies there is no degradation of services as a result of the NWS modernization (see 1301-18 NWS Modernization Files). It also provides a variety of verification statistics (nationally by year, Region to Region, Office to Office) on severe thunderstorms, tornadoes, flash floods and special marine warnings that compare the issuing of watches and warnings by the WFOs to observations collected at the time of the event. This allows the information to be analyzed at all levels for identifying corrective measures that can be taken to improve the accuracy of forecasts.</p> <p>By combining the warning and storm data tables, a side-by-side comparison of the warnings that were issued with the actual storm events is created. Data are received from the Severe Weather Warning and Storm Data databases. Each file is analyzed</p>	<i>NI-370-04-001 (9/16/04)</i>	

		by using the event, event type, warning type, state, county and WFO as key units. Paradox for Windows tables are the supported file formats Records are arranged on a relational basis, and sorted by date and time They are in integer and character layout, and defined by month/day/year format. The system supports PC for hardware and Paradox for Windows for software Backup medium is Onstream Echo tape.		
		A. Information within system (verification statistics, watches, warnings, and observations):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off data at the end of each year. Delete data 75 years after cutoff, or when no longer needed for research, whichever is later.
		B. System documentation:	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Cut off when system IS retired or replaced, Destroy six months after cutoff.
		C. System inputs (Paradox warning, storm data tables):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Delete after data are entered into the system.
		D. System outputs (HTML reports):	<i>NI-370-04-001 (9/16/04)</i>	TEMPORARY. Destroy when no

				longer needed for operational, administrative, or research purposes.
1304-12	Weather-related Accident and Litigation Case Files	<p>Documents relating to the investigation or litigation of specific aircraft accidents which may have been weather-related. Includes such materials as film, weather charts, tapes, logs, photographs, forecasts, statements, and other relevant operational weather records.</p> <p>Note: <i>This code should be used for only the case files retained in the headquarters office responsible for this program. Other offices submitting relevant Information should file their copies in 1301-05 if aircraft related.</i></p>	<p><i>NI-370-04-001 (9/16/04)</i></p> <p><i>Supersedes NOAA Previously Scheduled Item: 1304-01, N1- 370-99-1</i></p>	
		A. Paper Records:	<p><i>NI-370-04-001 (9/16/04)</i></p> <p><i>Supersedes NOAA Previously Scheduled Item: 1304-01, N1- 370-99-1</i></p>	TEMPORARY. Cut off files at the end of calendar year in which case file has been closed. Retire to FRC 3 years after cutoff. Destroy 10 years after cutoff.
		B. Word processing and office automation electronic source documents:	<p><i>NI-370-04-001 (9/16/04)</i></p> <p><i>Supersedes NOAA Previously Scheduled Item: 1304-01, N1- 370-99-1</i></p>	TEMPORARY. Delete 90 days after the printout has been filed in the record keeping system.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1305	Office of Operational Systems.	This Office manages operational systems and provides engineering, software management, facilities, communication, maintenance and logistical services. It develops policy, standards and procedures for special equipment, hardware, software, technical specifications, handles procurement and logistics; performs equipment reconditioning, quality control, data acquisition, equipment test and evaluation programs, and computer-based communication; conducts experiments on equipment and techniques; and acquires and disseminates data and products.		
	Maintenance, Logistics & Acquisition Division			

1305-01	Radio Frequency Assignment Files.	<p>Documents the Radio Frequency Assignment actions and activities for the approximately 7,000 NWS assignments. Assignment is the process of selecting operating frequencies for radio equipment, ideally in such a way as to permit each system to operate without causing harm (interference) to other systems or receiving interference from them. Assignments are based on allocations, the process which determines what radio services (radar, broadcast TV or amateur) should operate in a particular band of frequencies.</p> <p>Files contain information resulting from coordination with the Department of Commerce (DOC) Office of Radio Frequency Management (ORFM), NWS offices or others requesting additions, deletions or new assignments. The DOC ORFM reviews all requests and forwards them to the Frequency Assignment Branch of the National Telecommunications and Information Administration (NTIA) Office of Spectrum Management. These assignment requests are then reviewed (over a 15-day working period) by the NTIA Frequency Assignment Subcommittee, which is comprised of 23 Federal government agency representatives. Such requests also include the NTIA required five-year review of</p>	<i>NI-370-03-005</i> (4/21/04)	
---------	-----------------------------------	---	--	--

		<p>frequency assignments and all input and output from the "Spectrum XXI" (i. e. a frequency assignment software package provided by NTIA). Assignment requests approved by the Frequency Assignment Subcommittee are recorded in the NTIA Government Master File (GMF) of Frequency Assignments.</p> <p>An Assignment Log is maintained which documents actions for frequency assignments for a period of six years.</p>		
		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy three years after assignment action is completed or after the NTIA five-year review is completed, whichever is later.
		B. Assignment log:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy three years after last assignment is completed or after the NTIA five-year review is completed, whichever is later.

		C. Electronic copies:		TEMPORARY. Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.
1305-02	Radio Frequency Interference Cases.	These files contain information concerning cases of interference involving or potentially involving transmitters or receivers of the National Weather Service (NWS), to include those of the National Data Buoy Center (NDBC).		
		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the case is closed. Destroy three years after cut-off.
		B. Electronic copies:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.
1305-03	Frequency Management	These case files are segregated by program, (e.g. NEXRAD, Hydrology, NOAA Weather	<i>NI-370-03-005 (4/21/04)</i>	

	Program Files.	Radio), and contain Frequency Management subjects related to those specific programs to include such items as Cooperator Agreements, and Stages 1- 4 of the Spectrum Certification work with NTIA's Spectrum Planning Subcommittee which are coordinated through the DOC Office of Radio Frequency Management (ORFM).		
		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the case is closed. Destroy three years after cut-off.
		B. Electronic copies:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.
1305-04	Allocation and Reallocation Files.	These case files contain information relative to attempts to reallocate Federal government portions of the radio frequency spectrum to other uses. They also comprise files on meetings and coordination of redefinition, or closer definition, of the use of portions of the Spectrum used by the Federal government.		

		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the case is closed. Destroy three years after cut-off.
		B. Electronic copies:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when paper file copy is generated or when electronic copies are no longer needed for reference, whichever is later.
1305-05	Software Comments.	These files contain update recommendations with respect to software that could be or is used by the NWS Frequency Managers (e g Spectrum XXI).	<i>NI-370-03-005 (4/21/04)</i>	
		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the case is closed. Destroy five years after cut-off.
		B. Electronic copies:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when paper file copy is generated or when electronic copies are no longer needed for reference,

				whichever is later.
	Maintenance			
1305-06	Automated Surface Observing System (ASOS).	This system automates the collection of surface weather observations to support aviation, forecasting, and climatology needs. The data stream is automatically entered via weather sensors, stored by station and weather product, and backed-up on flash memory and tape media. Dates for records in the system range from 1990 to the present. It is linked to other systems and supports ASCII file formats.	NI-370-03-005 (4/21/04)	
		A. Information within system (data):	NI-370-03-005 (4/21/04)	TEMPORARY. Cut off when system is retired or replaced. Delete 75 years after cut off or when no longer needed for research or reference, whichever is later.
		B. System documentation (user and maintenance manuals):	NI-370-03-005 (4/21/04)	TEMPORARY. Cut off when system is retired or replaced. Destroy twelve months after cut off.
		C. System inputs (observations):	NI-370-03-005 (4/21/04)	TEMPORARY. Delete two months

				after data are entered into the system.
		D. System outputs (various weather products):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut-off daily. Transfer to NCDC after cut-off.
1305-07	ASOS Legal Documents.	<p>Located at airport sites that include, but are not limited to, the following Items: FAA 7460 Air Space Safety Permits, site surveys, licenses for use of real property, site engineering drawings, air traffic control tower pictures for planned location of OID, CVD, and VDU, notice of proposed construction or alteration. Supplemental Instructions, notifications, correspondence, e-mails, and facsimile.</p> <p>NOTE: <i>Per N1-370-03-005, previous authority, N1-370-99-4, applies for A, B, and C below:</i></p>	<p><i>NI-370-03-005 (4/21/04)</i></p> <p><i>Supersedes NOAA Previously Schedule Item: 1303-14) NI-370-99-4</i></p>	
		A. Paper files:	<i>N1-370-99-4 (2/26/99)</i>	TEMPORARY. Destroy 20 years after site closing and/or ASOS equipment becomes obsolete, whichever comes first.
		B. Word processing and office automation	<i>N1-370-99-4</i>	TEMPORARY.

		electronic source documents:	(2/26/99)	Delete 90 days after records are printed and filed in record keeping system.
		C. Electronic mail:	<i>N1-370-99-4</i> (2/26/99)	TEMPORARY. Destroy 90 days after printout has been filed in record keeping system.
1305-08	ASOS Site and Building Management Files.	Documents include, but are not limited to, the following. color pictures of proposed locations of ASOS equipment, maps, civil surveys, cost estimates, site location maps (negatives), vicinity maps (negatives), airport master records, and printouts of e-mail and fax transmissions. NOTE: <i>Per N1-370-03-005, previous authority, N1-370-99-4, applies for A, B, and C below:</i>	<i>NI-370-03-005</i> (4/21/04) (Supersedes 1303-15) NI-370-99-4	
		A. Paper files:	<i>N1-370-99-4</i> (2/26/99)	TEMPORARY. Destroy 20 years after site closing and/or ASOS equipment becomes obsolete, whichever comes first.

		B. Word processing and office automation electronic source documents:	<i>N1-370-99-4 (2/26/99)</i>	TEMPORARY. Delete 90 days after records are printed and filed in record keeping system.
		C. Electronic mail:	<i>N1-370-99-4 (2/26/99)</i>	TEMPORARY. Destroy 90 days after printout has been filed in record keeping system.
	Configuration			
1305-09	Engineering Management Reporting System (EMRS).	<p>This system generates reliability and maintenance statistics for all equipment owned or maintained by NWS. These are used by management to show equipment performance and the ability to maintain levels that are needed to keep equipment operating as designed. It contains database tables of maintenance and equipment population data, and general performance statistics.</p> <p>The system is linked to the NWS Location Identifier System (NWSLI), Unscheduled Outage System (USOS), and Engineering Publication Information and Circulation System (EPICS). It supports Sun SPARC 450 and ALR 5200 mini-computers, and Oracle databases, application server, reports, forms</p>	<i>NI-370-03-005 (4/21/04)</i>	

		and Discoverer for software. Data are parsed from NWS Form A-26 and keyed in EMRS, which supports Oracle database file formats. Records are arranged/sorted by any selected field in the tables, and there are multiple record layouts. Primary units for analyzing each file are sequence and Form A-26 document numbers. Tape serves as the backup media.		
		A. Information within system (maintenance, equipment population data, and performance statistics):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the equipment the system tracks is retired or replaced. Delete 3 years after cut off.
		B. System documentation:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when the system is retired or replaced Destroy 12 months after cut off.
		C. System inputs (NWS Form A-26):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Delete or destroy after data are entered into the system and verified
		D. System outputs (web-based, ad-hoc reports):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when no longer needed for administrative or

				operational purposes.
1305-10	Unscheduled Outage System (USOS).	This system keeps NWS management informed about unscheduled equipment outages reported and resolved on a daily basis, and possible impacts to weather services. Reports are generated from database tables that contain outage record data that is keyed into USOS. Records are arranged in chronological order, can be sorted by any selected field in the tables and contain multiple table layouts. Each file uses sequence numbers and USOS document numbers as the primary unit of analysis. The system supports Oracle database files, and it is linked to the Engineering Management Reporting System (EMRS) and NWS Location Identifier System (NWSLI) Sun SPARC 450 and ALR 5200 mini-computers are supported along with Oracle database, application server, reports, forms, workflow, and Discoverer software. Back-up medium is tape.	<i>NI-370-03-005 (4/21/04)</i>	
		A. Information within system (database tables):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when outage is fixed. Delete five years after cut off.
		B. System documentation:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy twelve months after system is retired or

				replaced.
		C. System inputs (electronic data entry form):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Delete after data are entered into the system.
		D. System outputs (daily web-based, ad-hoc statistical reports):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when no longer needed for administrative or operational purposes.
	Observation Systems			
1305-11	Site/System Commissioning Files.	These documents relate to the implementation of a weather-observing site within the National Weather Service system of observing sites as well as containing documentation of when such sites are removed from the network. These files consist of: an implementation plan, which details the process by which a site is commissioned as well documenting the need for the new site or system; a commissioning report, which is the final report once a site or system is implemented within the National Weather Service; and a decommissioning report, which is generated after a site or system is removed from the National Weather Service observing network.	<i>NI-370-03-005 (4/21/04)</i> <i>Supersedes NOAA Previously Schedule Item: 1302-11</i>	

		A. Recordkeeping copy:		TEMPORARY. Destroy five years after site is decommissioned or when no longer needed for administrative or technical reference.
		B. Electronic copies created on word processing and electronic mail systems:		TEMPORARY. Delete after recordkeeping copy is produced.
	Test and Evaluation			
1305-12	Equipment Testing Files.	Documents relating to the system and operational testing of new or modified equipment (including hardware and software) leading to implementation throughout the National Weather Service or within a specific organization. Files include test plans, reports, evaluation of test results and meeting minutes.	(Replaces 1303-11, 1804-01, 1804-05)	
		A. Recordkeeping copy:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when equipment is retired or replaced; Destroy 10 years after cut off
		B. Electronic copies created on word	<i>NI-370-03-005</i>	TEMPORARY.

		processing and electronic mail systems:	(4/21/04)	Delete after recordkeeping copy is produced.
	Operations Support and Performance Monitoring			
1305-13	After-action and Status Reports.	Records documenting any major incidents, accidents or mishaps causing a significant disruption/outage to NWS telecommunication gateway and data networks and action items to remedy the problem and specific task lists developed to ensure timely resolution of future problems. The reports are used to benefit the NWS Director, and may be provided as needed to the Secretary of Commerce and news media, about what occurred, its impact on distributing services and products, and any corrective action that was taken.	<i>NI-370-03-005</i> (4/21/04)	
		A. Recordkeeping copy:	<i>NI-370-03-005</i> (4/21/04)	TEMPORARY. Cut off after resolution of all action Items. Destroy 3 years after cut off.
		B. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-005</i> (4/21/04)	TEMPORARY. Delete after record keeping copy is produced.

	Data Dissemination			
1305-14	NOAA Weather Radio Coverage Maps.	Cartographic representations of coverage areas by each NOAA Weather Radio transmitter on a state-by-state or U.S. territory basis. These maps are used to determine which Weather Forecast Office is responsible for broadcasting local and regional information, and to keep members of Congress informed about coverage in their home districts.	<i>NI-370-03-005 (4/21/04)</i>	
		A. Record copy of national NOAA Weather Radio coverage map and related NWR brochure with regional coverage maps:	<i>NI-370-03-005 (4/21/04)</i>	PERMANENT. Transfer directly to NARA on Issuance.
		B. All other maps:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when superseded or no longer needed for reference, whichever is later.
1305-15	Management Information Retrieval System.	This system manages the operation and maintenance of the Next Generation Radar Management (NEXRAD), Automated Surface Observing System (ASOS), and NOAA Weather Radio network of 730 transmitters (established by Executive Order). It contains information on each of the stations (location, technical characteristics, cost, names, coverage area, physical descriptions of the location, equipment, site surveys and	<i>NI-370-03-005 (4/21/04)</i>	

		<p>tower height). Data are used to help support logistics, expansions, upgrades, coverage analyses, cost accounting and performance.</p> <p>Cost accounting information is migrated from the Financial Management System (FIMA) with all other data being keyed manually. Transmitter location information is the only restricted data. Records are arranged/sorted by state, location, Weather Forecast Office, transmission frequency and which WFOs provides programming. Layout is based on call sign and site identification number, with day/hour/seconds used as the date definition. Primary analysis for each file is based on individual stations. The system supports: Oracle database, ArchIMS and Targo files, PC terminals with access to the National Transition Database for hardware; and Arcview and Crystal Reports for software. ZIP and local hard drives are used for back-up media.</p>		
		<p>A. Information within system (station information and metadata):</p>	<p><i>NI-370-03-005 (4/21/04)</i></p>	<p>TEMPORARY. Cut off when system is retired or replaced, then delete 25 years after cut off or when no longer needed for research or</p>

				reference, whichever is longer.
		B. System documentation:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when system is retired or replaced Destroy twelve months after cut off.
		C. System inputs (National Telecommunication and Information Agency database, transmitter frequency locations, FIMA, technical site characteristics):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Delete two months after data are verified in the system.
		D. System outputs (reports, maps, webpages):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when no longer needed for operational or administrative purposes.
	Radar Operations Center			
1305-16	AGILE Product Data Management System.	This software is used by the Radar Operations Center for controlling changes and managing Doppler Weather Surveillance Radar (WSR-88D) configuration baselines. It serves as an electronic repository for baseline configuration information for all	<i>NI-370-03-005 (4/21/04)</i>	

		WSR-88D systems. System data includes, but is not limited to Radar Data Acquisition, Engine Generator, TPMS and radar shelters, Radar Products Generator, communication subsystems, and all related parts and hardware. The system stores WSR-88D Bills of Materials (BOM), schematics and drawings, specifications, and family tree that can all be cross-referenced. Data are scanned, keyed and migrated into the system. Records are arranged by date and are defined in month/day/year, hour/minutes/seconds format.		
		A. Information within system (diagrams, schematics, part numbers, specifications):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when sites are closed or become obsolete. Destroy or delete 25 years after cut off or when no longer needed for research or reference, whichever is longer.
		B. System documentation:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy twelve months after last WSR-88D is decommissioned
		C. System inputs (Imported from mitral	<i>NI-370-03-005</i>	TEMPORARY.

		Oracle query loading, creation of new object):	(4/21/04)	Delete two months after data are entered into the system and verified.
		D. System outputs (printouts, reports, ODBC connectivity):	<i>NI-370-03-005</i> (4/21/04)	TEMPORARY. Destroy when no longer needed for operational or technical purposes.
1305-17	RAZOR Database.	<p>This system is a repository of baseline source software for the Doppler Weather Surveillance Radar (WSR-88D) computer systems (Radar Products Generator (RPG), Principal User Processor (PUP), and Radar Data Acquisition (RDA) maintained by the Radar Operations Center. It also provides change management capabilities for tracking updates made to all source files by using "Issues" that are generated from Configuration Change Requests (CCRs) maintained in an Access software database. RAZOR also provides a software build management facility for controlling the content of builds by file name and version number.</p> <p>"Issues" are used to authorize software updates and associate CCRs With the modifications made to affected baseline software files. They are either manually</p>	<i>NI-370-03-005</i> (4/21/04)	

		keyed, received via electronic mail, or sent from other application software on personal computers and workstations. The source software files are stored in a UNIX RCS database (version control system) with each file unit captured by unique RCS identification information and file version numbers. UNIX and ASCII file formats are supported, and 8 mm tape IS used as the back-up storage medium,		
		A. Information within system (system modules, change requests, source code used to develop the software):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when system is retired or replaced, then delete 25 years after cut off or when no longer needed for research or reference, whichever is later.
		B. System documentation:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when system is retired or replaced. Destroy twelve months after cut off.
		C. System inputs (external ASCII files):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Delete five months after data are entered into the system and

				verified.
		D. System outputs (printouts, file formats, reports):	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Destroy when no longer needed for administrative or operational purposes.
	National Data Buoy Center			
1305-18	High Frequency Satellite Communication Systems Files.	Documents relating to high frequency and satellite communication systems intended for use at stations and with other data collection systems, such as buoy payloads.	(supersedes 1804-03)	
		A. Paper:	<i>NI-370-03-005 (4/21/04)</i>	TEMPORARY. Cut off when project is completed, station or system is retired or replaced. Destroy 10 years after cutoff.
		B. Electronic copies created on word processing and electronic mail systems:		TEMPORARY. Delete after recordkeeping copy is produced.
1306	RESERVED			

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1307	Weather Forecast Office & River Forecast Centers	<p>The WFOs carry out the NWS mission by providing warnings and forecasts of hazardous weather, including thunderstorms, flooding, hurricanes, tornadoes, winter weather, tsunamis, and climate events. The NWS is the sole United States official voice for issuing warnings during life-threatening weather situations.</p> <p>The 13 River Forecast Centers help save lives and decrease property damage by the issuance of river stage forecasts. They provide basic hydrologic forecast information for the Nation's economic and environmental wellbeing along with extended forecast information for water resources management. Each center, located within at least one major river system, prepares river and flood forecasts and water resource information. Forecast information is distributed to the public through the Service Hydrology Program of the Weather Forecast Offices.</p>		
1307-01	Station Management Files.	These documents relate to the scientific history of the station, from establishment, operation and maintenance, through the	<i>NI-370-03-004 (4/21/04)</i>	

		closure of the observation station. This group of records includes such information as the geographic location of the station, agreements with observers and other agencies, permits for land use, dates of operation, types and service dates for the equipment, any record of unusual occurrences, and other essential information concerning station history, layout, or instrumentation. The documents are filed by station name and status.	(replaces 1302-01, 1302-02, 1302-11, 1305- 01, 1804-06)	
		A. Station metadata (paper, electronic):	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Send to NCDC after quality control and approval.
		B. Working papers (documents not going to NCDC):	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Cut off at close of calendar year; Destroy 10 years after cut off.
		C. Regional copy:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Cutoff when station is retired; Destroy three years after cut off
		D. Reference copies:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Destroy when no longer needed for reference.
		E. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Delete after record keeping copy is

				produced and verified.
1307-02	Station Inspection Files.	These documents relate to the inspection of the observing stations within the National Weather Service. This series includes, but is not limited to: the actual inspection report, correspondence, and related materials, which reflect the accuracy and effectiveness of surface and upper air observations taken at these sites.	<i>NI-370-03-004</i> (4/21/04) (replaces 1302-03, 1307-06, 1804-06, NI-370- 00-1)	
		A. Record keeping copy (kept at Regional Headquarters):	<i>NI-370-03-004</i> (4/21/04)	TEMPORARY. Cut off when superseded; Destroy three years after station retired.
		B. Station copy:	<i>NI-370-03-004</i> (4/21/04)	TEMPORARY. Cut off when superseded; Destroy three years after cut off.
		C. Reference copies:	<i>NI-370-03-004</i> (4/21/04)	TEMPORARY. Destroy when no longer needed for reference.
		D. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-004</i> (4/21/04)	TEMPORARY. Delete after record keeping copy is produced.
1307-03	Station Disaster	These documents relate to the inspection of the observing stations within the National	<i>NI-370-03-004</i> (4/21/04)	

	Preparedness Files.	Weather Service. This series includes, but is not limited to: the actual inspection report, correspondence, and related materials, which reflect the accuracy and effectiveness of surface and upper air observations taken at these sites.	(replaces 1302-03, 1307-06, 1804-06, NI-370-00-I)	
		A. Paper:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Destroy three years after the date of the drill, or until litigation case is closed, whichever is later.
		B. Electronic copies created on word processing or electronic mail systems:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Delete 30 days after recordkeeping copy has been produced.
1307-04	Station Duty Manuals.	These files document the local office instructions documenting the office operations and describing how the local operations, managerial and administrative matters, emergency procedures, and programs are to be accomplished.	<i>NI-370-03-004 (4/21/04)</i> <i>Replaces NOAA Previously Scheduled Item: 1302-01, N1-370-00-1</i>	
		A. Paper:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. A Cut off when superseded, Destroy five years after cutoff.

		B. Electronic copies created on word processing or electronic mail systems:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Delete after record keeping copy is produced.
1307-05	Service Locations Data Networks.	Records that provide information on specific service locations and areas, and data networks used in tracking hydrologic, hydroclimatic and meteorological observations. This series contains electronic and hard copy documents relating to the establishment, modification, maintenance and administration of data reporting networks. Metadata that identifies the details regarding the site are also included. The record keeping copy is kept at each WFO; reference copies are also kept at Regional Headquarters and the River Forecast Centers.	<i>NI-370-03-004 (4/21/04)</i> <i>Supersedes NOAA Previously Scheduled Items: 1305-02, 1305-04, 1305-07, and 1306- 02</i>	
		A. Recordkeeping copy:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Destroy or delete when WFO is closed, or when networks are replaced by newer equipment or facilities. Transfer to new facility that assumes responsibility.
		B. Reference copies:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Destroy when no

				longer needed for reference.
		C. Electronic copies created on word processing and electronic mail systems:	<i>NI-370-03-004 (4/21/04)</i>	TEMPORARY. Delete after record keeping copy is produced.