

(Revised and Reformatted on 10/2017)

## **NOAA Records Schedules**

### **Chapter 1400 – National Environmental Satellite, Data and Information Services (NESDIS) Functional Files**

This chapter deals with programs related to global environmental data and information from satellites and other sources to promote and protect the Nation's security, environment, economy, and quality of life.

This Chapter does not include records created, maintained and used in NESDIS that are covered in Chapter 100, Enterprise Wide Functions; Chapter 200, Administrative and Housekeeping; and Chapter 1200, Scientific Research Records.

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### Subfunctions:

- 1401      General
- 1402      International and Interagency Affairs Office
- 1403      Office of Satellite Operations
- 1404      Office of Satellite Data Processing and Distribution
- 1405      Office of Research and Applications

1406 NOAA National Data Centers

1407 Office of Systems Development

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
<b>1401</b>	<b>General</b>	These files pertain to the planning, development, and management of engineering activities for oceanographic and marine system.		
1401-01	Project Case Files.	These files document the entire life cycle of environmental information systems from the inception, through procurement, planning and development, and deployment, to the decommissioning. Included should be information related to the development of the program, the decision-making process, warranty information for sensors and components, and include relevant technical manuals and diagrams. Examples of these files include, but are not limited to, the Geostationary Environmental Satellites (GEO), the Polar Environmental Satellites (Polar), related ground systems, and Climate Reference Network (CRN).		
		a. Official Project File	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the system is decommissioned

				or terminated. Destroy 5 years after cut-off.
		b. Background information/working papers.  <i>Note: Incorporate any official documents with official project file before destroying background information.</i>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off upon completion of project. Destroy immediately upon cut-off.
		c. Electronic copies created on word processing and electronic mail systems.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1401-02	Original Non-disclosure Agreement (NDA) Files.	Non-disclosure Agreement (NDA) are agreements signed by NOAA staff and contractors which prohibit unauthorized disclosure of information related to satellite systems and vendors, including but limited to, trade secrets, proprietary data, confidential commercial or financial data, or other information related to NOAA satellite programs and systems to unauthorized persons.	DAA-370-2012-0001-0001 <b>(10/16/12)</b>	<b>TEMPORARY.</b> Cutoff at the end of the calendar year in which the employee completed engagement or termination of employment, under the contract, whichever occurs first. Destroy 5 years after cutoff.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1402	International and Interagency Affairs Office			
1402-01	Commercial Remote Sensing Licensing Files.	Documents related to licenses issued by NOAA to U.S. companies to operate commercial remote sensing satellite systems. The 1992 Land Remote Sensing Policy Act and Administration policy on foreign access to its capabilities, responsibilities were delegated from the Secretary of Commerce to the Assistant Administrator of NESDIS for the licensing of all private space-based remote sensing systems. Includes specific records related to applications, amendment requests, company foreign agreements with foreign entities, correspondence between NOAA, the licensee, and other Federal Agencies; and licenses and approvals for foreign agreements issued by NOAA.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off files at the end of the calendar year in which the compliance audit has been completed or license has been terminated. Destroy 10 years after cutoff.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1403	Office of Satellite Operations			
1403-01	Anomaly Reports.	<p>Reports detailing anomalous conditions that have affected the performance of the satellite. These reports are used by researchers when reviewing the data collected by the satellite in the event of apparent anomaly. These reports are generated electronically and are stored in both hard copy and as PDF files.</p> <p><i>Note: This disposition can be revisited with the National Archives via the records scheduling process if there is a business need for NOAA to do so.</i></p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off file(s) at end of calendar year in which the data are no longer needed for immediate/current research purposes. Destroy/delete 75 years after cutoff upon approval by NOAA and NESDIS stakeholders. A longer retention may be necessary for research purposes.
1403-02	Event Reports.	These reports describe activities that have occurred during the operation of a satellite (e g orbital adjustment or change in condition or performance of an instrument). These reports assist researchers to understand data acquired from the satellite and any reasons for noticeable changes in the data. These reports are generated electronically and are stored in both hard copy and as PDF files.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off file(s) at end of calendar/fiscal year in which the data are no longer needed for immediate/current research purposes.

		<p><b>Note:</b> <i>This disposition can be revisited with the National Archives via the records scheduling process if there is a business need for NOAA to do so.</i></p>		<p>Destroy/delete 75 years after cutoff upon approval by NOAA and NESDIS stakeholders. A longer retention may be necessary for research purposes.</p>
1403-03	Satellite Telemetry Data Files.	Information sent back from the various environmental satellites relaying the state of health and performance of the spacecraft.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when satellite series is decommissioned. Delete 2 years after cut-off.
1403-04	Satellite Trending Data Files.	Information, derived from the telemetry data (1403-03), that calculate statistical data over the course of an orbit or time period Daily plots of the data are created and provided to the engineers and scientists for their reference.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when satellite series is decommissioned Delete 2 years after cut-off.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
<b>1404</b>	<b>Office of Satellite Data Processing and Distribution</b>			
1404-01	Search and Rescue Satellite Aided Tracking (SARSAT) Alert Records.	All electronic data, logs, and support information received, created and transmitted in support of alerting national and international search and rescue organizations about actual or potential distress incidents.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy or delete when 5 years old or when current software system can no longer support retrieval of data, whichever is longer.
1404-02	SARSAT Beacon Registration Records.	All electronic and paper copies of registration forms and correspondence relating to the registration of an emergency beacon. Authorized		
		a. Paper copies:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy one year after converted to electronic files and verified.
		b. Electronic copies and scanned images:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when beacon is registered. Destroy 50 years after cutoff or when no longer



				needed for reference, whichever is later.
		c. Electronic copies created on word processing and electronic mail systems:		<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1404-03	SARSAT Trend and Monitoring Records.	All electronic records and paper copies of incident feedback from search and rescue organizations, system monitoring and performance data, and trend data Authorized Disposition		
		a. Paper copies:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy one year after converted to electronic files and verified.
		b. Electronic copies and scanned images:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off records at end of calendar year in which trend and performance evaluations have been completed. Destroy 3 years after cutoff.
		c. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1404-04	Data Collection	All electronic and paper copies of System User	N1-370-03-010	

	System User Agreements.	Agreements for the Argos and GOES Data Collection System (DCS) programs.	<b>(7/30/05)</b>	
		a. Paper copies:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy one year after converted to electronic files and verified.
		b. Electronic copies and scanned images of Argos Agreements:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off at end of calendar year in which agreement expires. Delete 3 years after cutoff.
		c. Electronic copies and scanned images of GOES DCS agreements:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off at end of calendar year in which agreement expires. Delete 5 years after cut-off.
		d. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1404-05	Direct Readout Station Registration.	All electronic and paper copies of known operators of meteorological satellite receiving stations throughout the world that have registered with NOAA There is no System User Agreement required to register for this satellite service.		
		a. Paper copies:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy one year after converted to

				electronic format and verified.
		b. Electronic copies and scanned images:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off 6 months after operator indicates that they are no longer receiving data. Delete one year after cutoff.
		c. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1404-06	Satellite Analysis Branch Files.	The Satellite Analysis Branch (SAB) analyzes satellite imagery, integrated with ancillary datasets, to create briefings and products that enable its users to mitigate disasters and hazards including tropical cyclones, heavy precipitation, fires and smoke, airborne volcanic ash and marine pollution (oil spills). Users of SAB's 24 x 7 x 365 interpretative satellite analysis products include all NOAA Line Offices, federal, state, local and foreign government agencies, emergency responders and the public. Maintaining the quality and user utility of these life-saving products requires integrating cutting edge science, an increasingly broad array of satellite capabilities and techniques, continually expanded data distribution means and active user-oriented outreach.	DAA-370-2012-0003 <b>(2/21/13)</b>	
1404-06.1		<b>1. Tropical Data Validation Report and Tropical Analysis Worksheets.</b>	DAA-0370-2012-0003-0001 <b>(2/21/13)</b>	<b>TEMPORARY.</b> Cut off data the end of the calendar year.

		<p>The file consists of the Tropical Data Validation Report and the associated Tropical Cyclone Analysis Worksheets used to compile the report. The Tropical Cyclone Analysis Worksheets consist of cyclone data compiled in six (6) hour intervals and include data such as the cyclone name, longitudinal and latitudinal coordinates and descriptive characteristics of the Dvorak pattern analyzed from the geostationary satellite (e.g., GOES) systems. These worksheets are arranged by Ocean Area, Month-Year and a 3 character alphanumeric storm id. The Tropical Cyclone Analysis Worksheets are compiled by the Satellite Analysis Branch (SAB) to quantitatively measure the position and intensity of tropical cyclones. Much of the data from the worksheets are used to compile the Tropical Data Validation Report. The validation report data is compared against best track storm data from the National Hurricane Center, the Central Pacific Hurricane Center and/or the Joint Typhoon Warning Center as well as other ancillary data sets to validate estimates of storm position and intensity compiled by the SAB. This information is used by SAB to improve its operations and may be disseminated to a number of environmental organizations through presentations at technical conferences.</p>		<p>Destroy/delete 75 years after cut off or when no longer needed for reference, whichever is longer.</p>
1404-06.2		<p><b>2. Volcanic Ash Advisories (VAA) Files.</b></p> <p>Volcanic Ash Advisories (VAA) are advisory by nature and sent by the Satellite Analysis Branch (SAB) to Meteorological Watch Offices (MWOs). The MWO is</p>	<p>DAA-0370-2012-0003-0002 <b>(2/21/13)</b></p>	<p><b>TEMPORARY.</b> Cut off data at end of calendar year. Transfer to the Federal Records</p>

		<p>responsible for the warning of a volcanic ash event through a Significant Meteorological Information (SIGMET) bulletin. The VAA document the existence of a volcanic event through mainly satellite imagery and other information sources. The advisory is a text documenting name of volcano, time, advisory number, information source, type of satellite imagery, forecast through +18 hours along with other guidance. The VAA folders contain several pieces of important information. They contain the actual ash advisory, graphic, satellite imagery and many other very important items that help issue advisories such as SIGMETS, Pilots Reports (PIREPS), Meteorological Aerodrome Report (METARS), Observatory reports, model data and much more. Organizations such as the Federal Aviation Administration (FAA) use this data for flight planning purposes and Universities also rely on this data for research, science studies and journals. Also, numerous other groups use the information for increasing communication and improving science and technologies to help the overall issuance of ash advisories and warnings. In addition, the Satellite Analysis Branch uses them to learn from possible errors in forecasting.</p>		<p>Center 5 to 10 years after cutoff. Destroy 30 years after cutoff.</p>
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Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1405	Office of Research and Applications			
1405-01	Scientific Research and Development Software	This series covers software developed for scientific research and development purposes. This includes source code, documentation (installation, maintenance, use), and executables.	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off when software is superseded or obsolete. Destroy 5 years after cutoff.
		a. Software:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off when software is superseded or obsolete. Destroy 5 years after cutoff.
		b. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1406	NOAA National Data Centers	<p>The NOAA National Data Centers are tasked with storing environmental data and making this data available to researchers, scientists, and anyone else that has a need for it, as well as in support of NOAA's mission. There are three centers: the National Climate Data Center (which is focused on climate and weather data), the National Geophysical Data Center (focused on geographical and geophysical data), and the National Oceanographic Data Center (focused on worldwide ocean and coastal data). This data can either be in-situ, meaning that the observation is localized, or remotely sensed, meaning that the observation covers a large area. The data come from numerous observing networks, such as Geostationary and Polar-orbiting satellites, observing ships, localized observers, and various other means. These data come to the center electronically (e-mail attachments, File Transfer Protocol (FTP), or directly from source) or hard copy. The centers use software developed in-house to ingest and archive the electronic data. The data are stored on tapes within robotic systems for quick access, which is managed by commercial off-the-shelf software.</p>		
1406-01	In Situ and Remotely Sensed Environmental Data.			
		<p><b>a. Inputs:</b> Data are received from a variety of observing systems. These sources include, but are not limited to:</p>	N1-370-03-010 <b>(7/30/05)</b>	<p><b>Textural records will be followed in</b></p>

		<p>observing stations, ships, satellites, networks, national and international research experiments and laboratory research, as well as satellite, radar, and ship-borne measurements made at great distance.</p> <p><i>Note: Disposition instructions for textual records will be followed in accordance with approved NOAA records schedules. Applicable series include: 1301-02, 1301-13, 1301-14, 1301-15, 1303-02, 1305-06, and 1307-03.</i></p>		<p><b>accordance with applicable series</b> 1301-02, 1301-13, 1301-14, 1301-15, 1303-02, 1305-06, and 1307-03.</p>
		<p><b>b. Master Data File:</b> The data record environmental phenomena near to, and distant from, the location of the instrument. Metadata about the station's location and instrumentation are also included. These data are a source of information on environmental parameters, such as weather patterns, vegetation and land cover, human activity, ocean climates, and geophysical descriptions of Earth phenomena.</p> <p><i>Note: This disposition can be revisited with the National Archives via the records scheduling process if there is a business need for NOAA to do so.</i></p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off file(s) at end of calendar year in which the data are no longer needed for immediate/current research purposes. Destroy/delete 75 years after cutoff upon approval by NOAA and NESDIS stakeholders. A longer retention may be necessary for research purposes.</p>
		<p><b>c. Outputs:</b> The data are used to observe and understand the environment and predict future trends. They are also made available to researchers and customers outside of NOAA for a wide array of purposes. The data are a crucial context for the observation of global environmental phenomena, research into changes of the oceans, monitoring</p>		



		volcanic activity and other hazards.		
		c. 1. Project-related outputs:	N1-370-03-010 <b>(7/30/05)</b>	Follow appropriate disposition guidelines for project files, including electronic and textual working papers and products. Applicable series include <b>1406-04 and 1401-01.</b>
		c.2 Non-project related outputs:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when no longer needed for reference or research. Destroy immediately upon cut-off.
		<b>d. Documentation:</b>  Information relating to the data and the development and functionality of the data systems. This includes any testing procedures, quality checking guidelines, government or contractor created manuals and handbooks, and other related materials.		
		d.1. Records layouts, data elements definitions, code translation tables (codebooks) for coded data, and all other documentation necessary to interpret the system:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off at end of fiscal/calendar year in which system documentation is superseded or obsolete. Destroy/delete 2

				years after cutoff.
		d.2. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off at end of each fiscal/calendar year. Delete/destroy when program officer determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
		d.3. Documentation that is hardware or operating system specific, but nonapplication specific:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off at end of fiscal/calendar year in which hardware or operating system becomes superseded or obsolete. Destroy or delete when no longer needed for administrative, legal, audit, or other operational purposes.
		d.4. Copies of records relating to system security, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy or delete when superseded or obsolete.
		d.5. All other documentation, including records documenting periodic audits or review and	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off at end of

		recertification of applications:		fiscal/calendar year. Destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions.
		<p><b>e. Vital Records Backup:</b></p> <p>Duplicate copy of the master data file kept in the event of an emergency to ensure the continued operation of the Federal government and to protect the rights of the American people.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when superseded by newer copy. Delete immediately upon cut-off.
		<p><b>f. System Backup:</b></p> <p>Duplicate copy of the master data file kept to prevent loss of data in the event of a system crash.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when superseded by newer copy. Delete immediately upon cut-off.
1406-02	Order Processing Information System.	<p>This system handles order information for climatological, geophysical, or oceanographic data held at any of the NOAA National Data Centers (NNDC). The system currently within use is the Customer Order Management Processing System (COMPS).</p> <p><i>Note: This is a privacy act system of record as it contains names addresses, and credit card information of customers of the NNDC.</i></p>		
		<p><b>a. System Inputs:</b></p> <p>Requests and orders for the various data products</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off at end of quarter in which order/request

		within the NNDC. These requests can be electronic (email or web-based), paper (letters or faxes), or telephonic.		has been completed. Destroy/delete 6 months after cutoff (or longer if NOAA needs the information for audit purposes).
		<b>b. System Content:</b>		
		<p>b.1 Customer Information:</p> <p>Information, such as name, address, and telephone number, on customers requesting data from the NNDC.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the last order is place by the customer. Delete 6 years and 3 months after cutoff or when no longer needed for marketing or reference purposes, whichever is later.
		<p>b.2 Product Catalog Information:</p> <p>This module contains information, such as pricing, media, keywords, descriptions, etc., concerning the various data products available.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off at the end of the calendar year when product description is superseded or product is obsolete. Delete when the information is no longer required for reference and/or reporting functions, ( at least 6 years and 3 months after cut-

				off.)
		<p><b>b.3 Financial Information:</b></p> <p>This module contains the method of payment, credit card number verification and payment information, and similar information for each request of data.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off at the end of the fiscal year in which the purchase is made. Delete 6 years and 3 months after cut-off.</p>
		<p><b>b.4 Marketing Information:</b></p> <p>This module contains the names, interests and contact information of customers signed up to receive new product announcements.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off data when superseded or no longer needed for marketing and/or reference. Delete immediately upon cut-off.</p>
		<b>c. System Outputs:</b>		
		<p><b>c.1 Reports:</b></p> <p>Reports and summaries showing customer satisfaction and a variety of performance statistics.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when no longer needed for reporting and/or reference. Destroy immediately upon cut-off.</p>
		<p><b>c.2 Shipping information:</b></p> <p>Work orders, transmittals and packing slips are printed from the system.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when no longer need for reference or reporting. Destroy 6 months after cutoff.</p>
		<p><b>d. System Documentation:</b></p> <p>Information relating to the development and</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when the system is superseded or</p>

		functionality of the system. This includes any testing procedures, quality checking guidelines, government or contractor created manuals and handbooks, and other related materials.		obsolete. Destroy 6 years 3 months after cut-off.
		<p><b>e. System Backup:</b></p> <p>Duplicate copy of system content kept to prevent loss of data in the event of a system crash.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when superseded by two subsequent backups. Delete immediately upon cut-off.
1406-03	Metadata Management Database.	Information system used to provide a common platform and baseline for the storing of station metadata information, such as geographic location, altitude, and other characteristics that provide details of the observation site, to improve comparisons and trend analysis. These comparisons assist in comparing the Environmental Data in 1405-01 throughout many years as locations of observations have changed. The current system is the Metadata Integration and Improvement Initiative (MI 3 ) Database.		
		<p><b>a. System Inputs:</b></p> <p>The metadata comes from converted Legacy systems, is ingested automatically from NWS sites, is input from various ad hoc lists, or is an incorporation of indexed information from paper and microfilm records.</p> <p><i>Note: Disposition instructions for related records in NOAA Chapter 1300 should be consulted before destroying any applicable record.</i></p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when information has been verified within the system. Delete/destroy when no longer needed for reference.

		<p><b>b. System Content:</b></p> <p>Information detailing the location and instrumentation of observing stations used for climate monitoring.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when system is superseded or when no longer needed for reference, whichever is sooner. Delete 5 years after cut-off.</p>
		<p><b>c. System Outputs:</b></p> <p>Ad hoc reports based on a direct query of the database. Other major system outputs are regularly scheduled production reports.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	
		<p>c.1. Ad hoc reports:</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when no longer needed for reference. Destroy immediately upon cut-off.</p>
		<p>c.2. Production reports:</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off annually. Destroy the later of 10 years or when no longer needed for reference</p>
		<p><b>d. System Documentation:</b></p> <p>Information relating to the development and functionality of the system. This includes any requirements and design documentation or diagrams, algorithms, source code, testing procedures, quality checking guidelines, government or contractor created manuals and handbooks, and other related materials.</p>	<p>N1-370-03-010 <b>(7/30/05)</b></p>	<p><b>TEMPORARY.</b> Cut-off when system is obsolete or documentation is superseded. Delete/destroy 15 years after cut-off.</p>

		<p><b>e. System Backups:</b></p> <p>Duplicate copies of the database files, kept to prevent loss of data in the event of a system crash. Backups are made according to a documented schedule, with ad hoc “baseline” configuration backups made as needed to document specific software configurations.</p>	N1-370-03-010 <b>(7/30/05)</b>	
		e.1. Regularly scheduled backups:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when superseded by newer copy.
		(a). Daily Backups:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy (overwrite) 7 days after cutoff.
		(b). Weekly backups:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy (overwrite) 28 days after cutoff.
		(c). Monthly backups:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Destroy (overwrite) 52 weeks after cutoff.
		e.2. Ad hoc backups:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut off upon production. Delete when superseded by next ad-hoc backup
1406-04	Data Products Project Files.	This series covers all the aspects of projects, from inception to completion, that repackage or add value to data within the NOAA National Data Centers, including working papers, final product, and project-related correspondence.		
		<b>a. Non-Routine or Special Request Projects:</b>	N1-370-03-010	<b>PERMANENT:</b> Cut-off



		<p>Products that have resulted from a special request (i.e. Defense Department requesting information on Afghanistan to help rebuild the country) or projects that generated public interest for reasons such as: winning a prestigious award, breaking new scientific ground, or generating media interest/controversy. Review annually all projects that were completed to determine if any were special or nonroutine.</p>	<b>(7/30/05)</b>	when project is complete. Transfer to NARA at that time.
		<p><b>b. Routine Projects:</b></p> <p>Projects that result from the normal course of agency business and tend to be updated periodically based on new data. Examples of such projects include Climate Normals, Ocean Database, and Climate Atlas of the United States.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when product is superseded or no longer needed for reference or research purposes. Destroy 3 years after cut-off.
		<p><b>c. Working Papers:</b></p> <p>Background materials used in the day-to-day development of the product. Also, includes computer code (paper and electronic) and related documentation. Note: These do not include any significant project-related correspondence that show development of the project. The correspondence should be filed with a. or b. above.</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when project is completed. Destroy/delete one year after cutoff.
1406-05.1	Surface Weather Observation Files.	Observations of weather conditions taken at land stations. Depending on the type of station these files include such meteorological elements as temperature, wind, humidity, precipitation, pressure, sky condition, visibility, weather occurrence, cloud amount, snowfall and special remarks Physical records are arranged by		

		station and year.		
		a. Observatlons made at airport or principal climatological stations by National Weather Service, Federal Aviation Administration (FAA) or contract personnel.		
		b Observations made at airports or principal military bases by personnel of the United States Air Force (USAF), United States Navy, (USN), United States Army (USA) or the United States Coast Guard (USCG). These include domestic and foreign Sites.		
		c. Special observational collections.		
		1. PAPER MANUSCRIPT RECORDS- NOT SCANNED	N1-370-11-02 <b>(5/30/13)</b>	<b>PERMANENT.</b> Cut off at the end of the calendar year Transfer to National Archives in five-year blocks when most recent observation IS75 years old
		2 SOURCE PAPER MANUSCRIPT RECORDS- SCANNED	N1-370-11-02 <b>(5/30/13)</b>	<b>TEMPORARY.</b> Cut off at the end of the calendar year Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit or to support the reconstruction of or

				serve as a back up to the electronic records, or 60 days after NARA has provided the notification required by 36 CFR 1225 24(a) (1), whichever is later.
		3. ELECTRONIC RECORDS (Record Copy) :		<b>PERMANENT.</b> The electronic version becomes the record copy after scanning and verification. Retain one copy as the official record copy in digital archive and one copy in off-site back-up location. Offer to the National Archives at the end of the calendar year when observation IS 75 years old. Transfer in accordance with 36CFR 1228.270 or current NARA guidance.
1406-05.2	Summary of Day Climatological Observation Files.	Observations of climatological data taken and recorded once each 24 hours. Primarily taken by cooperative observers throughout the United States and its		

		territories. Observations normally consist of 24-hour maximum/minimum temperature, amount of precipitation, and snowfall. Some stations also record evaporation and soil temperatures. Each form contains one month of observations. Physical records are arranged alphabetically by station within each state.		
		1. PAPER MANUSCRIPT RECORDS- NOT SCANNED:	N1-370-11-02 <b>(5/30/13)</b>	PERMANENT: Cut off at the end of the calendar year. Transfer to National Archives in five-year blocks when most recent observation is 75 years old.
		2. SOURCE PAPER MANUSCRIPT RECORDS- SCANNED:	N1-370-11-02 <b>(5/30/13)</b>	TEMPORARY. Cut off at the end of the calendar year. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit or to support the reconstruction of or serve as a backup to the electronic records, or 60 days after NARA has provided the

				notification required by 36 CFR 1225 24(a) (1), whichever is later.
		3. ELECTRONIC RECORDS (Record Copy):	N1-370-11-02 <b>(5/30/13)</b>	<b>PERMANENT.</b> The electronic version becomes the record copy after scanning and verification. Retain one copy as the official record copy in digital archive and one copy in off-site back-up location. Offer to the National Archives at the end of the calendar year when observation on is 75 years old. Transfer in accordance with 36CFR 1228.270 or current NARA guidance.
1406-05.3	Marine Surface Weather Observation Files.	Observations of weather conditions taken aboard ships plying the oceans, seas and major lakes of the world. Elements recorded usually include temperature, humidity, wind, visibility, weather conditions, pressure, sea temperature, clouds and sea condition. Because of the importance of weather to mariners these files contain some of the earliest recorded meteorological		

		information. In recent times, observations from automatic buoys have become an integral part of these files. Files are arranged by ship, year/month and ocean basin.		
		1. PAPER MANUSCRIPT RECORDS- NOT SCANNED:	N1-370-11-02 <b>(5/30/13)</b>	<b>PERMANENT.</b> Cut off at the end of the calendar year. Transfer to National Archives in five-year blocks when most recent observation is 75 years old.
		2. SOURCE PAPER MANUSCRIPT RECORDS- SCANNED:	N1-370-11-02 <b>(5/30/13)</b>	<b>TEMPORARY.</b> Cut off at the end of the calendar year. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit or to support the reconstruction of or serve as a backup to the electronic records, or 60 days after NARA has provided the notification required by 36 CFR 1225 24(a)

				(1), whichever is later.
		3. ELECTRON IC RECORDS (Record Copy):	N1-370-11-02 (5/30/13)	<b>PERMANENT.</b> The electronic version becomes the record copy after scanning and verification. Retain one copy as the official record copy in digital archive and one copy in off-site back-up location. Offer to the National Archives at the end of the calendar year when observation is 75 years old. Transfer in accordance with 36CFR 1228.270 or current NARA guidance.
1406-05.4	Station History Files.	Records containing basic information about each observing site including location, name, geographic coordinates, observation schedule, station changes, and characteristics of surrounding terrain.		
		1. PAPER MANUSCRIPT RECORDS- NOT SCANNED:		<b>PERMANENT:</b> Cut off at the end of the calendar year. Transfer to National Archives in five-year blocks when most

				recent observation is 75 years old.
		2. SOURCE PAPER MANUSCRIPT RECORDS- SCANNED:		<b>TEMPORARY.</b> Cut off at the end of the calendar year. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit or to support the reconstruction of or serve as a backup to the electronic records, or 60 days after NARA has provided the notification required by 36 CFR 1 225 24(a) ( 1 ), whichever is later (N1 -GRS-07-04, item, 2a 4)
		3. ELECTRONIC RECORDS (Record Copy)		
1406-05.5	Publications	The electronic version becomes the record copy after scanning and verification. a. Local Climatological Data b. Climatological Data c. Hourly Precipitation d. Storm Data		<b>PERMANENT.</b> Retain one copy as the official record copy in digital archive and one copy in off-site back-up location.



		e. Monthly Climatological Data for the World f. Various periodical Publications in support of special needs or legislative mandate:		Offer to the National Archives at the end of the calendar year when observation is 75 years old. Transfer in accordance with 36CFR 1228.270 or current NARA guidance.
		a. Paper version:		<b>PERMANENT.</b> Break files annually and transfer to the Federal Records Center. Transfer to NARA when 20 years old.
		b. Electronic version:		<b>PERMANENT.</b> Close inactive records upon publication. Transfer to NARA 5 years after closure, along with any related finding aids and documentation, in accordance with 36 CFR 1228.270 or current NARA guidance.
1406-05.6		Electronic Index Files For Scanned Records.		<b>PERMANENT.</b> Transfer index or finding aid to NARA

				with scanned records when transfer is approved.
1406-06.1	Routine Atmospheric Observations.	Surface-based or remote-sensed observations made at prescribed intervals. Examples include tabular surface weather observations, radar observations, satellite observations, and weather balloon and buoy observations. This series also includes instrument specifications and changes as well as in-situ station history information. These records form the basis for atmospheric monitoring for weather and climate applications, and thus hold enduring scientific value.	DAA-0370-2015-0001-0001 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cutoff annually. Transfer to NARA in five-year blocks when 75 years old.
1406-06.2a	Non-Routine Atmospheric Observations-Occasional, Irregular, or Short Term Observations.	Observations made seasonally, only when certain conditions are occurring, or from installations or instruments whose existence is short-lived. This series also includes instrument specifications and changes as well as in-situ station history information.	DAA-0370-2015-0001-0002 <b>(08/06/15)</b>  <i>Supersedes NOAA Disposition Authority N1-370-11-02.</i>	<b>TEMPORARY.</b> Destroy after 30 years or when data has been extracted, whichever is sooner.
1406-06.2b	Non-Routine Atmospheric Observations-Special Research Observations	While records created during research efforts represent atmospheric observation data, their period of active use is relatively short. In addition, results from research are almost always published. The research observations will support the published material through their disposition. This series also includes instrument specifications and changes as well as in-situ station history information.	DAA-0370-2015-0001-0003 <b>(08/06/15)</b>  <i>Supersedes NOAA Disposition Authority N1-370-11-02.</i>	<b>TEMPORARY.</b> Destroy after 30 years or when data has been extracted, whichever is sooner.
1406-06.3	Autographic	Observational records from instruments providing a	DAA-0370-2015-	<b>TEMPORARY.</b> Cut off

	Charts	continuous reading of various weather elements. The data are usually in the form of roll and/or strip charts, and are almost always collected at a location that also provided tabular records.	0001-0004 <b>(08/06/15)</b>  <i>Supersedes NOAA Disposition Authority N1-370-89-01.</i>	annually. Destroy after 30 years or when data has been extracted, whichever is sooner.
1406-06.5	Homogenized and Derived Products.	These products are created or assimilated from observational data (see item #1 ). Products are created for ease of understanding and use in the scientific and research community, and experience a period of heavy use. In many cases they are replaced when newer generation methods enable the creation of new products. This series also includes the computational methods, algorithms, and documentation used to create the product. NOAA will offer the electronic versions of the homogenized/derived products to NARA when they are 10 years old. NARA will determine which data should be transferred to the National Archives or destroyed.		
1406-06.4 (a)1		<b>Homogenized and Derived Products-Electronic Data NARA authorized for transfer:</b>	DAA-0370-2015-0001-0005 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cut off annually. Transfer to the National Archives 10 year (s) after cut off.
1406-06.4 (a)2		<b>Homogenized and Derived Products-Electronic Data Authorized for Destruction:</b>	DAA-0370-2015-0001-0006 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Cut off annually. Destroy 10 years after cutoff.
1406-06.4		<b>Homogenized and Derived Products-Paper:</b>	DAA-0370-2015-	<b>TEMPORARY.</b> Cut off

(a)3		<b>Limitation:</b> The electronic version has been scheduled separately.	0001-0007 <b>(08/06/15)</b>	annually. Destroy after 10 years or when no longer needed for business or scientific purposes.
1406-06.4 (b)		<b>Interim Products</b> - Products are designated as interim when they are not considered final and are expected to be replaced by higher-quality data at a later date:	DAA-0370-2015-0001-0008 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Cut off annually. Destroy after 2 years or upon archival of final product.
	Summaries, Reports and Bulletins	Unpublished reports summarizing meteorological conditions reported in in-situ and remote-sensed observations. A summary may be created based on the original observations at any time following the disposition of these summaries.		
1406-06.5(a)		Routine Events:	DAA-0370-2015-0001-0009 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Cut off annually. Destroy after 20 years or when data has been extracted, whichever is sooner.
	Historically Significant Events.	These are recognized as records of historic significance to the Nation. Unpublished reports on significant events often include material that can enrich the understanding of the event.		
1406-06.5 (b)1		Historically Significant Events – Electronic:	DAA-0370-2015-0001-0010 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cut off annually. Transfer to NARA in five-year blocks when 10 years old.

1406-06.5 (b)2		Historically Significant Events – Paper:  <b>Limitation:</b> A separate disposition has been submitted for the electronic version.	DAA-0370-2015-0001-0011 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cut off annually. Transfer to NARA in five-year blocks when 20 years old.
	Maps and Charts			
1406-06.6(a)	Plotted Maps and Charts.	Geospatial records created using observational data:	DAA-0370-2015-0001-0012 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Cut off annually. Destroy after 5 years.
1406-06.6(b)	Analyzed Maps and Charts.	Also use observational data, but unlike simple plotted charts, these analyzed, annotated charts and maps add information that isn't captured in original observations:	DAA-0370-2015-0001-0013 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cut off annually. Transfer to NARA when 75 years old.
	Numerical Model Data.	Scientists use existing observations to predict future conditions. Numerical model data consists of three types of records: The data input into a computer, the data generated by the computer. representing future conditions, and more concise, digestible data used to analyze the future conditions predicted. Additionally, reanalysis data are input back into the computer for updated weather and climate predictions.		
1406-06.7(a)	Data Inputs.		DAA-0370-2015-0001-0014 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy after 15 years.
1406-06.7(b)	Model Data Runs.		DAA-0370-2015-0001-0015 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy after 5 years.

1406-06.7(c)	Analysis Data		DAA-0370-2015-0001-0016 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy after 15 years.
1406-06.7(d)	Re-analysis Data	Multi-year global gridded representations of atmospheric states. They are generated by a constant model and a constant data assimilation system. Used for monthly or daily updates of the current state of the atmosphere.	DAA-0370-2015-0001-0017 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy 7 years after a new analysis is archived or 15 years, whichever is sooner.
	Climate Normals			
1406-06.8(a)	Core Normals.	NCDC computes normal temperature and precipitation values for weather stations in the United States every ten years using observational data from the previous 30 year period.	DAA-0370-2015-0001-0018 <b>(08/06/15)</b>	<b>PERMANENT.</b> Cut off annually. Transfer to NARA in five-year blocks when 20 years old.
1406-06.8(b)	Supplemental Normals.	Additional normals created for more limited or targeted, or experimental use. They may become core normals for the following decadal release.	DAA-0370-2015-0001-0019 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy after 20 years.
1406-06.10	National Weather Service Products: National Digital Forecast Database.	The National Weather Service produces hundreds of products. These products, from avalanche warnings to heat index forecast tables, remain of interest to the public for years after their issuance. The National Digital Forecast Database consists of gridded forecasts of weather elements.  <b>NOTE:</b> Service products are addressed in NOAA schedule 1301-01.	DAA-0370-2015-0001-0020 <b>(08/06/15)</b>	<b>TEMPORARY.</b> Destroy after 10 years.

Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1407	Office of Systems Development			
1407-01	Radio Frequency Assignment Files.	<p>Documents the Radio Frequency Assignment actions and activities for the National Environmental Satellite, Data, and Information Services (NESDIS) 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, environmental satellite 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), NESDIS 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</p>	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the last satellite in the satellite series is decommissioned. Destroy three years after cut-off.

		of 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.		
		a. Paper Copy:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the last satellite in the satellite series is decommissioned Destroy three years after cut-off.
		b. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1407-02	Radio Frequency Interference Cases.	These files contain information concerning cases of interference involving or potentially involving transmitters or receivers of the National Environmental Satellite, Data, and Information Services.		<b>TEMPORARY.</b> Cut-off when the case is closed. Destroy three years after cut-off.
		a. Paper Copy:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the case is closed. Destroy three years after cut-off.
		b. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping



				copy is produced.
1407-03	Frequency Management Program Files.	These files are segregated by program, (e.g. GOES and POES), and contain Frequency Management subjects related to those specific programs to include such items as Cooperative Agreements, Memoranda of Understanding, 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).		<b>TEMPORARY.</b> Cut off when the case is closed. Destroy 3 years after cut off.
		a. Paper Copy:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the case is closed. Destroy three years after cut-off.
		b. Electronic copies created on word processing and electronic mail systems:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Delete after recordkeeping copy is produced.
1407-04	Allocation and Reallocation Files.	These 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 Copy:	N1-370-03-010 <b>(7/30/05)</b>	<b>TEMPORARY.</b> Cut-off when the case is closed. Destroy three years after cut-off.
		b. Electronic copies created on word processing and	N1-370-03-010	<b>TEMPORARY.</b> Delete

		electronic mail systems:	<b>(7/30/05)</b>	after recordkeeping copy is produced.
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