

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-8
APRIL 30, 2003***

Administration and Management

RECORDS MANAGEMENT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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1. Official records of the National Oceanic and Atmospheric Administration's National Weather Service (NWS) activities are generated everyday. These records must be captured and made accessible so the government can be responsive and account for its actions.
2. The purpose of this policy is to enable the NWS to carry out effective records management programs in accordance with existing Federal statutes, agency regulations, and NWS administrative requirements.
 - 2.1. The NWS will use a records management program providing for effective and economical life-cycle management of the creation, organization, maintenance, use, and disposition of NWS's documents and compliance with the provisions of the authorities cited in this policy.
 - 2.2. The records management program consists of documents produced, acquired, or maintained throughout the NWS (e.g., correspondence addressed to the Assistant Administrator or Deputy Assistant Administrator of the NWS, or prepared for executive level officials' signatures; NOAA locator; records; and forms). It encompasses all records, regardless of the media in which they were created, used in the NWS for administrative, scientific, and technical application .
3. This directive establishes the following authorities and responsibilities:
 - 3.1 Authority for the correspondence and records management program is delegated to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO).
 - 3.2 Headquarters and regional office directors are responsible for complying with administrative procedures for correspondence, forms, and records management.

4. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

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| <u>Signed</u> | <u>4/16/03</u> |
| John J. Kelly, Jr. | Date |
| Assistant Administrator | |
| for Weather Services | |

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Supporting Information

NWSPD 1-2, *Delegation of Authority*

NOAA Records Management Program, NAO 1, Issued June 25, 1997, Effective June 30, 1997

NOAA Forms Management Program, NAO 205-10. Issued April 7, 1995, Effective
March 28, 1995

NOAA Forms Catalog

NOAA Correspondence Handbook, Executive Secretariat, November 2000

Procedural Directives

NWSI 1-801, *Executive Affairs and Correspondence Manual*

NWSI 1-802, *Action Items Data Base* (to be developed)

NWSI 1-803, *Records Management* (to be developed)

NWSI 1-804, *Directory/Locator* (to be developed)

NWSI 1-805, *Forms Management* (to be developed)

Glossary

Record - Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them (44 U.S.C. 3301).

Records Management - The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations (44 U.S.C. 2902).

Web sites

U.S. National Archives and Records Administration Records Management Web site -
http://www.archives.gov/records_management/index.html