

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-8
SEPTEMBER 26, 2016

Administration and Management
RECORDS MANAGEMENT

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QPR: W/CF02 (L. Love)

Certified by: W/CFO/CAO (J. Potts)

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SUMMARY OF REVISIONS: This directive supersedes NWSPD 1-8, *Records Management*, dated September 4, 2006. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015. No content changes were made.

1. Official records of the National Oceanic and Atmospheric Administration's National Weather Service (NWS) activities are generated every day. 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.

<u>SIGNED</u>	<u>September 12, 2016</u>
Louis W. Uccellini	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 205-1, Issued June 25, 1997, Effective January 19, 2010

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

Web sites

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

The NOAA Records Management Web site:

http://www.corporateservices.noaa.gov/audit/records_management/

The Records Disposition Handbook:

http://www.corporateservices.noaa.gov/audit/records_management/schedules/chapter-100-general.pdf

Specific references within the Records Disposition Handbook:

- 100 Records Common to All NOAA Offices
- 200 Administrative and Housekeeping Records
- 1300 Weather

Procedural Directives

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

NWSI 1-802, *Action Items Database*

NWSI 1-804, *Directories/Locator*

Glossary

Record - Includes all recorded information, regardless of form or characteristics, made or received by a Federal agency 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 United States Government or because of the informational value of data in them (44 U.S.C. 3301).

Records Management - The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records 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. 2901(2)).