



Australian Government

National Archives of Australia

Records Authority

2024/00802060

Weather Forecasts & Models

Bureau of Meteorology

2024



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INTRODUCTION

The Bureau of Meteorology (the Bureau) and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business area of Weather Forecasts and Models. It represents a significant commitment on behalf of the Bureau to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Bureau. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

The authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This authority gives the Bureau permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives on the basis of information provided by the agency.

As changes in circumstances may affect future information management requirements, the periodic review of this authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This authority replaces: Records Authority 2017/00053585, June 2017; and records authority classes 17693-17707, 17711-17720, 17722, 17725, 17727-17728, 17731-17743, 17745-17749, and 18441 in the previously issued records authority for the Space Weather Prediction core business (Records Authority 2007/00307997, Nov 2007). These classes have been superseded and cannot be used to sentence records after the date of issue of this authority.
2. Records previously sentenced as being of temporary value under Records Authority 2017/00053585 (June 2017) or Records Authority 2007/00397997 (Nov 2007) will need to be resentenced if their minimum retention periods have subsequently been increased under the relevant applicable classes in this records authority. In particular, those records identified as 'retain as national archives' in this records authority, that were previously sentenced as temporary value under the superseded classes, will need to be identified and resentenced and retained as national archives.
3. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority.
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
 - Where the minimum retention period has expired and the records are not needed for the Bureau's business they should be destroyed as authorised in this authority.
 - Records that have not reached the minimum retention period must be kept until they do.
4. This authority should be used in conjunction with general records authorities such as:
 - the [Administrative Functions Disposal Authority \(AFDA\) Express Version 2](#) issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - [General Records Authority 31 - Destruction of source or original records after digitisation, conversion or migration](#) (2015).
5. The normal administrative practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction

together with an agency's records authority or authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at www.naa.gov.au.

6. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant act must not be destroyed until the action has been completed.
7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au.
8. Where the method of recording information changes (for example from a manual system to a digital system, or when information is migrated from one system to a new system) this authority can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this authority. The Bureau will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
9. In general, retention requirements indicate a minimum period for retention. The Bureau may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Bureau believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
10. Records coming within the 'retain as national archives' class in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
11. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
12. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Records created digitally after 1 January 2016 can be transferred in digital formats only.
13. Advice on how to use this authority is available from the Bureau's information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this records authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

AUTHORISATION

Records Authority 2024/00802060

Notice of authorisation

Person to whom notice of authorisation is given:

Dr Andrew Johnson FTSE FAICD
Chief Executive Officer and Director of Meteorology
Bureau of Meteorology
700 Collins Street
Melbourne Vic 3001

Purpose

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'Retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application

All core business records relating to Weather Forecasts & Models.

Authority

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

This document has been authorised through a digital workflow (R956932024)

Authorising Officer	Date of issue:
Josephine Secis Assistant Director-General, Collection Management National Archives of Australia	22 August 2024

WEATHER FORECASTS & MODELS

The core business of providing hazard prediction, warning, forecast and modelling services relating to weather, oceans, tides, flood and short-term streamflow, environmental hazards (such as volcanic ash), and space weather.

The **core activities** include:

- developing, implementing and reviewing weather forecasting, modelling, hazard prediction and warnings related policies, procedures, protocols, standards, directives, frameworks, strategies, processes, techniques and guidelines;
- developing, implementing and reviewing programs, projects, services and initiatives supporting the core business, including those relating to provision of weather forecasting and modelling, hazard prediction and warnings. Includes coordination, oversight and collaboration on project work related to improving operational numerical modelling;
- analysis of meteorological, hydrological and other environmental conditions, including through synoptic analysis, numerical weather and ocean prediction and other modelling activities;
- developing and issuing hazard predictions, warnings, forecasts and models, and other information products;
- liaising with stakeholders, including national, state and local agencies on disaster mitigation planning, preparation, response and recovery and international specialised centres;
- developing, managing and providing specialised services and information products on a cost-recovery and commercial basis to stakeholders and users, such as the aviation and maritime industries and the Australian Defence Force. Includes managing access and subscriptions for registered users;
- compiling and analysing performance verification statistics and indicators relating to the core business, and undertaking post-event and post-season analysis, case studies and reporting;
- designing, developing, implementing and reviewing weather forecasting, modelling and warning systems, specialised equipment, techniques and methodologies. Includes developing and maintaining forecasting tools, models and regional climatologies;
- undertaking data analysis and research and development to support the core business;
- designing, developing, establishing, managing, maintaining and decommissioning, specialised software-based technology solutions that are commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to the core business;
- establishing, managing and decommissioning regional, national and international forecasting and warning centres, including rostering of forecasters;
- developing, delivering and reviewing specialised weather forecasting, modelling, hazard prediction and warnings related training and competencies, that are not accredited or higher education provider registered training. Includes specialised media training provided to meteorologists to assist in presenting forecasts and warnings;
- providing and receiving advice and other information, including providing briefings to government as required (such as through the Australian Government's National Situation Room); and
- responding to requests for evidence, submissions and formal responses from external inquiries, investigations and reviews (such as Royal Commissions, air transport safety investigations and coronial inquiries) in relation to critical events.

The performance of the core business is also supported by **general activities** including:

- managing and participating in committees, meetings, forums, reference groups, and other bodies, including stakeholder and industry consultative committees;
- negotiating, establishing and implementing agreements and contracts, including joint ventures;

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- arranging and attending in internal and external conferences, symposia, seminars and workshops;
- planning and reporting;
- project management;
- delegating powers and authorising actions;
- identifying, assessing and managing risks;
- planning, conducting and facilitating audits;
- fulfilling compliance requirements, including fiscal, legal, regulatory or quality standards and requirements. Includes quality management accreditation;
- evaluating and reviewing, including evaluating and reviewing services, systems, processes, products and techniques; and
- receiving and responding to enquiries, complaints and feedback.

Cross references to AFDA Express Version 2

For advice, briefs and submissions to the portfolio Minister and other government bodies, cabinet submissions and the organisation's participation in formal inquiries (other than those relating to critical events), use EXTERNAL RELATIONS.

For activities relating to external stakeholder engagement in support of the core business, including: speeches and presentations by the portfolio Minister, the agency head or senior agency staff; media releases and interviews; marketing agency products and services; and, receiving or conferring sector awards for excellence, use EXTERNAL RELATIONS.

For acquisition, leasing and management of real estate to support the weather forecasts and models core business, use PROPERTY MANAGEMENT.

For the acquisition of goods and services to support the core business, including the procurement of software-based technology solutions, use PROCUREMENT.

For the management of moveable assets and inventory, other than specialised weather forecasts, modelling, hazard prediction and warnings related assets, use ASSET MANAGEMENT.

For information communications and technology systems, processes and activities which do not provide specialised support for the core business, use TECHNOLOGY AND INFORMATION MANAGEMENT.

For managing legal services, including legal advice, litigation, and establishing and managing agency intellectual property (other than intellectual property relating to weather forecasts, modelling, hazard predictions and warnings related data), use LEGAL SERVICES.

For records documenting the posting of individual technical officers to forecasting centres and other sites, use PERSONNEL MANAGEMENT.

For recording staff development activities on individual personnel files, including recording completion of weather forecasts, modelling, hazard prediction and warnings related training and competencies and credentials of individual agency training personnel, use PERSONNEL MANAGEMENT.

For the production and distribution of agency related publications, including the agency website, use PUBLICATION.

For developing and executing contracts under seal or deeds, including signed joint venture contracts under seal, use CONTRACTS UNDER SEAL/DEEDS.

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Cross references to other records authorities

For weather forecasts, including terminal area forecasts, provided to civil aviation and defence, use AVIATION METEOROLOGICAL SERVICES.

For water resources information provided to the agency under relevant water management legislation (currently the Water Act 2007), use WATER INFORMATION SERVICES.

For taking and recording meteorological, hydrological, oceanographic, tidal, atmospheric composition, space weather and other environmental observations, use OBSERVATIONS.

For derived climate-related datasets (e.g. ACORN-SAT) and products, use CLIMATE SERVICES.

For developing and delivering training and competencies that are accredited or higher education provider registered training, use GRADUATE METEOROLOGICAL EDUCATION in Records Authority 2020/00480952.

For weather forecasts, modelling, hazard prediction and warnings data collected and/or used as part of scientific research and analysis activities, use General Records Authority 37 - RESEARCH & DEVELOPMENT.

Class no	Description of records	Disposal action
63217	<p>Records documenting:</p> <ul style="list-style-type: none"> developing, implementing and reviewing high-level and agency-wide policies, strategies, frameworks, protocols, standards and plans supporting the core business, including those relating to provision of weather forecasting, modelling, hazard prediction and warnings services. Includes final versions, proposals, submissions, major drafts, stakeholder consultation and supporting research; developing, implementing and reviewing national and high-level programs, projects, services and initiatives supporting the core business, that: are innovative or ground-breaking in nature; are prominent, controversial or attract considerable official or public interest; have national or international implications or involve national, international or inter-agency collaboration; result in changes to, or have considerable implications for, Government policies or programs; or, result in significant changes to the core business and/or how it is delivered and resourced over time (eg tsunami and flood warning services, tidal services). Includes joint ventures and establishment of new services and significant modifications to existing services. Includes project outcomes, project plans, proposals, progress reports, risk analysis, stakeholder consultations and supporting research; significant analysis of the state of the atmosphere, ionosphere and oceans, including: <ul style="list-style-type: none"> synoptic analyses of the atmosphere at Mean Sea Level Pressure (MSLP) and upper levels at 850hPa, 700hPa, 500hPa and 200hPa covering the Australian region, the southern hemisphere and the Darwin Regional Specialised Regional Meteorological Centre (RSMC) area of responsibility; post analysed tropical cyclone best track data; 	Retain as national archives

WEATHER FORECASTS & MODELS

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> ○ global monthly and weekly sea surface temperature analyses and anomalies covering the southern hemisphere and the Darwin RSMC areas of responsibility; ○ global sea surface temperatures and anomaly analyses produced from the ocean models; ○ regional MSLP synoptic analysis charts produced by regional offices prior to 1957 (until 31 December 1963 for South Australia); and ○ solar, geomagnetic and ionosphere analyses. <ul style="list-style-type: none"> ● official weather, ocean, tidal, flood, solar, geomagnetic, ionospheric activity and other environmental forecasts, warnings, watches and advisories in text format, including warnings and watches in geospatial formats which have been published by the Bureau; <p><i>[For weather forecasts, including terminal area forecasts, provided to civil aviation and defence, use AVIATION METEOROLOGICAL SERVICES.]</i></p> <ul style="list-style-type: none"> ● forecasting, modelling, hazard prediction and warning activities relating to critical events. Critical events include extreme and severe weather events, natural disaster events and other environmental events, that: will potentially have a substantial social, economic, political or environmental impact; are events of considerable public or historical interest; and may be of local, regional, national or international importance (eg tropical cyclones, major floods, bushfires, severe hailstorms). Includes: <ul style="list-style-type: none"> ○ models and products that: support effective government planning, service delivery, and decision-making in key areas, such as environmental management and regulation and climate change; are controversial, of considerable public interest, or the subject of scientific debate; are considered ground-breaking, innovative or original; involve the use of new or innovative techniques; are capable of being re-used and re-purposed; have major scientific or research value either nationally or internationally (including economic, environmental, cultural or historical research interest); have ongoing commercial value to government or industry; or have major implications for the conduct of agency business; ○ briefings, presentations, media talking points, forecasts, alerts and warnings (including tsunami warnings) and other advice provided to government, emergency management, industry, customers, the general public and other stakeholders in relation to critical weather, space weather, flood and environmental hazard events including dispersion forecasts for a nuclear accident, and in relation to events that have major social, economic, environmental or safety consequences. Includes briefings provided through the Australian Government's National Situation Room; ○ community comment and response to critical events, including via social media; 	

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> ○ regional synoptic analyses relating to critical weather, flood and environmental hazard events; ○ final versions of Bureau generated post-event reports and case-studies; and ○ evidence, submissions and formal responses submitted to major external inquiries, investigations and reviews examining matters relating to critical events. Includes Commissions of Inquiry, coronial inquiries, air transport safety investigations, and Australian Competition and Consumer Commission investigations. <p><i>[For submissions to external inquiries not directly relating to critical events, such as those relating more broadly to the agency's core business, use EXTERNAL RELATIONS.]</i></p> <ul style="list-style-type: none"> • master versions of directives, handbooks, and manuals that support the delivery of weather forecasting, modelling, hazard prediction and warning services. Includes manuals used in the prediction of floods and tides; • establishing, operating and decommissioning the Joint Australian Tsunami Warning Centre and other regional, national and international warning centres. Includes: <ul style="list-style-type: none"> ○ all earthquake messages received from Geoscience Australia and other relevant records of tsunamigenic events; ○ all tsunami warnings and watches, both threat and non-threat, issued for the Australian coastline; and ○ all advisory information sent to international organisations and other National Tsunami Warning Centres responsible for formulating their own tsunami warnings. • establishing and decommissioning regional, national and international forecasting centres (eg Australian Space Weather Forecasting Centre). Includes proposals, reports and establishing agreements; <p><i>[For acquisition, leasing and management of real estate and construction or fitting-out of facilities related to forecasting centres or specialised centres, use PROPERTY MANAGEMENT.]</i></p> <ul style="list-style-type: none"> • providing hazard prediction, warning and forecast services for special events of national and international significance. Includes services provided to support major sporting and cultural events (eg Olympic Games), major royal visits or visits by heads of state, major defence exercises and operations, and major international search and rescue missions; • providing meteorological advice and services relating to atomic testing; • published verification statistics which measure the Bureau's weather forecasting performance, including time-line trends of accuracy of temperature, rainfall (including calibrated and merged rain fields data), tsunamis, storms, storm tracks and floods. Includes verification performance indicators of the models, 	

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Class no	Description of records	Disposal action
	<p>ensembles and official forecasts used for research and development;</p> <ul style="list-style-type: none"> providing and receiving high-level weather forecasting and modelling advice, including on matters that are contentious, controversial or of considerable interest to government, Parliament, key stakeholders, or the general public. Includes position papers, briefs, opinions, and stakeholder submissions; high-level internal and external committees, working groups and other bodies, where the agency provides the secretariat, plays a prominent role or is the Australian Government's main representative (eg Hazard Services Forum; Australian Tropical Cyclone Advisory Group; Australian Tsunami Advisory Group). Includes key internal and external governance and advisory committees. Includes agenda, final version of minutes and tabled papers; <p><i>[For all other internal and external committees, working groups, and other bodies, use classes 63219 and 63224.]</i></p> <ul style="list-style-type: none"> final versions of significant agreements and contracts and supporting documents that: relate to substantial funding agreements or the establishment of major partnerships and cooperative or commercial arrangements with other governments, agencies and organisations (eg agreements with the National Tidal Centre); are controversial, of public interest or ground-breaking in nature; are of international, national or regional significance; are precedent-setting in nature; or, have a major impact on agency policies or programs. Includes agreements for the hosting of scientific equipment in overseas countries, provision of specialist services to support national and international security and defence activities, provision of weather and flood warning services, and for the international exchange of data. Includes memoranda of understanding, major service level agreements, service level specifications, and joint venture agreements; significant summary records supporting the core business, such as summary information about licensing, intellectual property, rights, restrictions and usage conditions for agency produced and externally sourced forecast data. Includes registers, indexes and datasets and associated information (eg data dictionaries, metadata schema); designing, developing, and reviewing weather forecasting, modelling, hazard prediction and warning systems, specialised equipment, tools, techniques and methodologies. Includes final versions, stakeholder consultation, reports, specifications, equipment designs and drawings, and supporting research; outcomes of major research and development undertaken or commissioned by the agency to support the core business, including research experiments, evaluations, analysis and investigations into weather forecasting and warning systems, equipment, techniques and methodologies, and the application of new technologies and systems conducted in support of the core business. Includes final research reports, research findings, prototypes, data models, project plans, research methodologies, 	

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Class no	Description of records	Disposal action
	<p>laboratory notebooks, analysis and supporting research datasets and associated information;</p> <ul style="list-style-type: none"> designing, developing, establishing, configuring, modifying, maintaining and decommissioning specialised software-based technology solutions that are commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to the core business, and that are ground-breaking or innovative in nature. Includes project proposals, system specifications, testing and acceptance reports, source code and algorithms, system documentation and technical manuals; <p><i>[For designing, developing, evaluating, establishing, configuring, modifying, maintaining and decommissioning other software-based technology solutions that do not provide specialised support for the core business and/or are not ground-breaking or innovative in nature, use TECHNOLOGY AND INFORMATION MANAGEMENT.]</i></p> <ul style="list-style-type: none"> developing and reviewing specialised weather forecasting, modelling, hazard prediction and warnings related training and competencies for technical officers, that are not accredited or higher education provider registered training. Includes specialised media training provided to meteorologists to assist in presenting forecasts and warnings. Includes master versions of training materials; <p><i>[For delivering specialised weather forecasting, modelling, hazard prediction and warnings related training and competencies for technical officers, that are not accredited or higher education provider registered training, use class 63224.]</i></p> <p><i>For recording staff development activities on individual personnel files, including recording completion of weather forecasting, modelling, hazard prediction and warnings related training and competencies and credentials of individual agency training personnel, use PERSONNEL MANAGEMENT.]</i></p> <ul style="list-style-type: none"> developing national and high-level reports, including formal reports made to external scientific bodies and other national meteorological services. Includes annual and seasonal reports supporting the core business, such as annual severe weather reports, annual fire weather reports, and seasonal solar and geophysical reports. Includes final versions, major drafts, stakeholder consultation and supporting research; national and high-level reviews and audits, including sector-wide strategic and major internal reviews and audits, relating to the core business. Includes final review reports, recommendations, major drafts, submissions, stakeholder consultations and supporting research; final versions of unpublished proceedings, reports, presentations and conference papers of major internal and external conferences, symposia, seminars and forums hosted or organised by the agency; historical papers, photographs and other material documenting the history of the development and provision of meteorological forecasting services in Australia by the agency and its colonial 	

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Class no	Description of records	Disposal action
	<p>predecessors. Includes support provided for historically significant events, such as military and defence operations. Includes associated descriptive metadata.</p> <p><i>[For agency histories created or commissioned by the organisation, such as those commemorating significant anniversaries or events, use EXTERNAL RELATIONS.]</i></p>	
63218	<p>Records documenting:</p> <ul style="list-style-type: none"> • harmonic analyses of sea level height and other associated files that support tidal prediction activities and services, and all ocean analyses created by the Bureau, other than those covered in class 63217; • regional climatologies developed to support forecasters; • numerical weather prediction (NWP) inputs and outputs for space weather parameters (ionospheric, geophysical, solar and GPS); and • the national Australian Digital Forecast Database (ADFD) grids. 	Destroy 30 years after action completed
63219	<p>Records documenting:</p> <ul style="list-style-type: none"> • stakeholder and industry committees, working groups and other bodies, other than those covered in class 63217. Includes agenda, final version of minutes, terms of reference, reports and tabled papers; <p><i>[For high-level internal and external committees, working groups and other bodies, where the agency provides the secretariat, plays a prominent role or is the Australian Government's main representative, use class 63217.</i></p> <p><i>For all other internal and external committees, working groups and other bodies, use class 63224.]</i></p> <ul style="list-style-type: none"> • operations bulletins and service circulars issued to internal and external users; • formal standards accreditation processes to support the core business (eg ISO 9001: Quality Management Systems certification); • final versions of documentation and code for operational weather, flood, tidal and ocean forecasting, as well as the prediction models used by the Bureau, other than those covered in class 63217; • NWP inputs and outputs for ocean and hydrology parameters; • technical memos, notes and reports which support the weather, flood and tidal forecast process, other than those covered in class 63217. Includes regional forecast guidance notes which capture forecaster local knowledge; • final versions of technical advice and consultancy provided by the agency, other than those covered in class 63217; 	Destroy 15 years after action completed

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> developing safety incident reports for civil aviation and transport safety authorities (ie Aviation Safety Incident Reports). Includes relevant key supporting material; and developing aviation meteorological incident reports triggered in response to a perceived deficiency in service (ie Aviation Meteorological Incident Reports). 	
63220	<p>Records documenting:</p> <ul style="list-style-type: none"> operational numerical model outputs, other than those covered by classes 63217, 63218, 63219 and 63222 (analyses), including: <ul style="list-style-type: none"> NWP output covering the Australian region at native model levels and parameters required to demonstrate model skill, including the analysis step and all prediction time steps; complete Ocean Model Analysis and Prediction System (OceanMAPS) predictions including all model level and time steps; wave and storm surge predictions including all forecast variables and time steps; all model forecasts and scenarios of tsunamis generated by undersea earthquakes, including the Method Of Splitting Tsunami (MOST) forecast model scenario datasets used in the preparation of tsunami warnings and watches; official volcanic ash forecasts, warnings and advisories in text and geospatial formats; flood forecasting model development which includes models, calibration events, model reports and Unified River Basin Simulator (URBS) model height relationships; and the state Australian Digital Forecast Database (ADFD) grids. NWP inputs, including NWP start files; real time observations packaged for easy access by the NWP systems (ie the Observations Data Base); gridded operational consensus forecasts; gridded forecasts for aviation and defence, including Grid Point Winds and Temperatures and World Area Forecast System products; and routine products generated to support the core business, other than those covered in class 63217. Includes: <ul style="list-style-type: none"> radar based rainfields forecasts (also known as synthetic rainfields forecasts); short term streamflow forecasts; and heatwave grids. <p><i>[For seasonal streamflow forecasts, use CLIMATE SERVICES.]</i></p>	Destroy 7 years after generation
63221	All other NWP data not covered in classes 63217, 63218, 63219, 63220 and 63222 (analyses).	Destroy 4 years after action completed

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Class no	Description of records	Disposal action
63222	<p>Numerical analyses grids generated as outputs by models but not used for forecasting, including:</p> <ul style="list-style-type: none">Mean Sea Level Pressure (MSLP) and upper air analysis grids which cover the Australian region, other than those covered in class 63217. These include upper levels projected onto World Meteorological Organisation (WMO) standard levels and operationally defined levels from the NWP models.	Destroy 2 years after action completed
63223	<p>Forecast data gathered by the agency from external providers which are subject to terms and conditions of licensing agreements and confidentiality agreements, that prevent permanent retention of data by the agency.</p> <p><i>[For data sourced from external providers that is not subject to terms and conditions of licensing agreements and confidentiality agreements that prevent permanent retention by the agency, use classes 63217 and 63224.</i></p> <p><i>For summary information about licensing, intellectual property, rights, restrictions and usage conditions for externally sourced data, use class 63217.]</i></p>	Destroy in accordance with terms and conditions of associated agreement (subject to legislative or regulatory requirements)
63224	<p>Records documenting:</p> <ul style="list-style-type: none">routine operational administrative tasks supporting the core business; andweather forecasting, modelling, hazard prediction and warnings activities, other than those covered in classes 63217 to 63223.	Destroy 7 years after action completed