REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER N1-537-03-02
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received 11/13/02
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency	NOTIFICATION TO AGENCY
2. MAJOR SUB DIVISION (b)(3) [redacted]	In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION (b)(3) [redacted]	
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3) [redacted] 5. TELEPHONE [redacted]	DATE 6-21-04 ARCHIVIST OF THE UNITED STATES John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached [redacted] page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGEN[redacted]	TITLE
10/25/02	(b)(3) [redacted]	[redacted]

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets This series has been coordinated with and approved by the Agency General Counsel.		

115-109 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

SA Copies sent to Agency, NWMD, NWME, NWMW

801 Series - GEOSPATIAL GENERAL FILES
These files relate to the general management of the Geospatial Program. Included are mapping studies, conferences, publication record sets, projects and project preparation, quality surveillance, reporting files, and information required in producing geospatial information.

Series	Type of File	Disposition
~~801-01~~	~~**GENERAL GEOSPATIAL FILES.**~~ ~~These files relate to the geospatial program and are not identified elsewhere in this 800 series. It includes general correspondence, memos, and related information of a non-policy nature.~~	
	~~a. Recordkeeping copies (paper, electronic or both).~~	~~a. **TEMPORARY.** Destroy/delete when 2 years old.~~
	~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~b. **TEMPORARY.** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-02	**GEOSPATIAL STUDIES, REQUIREMENTS, AND PLANS** Studies prepared to furnish background information or solve problems in geospatial activities, including digests of facts pertaining to geospatial matters; studies of technical, procedural, and production problems; sources of methods used; and background information or reports. Files include published copy of the POM, assessment graphics, quarterly progress graphics, directives, statutes, reports, correspondence, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing geospatial programs.	

Superseded by:
DAA-GRS-2016-0016-0001
DATE (MM/DD/YYYY):
7/25/18

Superseded by:
DAA-GRS-2016-0016-0002
DATE (MM/DD/YYYY):
7/25/18

	a. Office responsible for preparation: Recordkeeping copies (paper, electronic or both).	a. **PERMANENT** Cutoff on completion and retire 2 years later to a records storage facility. Transfer to NARA 25 years after cutoff.
	b. Other offices: Recordkeeping copies (paper, electronic, or both).	b. **TEMPORARY** Destroy/delete when superseded or obsolete.
Superseded by: DAA-GRS2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~c. Paper records maintained separately from the recordkeeping system.~~	~~c. **TEMPORARY** Destroy when 180 days old.~~
	~~d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~d. **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-03	**GEOSPATIAL CONFERENCES** Files created by conferences having international or domestic interagency membership which concern the geospatial activities of member organizations. Included are conference reports, operational relationships and areas of responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.	
	a. Office assigned functional program responsibility: Recordkeeping copies (paper, electronic or both).	a. **PERMANENT** Cutoff on termination of conference or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.
	b. Other offices: Recordkeeping copies (paper, electronic, or both).	b. **TEMPORARY** Destroy/delete when superseded or obsolete.
Superseded by: DAA-GRS 2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~c. Paper records maintained separately from the recordkeeping system.~~	~~c. **TEMPORARY** Destroy when 180 days old.~~

	~~d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~d. **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-04	**GEOSPATIAL PROGRAM FILES** Data created in the establishment and maintenance of comprehensive geospatial programs. Included are operating directives and program documents, change orders to operating program directives, and related data.	
	a. Recordkeeping copies (paper, electronic, or both).	a. **PERMANENT** Cutoff on termination of directive or related data or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.
	b. Other offices: Recordkeeping copies (paper, electronic, or both).	b. **TEMPORARY** Destroy/delete when superseded or obsolete.
	~~c. Paper records maintained separately from the recordkeeping system.~~	~~c. **TEMPORARY** Destroy when 180 days old.~~
	~~d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~d. **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-05	**GEOSPATIAL SOURCE DATA FILES** Geographic information covering cultural and physical aspects of a country or regional area for support of map programs maintained as an Area Research Data Bank. Included are area documents of boundaries sovereignty, cities, towns, communications, culture features (industries, public works,	

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landmarks, military data), drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather and climate, park lands, forests, search requirements (gaps in information and sources to be exploited) and related data. Also included are data reflecting current information necessary for map compilation, tourist information, and diplomatic facility information.

a. Recordkeeping copies (paper, electronic, or both).

a. **TEMPORARY**
Destroy/delete or offer to the Library of Congress when superseded, obsolete, or no longer needed.

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~~b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.~~

~~b. **TEMPORARY**~~
~~Destroy/delete within 180 days after recordkeeping copy has been produced.~~

801-06 **WORK ASSIGNMENT FILES**
Assignment of map and chart projects including assignments to units under operational control.

a. Recordkeeping copies (paper, electronic, or both).

a. **TEMPORARY**
Destroy/delete 1 year after completion of assignment.

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~~b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.~~

~~b. **TEMPORARY**~~
~~Destroy/delete within 180 days after recordkeeping copy has been produced.~~

801-07 **QUALITY SURVEILLANCE FILES**
Contains product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, quality inspections, and related data. Also included are special survey records, staff summary reports, and related data.

	a. Recordkeeping copies (paper, electronic, or both).	a. **TEMPORARY** Destroy/delete 1 year after action has been completed.
Superseded by: DAA-GRS2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.~~	~~b. **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-08	**GEOSPATIAL PROJECT HISTORY FILES** Project history data which can define and delimit areas charted, contents of charts, and delimit areas. May also include methods used, reports, specific references, and other data basic to the content (currency), accuracy, and reliability of charts, maps and publications.	
	a. Office responsible for preparation: Recordkeeping copies (paper, electronic or both).	a. **PERMANENT** Cutoff on termination of project or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.
Superseded by: DAA-GRS2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~b. Other offices: Recordkeeping copy (paper, electronic or both).~~	~~b. **TEMPORARY** Destroy/delete when no longer needed.~~
	~~c. Paper records maintained separately from the recordkeeping system.~~	~~c. **TEMPORARY** Destroy when 180 days old.~~
	~~d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~d. **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.~~
801-09	**GEOSPATIAL INDEX** Base maps and charts maintained as guides in planning, annotated to show the extent or order of surveying, charting, and mapping operations.	

	a. Recordkeeping copies (paper, electronic, or both).	a. **TEMPORARY** Destroy 1 year after superseded.
Superseded by: DAA-GRS2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~b. Paper records maintained separately from the recordkeeping system.~~	~~b. **TEMPORARY**~~ ~~Destroy when 180 days old.~~
	~~c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~c. **TEMPORARY**~~ ~~Destroy/delete within 180 days after recordkeeping copy has been produced.~~
~~801-10~~	~~**GEOSPATIAL PUBLICATION RECORD SET**~~ ~~Record copies of military grids, grid tables, trig lists, glossaries, gazetteers, topographic symbols and mapping specifications, reading aids, periodic bulletins, memoranda, technical publications, exchange and publication lists, production reports, technical reports on newly developed or improved techniques, guides for production of all maps or products, edition of each printed or digital map or chart in any media. (NOTE: material from this file will not be loaned out. Directors will ensure these files are retired.)~~	
Superseded by: DAA-0537-2016-0001-0001 DATE (MM/DD/YYYY): 3/27/18	~~a. Office responsible for preparation and issue: Recordkeeping copies (paper, electronic or both).~~	~~a. **PERMANENT**~~ ~~Retire to NARA when published.~~
	~~b. Other offices: Recordkeeping copies (paper, electronic, or both).~~	~~b. **TEMPORARY**~~ ~~Destroy/delete when no longer needed.~~
Superseded by: DAA-GRS2016-0016-0002 DATE (MM/DD/YYYY): 7/25/18	~~c. Paper records maintained separately from the recordkeeping system.~~	~~c. **TEMPORARY**~~ ~~Destroy when 180 days old.~~
	~~d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~	~~d. **TEMPORARY**~~ ~~Destroy/delete within 180 days after recordkeeping copy has been produced.~~

801-11 SPECIAL PROJECTS AND NON-STANDARD PRODUCTS

Unique, one-time production or special projects or non-standard products not covered elsewhere in this schedule and not mass produced with a record copy designated for permanent retention.

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~~a. Office responsible for the project or product: Recordkeeping copies (paper, electronic, or both).~~

~~a. **PERMANENT**~~
~~Furnish 3 copies to NIMA library (Bethesda). One copy will be retired to the records holding area/storage facility (to be transferred to NARA.)~~

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. **TEMPORARY**
Destroy/delete when superseded, obsolete, or when no longer needed.

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~~c. Paper records maintained separately from the recordkeeping system.~~

~~c. **TEMPORARY**~~
~~Destroy when 180 days old.~~

~~d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.~~

~~d. **TEMPORARY**~~
~~Destroy/delete within 180 days after recordkeeping copy has been produced.~~

801-12 QUESTIONNAIRE SURVEYS

Questionnaires relating to surveys to determine user requirements or to evaluate products designed to satisfy previously determined requirements.

a. Recordkeeping copies (paper, electronic, or both).

a. **TEMPORARY**
Cutoff at end of survey period. Destroy when 5 years old or on discontinuance, whichever is first.

~~b. Paper records maintained separately from the recordkeeping system.~~

~~b. **TEMPORARY**~~
~~Destroy when 180 days old.~~

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c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	c. TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced. generated.	

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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

http://www.archives.gov/foia/