

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20 0-6001		JOB NUMBER N1-537-03-9	
. FROM (Agency or establishment) i NATIONAL IMAGERY AND MAPPING AGENCY		Date Received 2/14/03	
2. MAJOR SUB DIVISION i A alysis and Production		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION (b)(3)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in col 0. i	
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)		5. TELEPHONE	DATE 10-6-03 / J.W. Cal
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 4 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 consent from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is			
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.	
DATE 9/11/03	SIG. (b)(3)	SENTATIVE	TITLE (b)( )
7. ITEM NO. i	8. DESCRIPTION i F ITEM AND PROPOSED DISPOSITION i See attached sheets		9. GRS OR i CITATION i
			0. ACTION TAKEN i (NARA USE ONLY)

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)  
PRESCRIBED BY NARA 36 CFR 1228

(9/29/03)

4/1 copies sent to Agency, NARA, NMFS, NMFS

**806 Series - HYDROGRAPHIC, BATHYMETRIC, AND NAVIGATIONAL FILES**

These files are created in connection with the production of nautical charts and publications, to include the measurement and description of physical features and attributes of oceans, seas, rivers, and their adjoining coastal areas, and the preparation and evaluation of maritime safety information.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
806-01	<b>NAUTICAL/NAVIGATIONAL FILES</b> Documents include data created or required in connection with the production of nautical charts, publications and the databasing of features and their attributes contained therein; the preparation and evaluation of marine safety information; and related reports and publications (regardless of media) including listings generated in support of nautical, hydrographic, bathymetric or navigational operations.  a. Office assigned functional program responsibility: Recordkeeping copies (paper, electronic, or both).  . Other offices: Recordkeeping copies (paper, electronic, or both).  c. Paper records maintained separately from the recordkeeping system.  d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	  <b>a. TEMPORARY</b> Cutoff when 10 years old or when no longer needed for current operations, which ever is later. Retire to a records storage facility. Destroy/delete 25 years after cutoff.  <b>b. TEMPORARY</b> Destroy/delete when superseded or obsolete.  <b>c. TEMPORARY</b> Destroy when 180 days old.  <b>d. TEMPORARY</b> Destroy/delete within 180 days after recordkeeping copy has been produced.

806-02

**AIDS AND HAZARDS TO NAVIGATION**

Includes reports, publications, and data collected, evaluated, and prepared to provide marine safety information to military and civilian communities. Included are Notice to Mariners, Coast Pilot, NIMA List of Lights, Sailing Directions, Sight Reduction Tables for Air Navigation, Sight reduction Tables for Marine Navigation, and other publications providing navigational and weather data, advisories and warnings, and related data.

a. Record copy of published data (paper, electronic, or both).

b. Duplicate record copies:

c. Paper records maintained separately from the recordkeeping system.

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

**a. PERMANENT**

Cutoff when 2 years old or when no longer needed for current operations, which ever is later. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

**b. TEMPORARY**

Destroy/delete when no longer needed.

**c. TEMPORARY**

Destroy when 180 days old.

**d. TEMPORARY**

Destroy/delete within 180 days after recordkeeping copy has been produced.

06-03

**DOD NAUTICAL CHART LIBRARY FILES**

This file includes nautical and special purpose charts, Digital Nautical Charts (DNC), automated tape files of holdings, catalogs, library accession listings, and other related reference materials.

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

**a TEMPORARY**

Destroy/delete when obsolete, superseded, or no longer needed. May be offered to

806-04

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

the Library of Congress.

b. **TEMPORARY**

Destroy/delete within 180 days after recordkeeping copy has been produced.

**NAUTICAL/NAVIGATIONAL SOURCE FILES AND COMPILATION RECORDS**

This file includes compilation records and data of any type acquired in the process of producing charts and publications, or used in updating related databases, and the operation and evaluation of navigational systems. Included are observation reports, weather and wind data, standards for wreck charts, ship obstructions, aerial and terrestrial photographs, and other data.

a. Unpublished source data determined unique or to have continuing value (paper, electronic, or both).

(1) Foreign data.

(1) **TEMPORARY**

Cutoff when 5 years old or when no longer needed for current operations, whichever is later. Retire to a records storage facility. Destroy/delete when 25 years old.

(2) Domestic data.

(2) **TEMPORARY**

Destroy/delete when no longer needed for current operations.

b. Source data that is no longer required for reference or other purposes since publication or complete duplications:

b. **TEMPORARY**

Destroy/delete 2 years after publication of corrected map or chart.

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.

**TEMPORARY**

Destroy/delete within 180 days after recordkeeping copy has been produced.

806-05

**MASTER STANDARD CHARTS**

Nautical charts annotated to show the latest data received regarding information not currently found on the charts (additions, deletions, changes). Note: annotated data will appear in Notice to Mariners or other appropriate publication.

**TEMPORARY**

Maintain in office as long as needed for current operations. Destroy/delete when 25 years old.

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/>