

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-537-03-16	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 4/22/03	
1. FROM (Agency or establishment) <b>NATIONAL IMAGERY AND MAPPING AGENCY</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	DATE: ARCHIVIST OF THE UNITED STATES 9-23-03 <i>John W. Clark</i>
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 _____ 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,			
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached; or	
<input type="checkbox"/> has been requested.			
DATE 6/19/03	SIC (b)(3) [REDACTED]	TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached sheets	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

115-109

PREVIOUS EDITION NOT USABLE

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

6/25/03

1A copies sent to Agency, NARA

**205 Series - RECORDS MANAGEMENT FILES**

These records concern the development, administration and evaluation of the records management program.

<b>Series</b>	<b>Type of File</b>	<b>Disposition</b>
205-01	<b>RECORDS MANAGEMENT SURVEY FILES</b> This file contains documents relating to staff visits and surveys that provide advice and assistance or evaluate the effectiveness of records management operations and programs. Included are documents used to prepare for surveys, notifications of visits, reports of visits or surveys, reports of corrective action taken and related information.	
	a. <u>Recordkeeping copies (paper, electronic or both).</u>	a. <b>TEMPORARY</b> <u>(GRS 16/7)</u>
	b. Paper records maintained separately from the recordkeeping system.	b. <b>TEMPORARY</b> Destroy when 180 days old.
	c. <u>Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</u>	c. <b>TEMPORARY</b> <u>(GRS 16/15)</u>

205-02

**RECORDS DISPOSITION FILES**

This file contains descriptive inventories, disposition authorizations, schedules and reports.

a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives; and related or similar documentation.

(1) SFs 115 that have been approved by NARA.

(1) **TEMPORARY**  
(GRS 16/2a(1))

(2) Other records.

(2) **TEMPORARY**  
(GRS 16/2a(2))

b. Routine correspondence and memoranda.

b. **TEMPORARY**  
(GRS 16/2b)

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY**  
(GRS 16/15)

205-03

**OFFICE FILE PLANS**

This file consists of office file plans (NIMA Form 8040-1a & b), formerly known as records schedules, or similar data and related correspondence kept in the Records Management/Program Management Office.

a. Recordkeeping copies (paper, electronic, or both). a. **TEMPORARY**  
Destroy/delete when superseded or obsolete.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. **TEMPORARY**  
(GRS 16/15)

205-04

~~PROGRAM TRAINING MATERIAL~~

~~Data related to developing, maintaining, and delivering and tracking training to the workforce.~~

a. Recordkeeping copies (paper, electronic, or both). a. **TEMPORARY**  
(GRS 1/29b)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. **TEMPORARY**  
(GRS 16/15)

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/>