

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0537-2013-0001

## Request for Records Disposition Authority

Records Schedule Number      DAA-0537-2013-0001  
Schedule Status                Returned Without Action

Agency or Establishment      National Geospatial-Intelligence Agency  
Record Group / Scheduling Group   Records of the National Geospatial-Intelligence Agency  
Records Schedule applies to    Major Subdivision  
Major Subdivision              Office of the NGA Executive (ONE)  
Schedule Subject                Executive Records  
Internal agency concurrences will be provided      No

Background Information      This to formally schedule the records of the Executive level for the National Geospatial-Intelligence Agency. Currently, the Executive level officers include the Director, the Deputy Director, the Military Deputy and the Chief Operating Officer of NGA.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0537-2013-0001

## Outline of Records Schedule Items for DAA-0537-2013-0001

Sequence Number	
1	<b>Executive Records of NGA</b>
1.1	<b>EXECUTIVE ACTION AND CORRESPONDENCE RECORDS</b> Disposition Authority Number: DAA-0537-2013-0001-0001
1.2	<b>EXECUTIVE CALENDARS</b> Disposition Authority Number: DAA-0537-2013-0001-0002
1.3	<b>EXECUTIVE TRAVEL FILES</b> Disposition Authority Number: DAA-0537-2013-0001-0003
1.4	<b>EXECUTIVE BRIEFINGS, SPEECHES, OFFICIAL STATEMENTS, AND TESTI MONIES</b> Disposition Authority Number: DAA-0537-2013-0001-0004
1.5	<b>DIRECTIVES AND OTHER POLICY AND PROCEDURAL ISSUANCES</b> Disposition Authority Number: DAA-0537-2013-0001-0005
1.6	<b>AGREEMENT FILES</b> Disposition Authority Number: DAA-0537-2013-0001-0006

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## Records Schedule Items

Sequence Number	
1	<b>Executive Records of NGA</b> This to formally schedule the executive records for the Director, the Deputy Director, and the Chief Operating Officer of NGA.
1.1	<b>EXECUTIVE ACTION AND CORRESPONDENCE RECORDS</b>  Disposition Authority Number      DAA-0537-2013-0001-0001  Correspondence (internal and external), memoranda, briefing papers and read-a-heads, weekly activity reports (WAR), coordination staff summary sheets, notices, daily intelligence briefing notes, strategic planning, meeting minutes, and other records reflecting NGA's mission, activities, vision, and functions. Some meetings are video and or audio recorded and not transcribed.  Final Disposition                      Permanent Item Status                              Withdrawn Is this item media neutral?          Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes Do any of the records covered by this item exist as structured electronic data?                      Yes  Disposition Instruction Cutoff Instruction                      Cutoff upon the end of a directorial administration. Transfer to Inactive Storage          Retire to the NGA records holding area after cutoff. For Textual - Permanent – Retain paper records in current files until no longer needed, and then transfer to secure secondary storage (you have your own records centers, so you can modify the language). Transfer to National Archives 25 years after cutoff, after declassification review. For Electronic – Permanent – Upon approval of this schedule transfer a pre-accession copy along with related documentation to the National Archives in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations. Maintain electronic files in active system until no longer needed; copy to verified accessible format and medium as required for preservation

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and continued reference. Transfer of legal custody to take place when records are 25 years old, after declassification review and in a format that meets transfer requirements for electronic records at the time of transfer.

Transfer to the National Archives for Accessioning

Transfer any paper records and legal custody of electronic records to the National Archives and Records Administration 25 years after cutoff and/or after completion of declassification review.

## Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **From 1996 To 2021**

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>13 GB</b>	<b>5 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

1.2

## EXECUTIVE CALENDARS

Disposition Authority Number **DAA-0537-2013-0001-0002**

Director's Official Calendar documenting official activities, engagements, official travel and official visits from other dignitaries and entities. Also to include official events, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, ceremonies, and other significant engagements of the Director, Deputy Director, Chief Operating Officer of NGA. EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.

Final Disposition **Permanent**

Item Status **Withdrawn**

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Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

## Disposition Instruction

Cutoff Instruction

Cutoff upon the end of a directorial administration.

Transfer to Inactive Storage

Retire to the NGA records holding area after cutoff. For Textual - Permanent – Retain paper records in current files until no longer needed, and then transfer to secure secondary storage (you have your own records centers, so you can modify the language). Transfer to National Archives 25 years after cutoff, after declassification review. For Electronic – Permanent – Upon approval of this schedule transfer a pre-accession copy along with related documentation to the National Archives in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations. Maintain electronic files in active system until no longer needed; copy to verified accessible format and medium as required for preservation and continued reference. Transfer of legal custody to take place when records are 25 years old, after declassification review and in a format that meets transfer requirements for electronic records at the time of transfer.

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## Additional Information

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Electronic/Digital	13 GB	5 GB
Paper		
Microform		
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1.3

## EXECUTIVE TRAVEL FILES

Disposition Authority Number **DAA-0537-2013-0001-0003**

Travel records not uploaded to the Defense Travel System (DTS) of the Director, Deputy Director, and the Chief Operating Officer of NGA. Records include official travel itineraries, official agendas, key points of contact, pre-travel briefings and read-a-heads, and official correspondence pertaining to the official travel. **EXCLUDING** materials determined to be personal and those that have been incorporated into other recordkeeping systems.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff upon the end of a directorial administration.**

Transfer to Inactive Storage **Retire to the NGA records holding area after cutoff. For Textual - Permanent – Retain paper records in current files until no longer needed, and then transfer to secure secondary storage (you have your own records centers, so you can modify the language). Transfer to National Archives 25 years after cutoff, after declassification review. For Electronic – Permanent – Upon approval of this schedule transfer a pre-accession copy along with**

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related documentation to the National Archives in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations. Maintain electronic files in active system until no longer needed; copy to verified accessible format and medium as required for preservation and continued reference. Transfer of legal custody to take place when records are 25 years old, after declassification review and in a format that meets transfer requirements for electronic records at the time of transfer.

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1.4

## EXECUTIVE BRIEFINGS, SPEECHES, OFFICIAL STATEMENTS, AND TESTIMONIES

Disposition Authority Number DAA-0537-2013-0001-0004

Briefings, speeches, and testimonies given by the Director, Deputy Director, and the Chief Operating Officer of NGA at official conferences, meetings,

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Congressional testimonies, town halls, responses in "Ask the Director", and other official statements that reflect the activities, missions, and vision of the NGA.

Final Disposition Permanent

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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Cutoff Instruction Cutoff upon the end of a directorial administration.

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1.5

## DIRECTIVES AND OTHER POLICY AND PROCEDURAL ISSUANCES

Disposition Authority Number **DAA-0537-2013-0001-0005**

Directives, and other issuances signed and scanned into a PDF by the Director, Deputy Director, and the Chief Operating Officer, that define agency mission and vision, assign responsibilities and delegation of authorities and responsibilities, the establishment, disestablishment, and relocation of subordinate program offices, and additional official agency policies that may apply.

Final Disposition **Permanent**

Item Status **Withdrawn**

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Disposition Instruction

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## AGREEMENT FILES

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Agreements authorized by NGA with other Federal agencies, foreign governments, and other applicable entities (included are the agreements themselves and related background information/paperwork). This is to include Memoranda of Agreements (MOA) and Memoranda of Understanding (MOU).

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Item Status Withdrawn

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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Cutoff Instruction Cutoff upon the end of a directorial administration.

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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
05/15/2013	Certify	(b)(3)		
01/06/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/16/2014	Submit For Certification	(b)(3)		
01/16/2014	Certify	(b)(3)		
02/10/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/10/2014	Submit For Certification	(b)(3)		
02/10/2014	Certify	(b)(3)		
07/31/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/06/2014	Submit For Certification	(b)(3)		
08/07/2014	Certify	(b)(3)		
08/06/2015	Return Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration

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				- Records Management Services
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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/>