

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0537-2014-0001**  
Schedule Status                 **Approved**

Agency or Establishment        **National Geospatial-Intelligence Agency**  
Record Group / Scheduling Group **Records of the National Geospatial-Intelligence Agency**  
Records Schedule applies to    **Department-wide**  
Schedule Subject                 **NGA Ombudsman**  
Internal agency concurrences will be provided      **No**

Background Information

These records concern the development, administration, and evaluation of the NGA Ombudsman's program. The NGA Ombudsman is an independent, confidential, informal, and neutral conflict resolution practitioner. The NGA Ombudsman maintains all communications with those seeking assistance in strict confidence and takes all reasonable steps to safeguard anonymity and confidentiality of NGA employees in accordance with title 5 U.S.C. § 571-584 and the International Ombudsman Association standards. This includes protecting the identity of any individual contacting the NGA Ombudsman and the information provided in confidence and shall not be disclosed.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

GAO Approval

**0002**

Outline of Records Schedule Items for DAA-0537-2014-0001

Sequence Number	
1	<b>NGA OMBUDSMAN PROGRAM FILES AND ANNUAL REPORTS</b> Disposition Authority Number: DAA-0537-2014-0001-0001
2	<b>OMBUDSMAN WORKING CASE FILES</b> Disposition Authority Number: DAA-0537-2014-0001-0002

Records Schedule Items

Sequence Number	
1	<p><b>NGA OMBUDSMAN PROGRAM FILES AND ANNUAL REPORTS</b></p> <p>Disposition Authority Number      <b>DAA-0537-2014-0001-0001</b></p> <p><b>Records pertaining to the establishment, mission, and function of the NGA Ombudsman Program, including policy and process records about how it is managed, maintained, and periodic program summary reports provided at the Executive/Director level. These records may include but are not limited to, Ombudsman Annual Reports, Climate Reviews and Ad Hoc Briefings to the Director or Executive level.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff when published, superseded, obsolete or when no longer required for business purposes, whichever is sooner.</b></p> <p>Transfer to Inactive Storage            <b>Upon cutoff, retire to NGA's Records Management Program.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2003 To 2028</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>Records will be transferred to the National Archives after 25 years from cutoff.</b></p>
2	<p><b>OMBUDSMAN WORKING CASE FILES</b></p> <p>Disposition Authority Number      <b>DAA-0537-2014-0001-0002</b></p>

These records relate to the identification and information on concerns, disputes, and issues, presented to the NGA Ombudsman. This documentation summarizes tasks and is used to informally keep track of issues and aid in the development of solutions or resolutions that ultimately may conclude the tasks. These tasks relate to confidential discussions protected from any outside inspection other than the NGA Ombudsman, and information provided anonymously with the intent to help resolve the matter. These records may include but are not limited to non-attribution issue summaries, dispute resolution communications, and outreach efforts, notes of work product of the neutral parties or non-party participants, summaries of descriptive statistics, executive overview.

Final Disposition	Temporary
Item Status	Active
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?	No
Disposition Instruction	
Cutoff Instruction	Cutoff upon resolution of the matter.
Transfer to Inactive Storage	N/A
Retention Period	Destroy immediately after file cutoff
Additional Information	
GAO Approval	Required and Received

### 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
10/21/2013	Certify	(b)(3)		
01/06/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/06/2014	Submit For Certification	(b)(3)		
01/06/2014	Certify	(b)(3)		
05/01/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2014	Submit For Certification	(b)(3)		National Geospatial-Intelligence Agency - National Geospatial-Intelligence Agency
05/07/2014	Return to Submitter	(b)(3)		
05/12/2014	Submit For Certification	(b)(3)		National Geospatial-Intelligence Agency - National Geospatial-Intelligence Agency
05/12/2014	Certify	(b)(3)		
05/15/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/03/2014	Submit For Certification	(b)(3)		National Geospatial-Intelligence Agency -

				National Geospatial-Intelligence Agency
06/26/2014	Return to Submitter	(b)(3)		
06/26/2014	Submit For Certification	(b)(3)		National Geospatial-Intelligence Agency - National Geospatial-Intelligence Agency
06/26/2014	Certify	(b)(3)		
01/20/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/20/2015	Submit For Certification	NGA Two	Records Management	NGA - NGA
01/28/2015	Certify	NGA Two	Records Management	NGA - NGA
03/17/2015	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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/>