

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0537-2015-0002**  
 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       **Agency-wide**  
 Schedule Subject                   **Commercial Imagery Raw Data**  
 Internal agency concurrences will be provided   **No**

Background Information           **NGA commonly purchase and or lease commercial produced imagery. This disposition authority pertains to the raw commercial imagery (Data) including orthorectified imagery and enhance or process imagery used to generate GEOINT products. All finished NGA products created from commercial imagery are covered under approved NGA record series 801-11 (N1-537-03-02) and 703-02 (N1-537-05-02).**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**GAO Approval**

**0001**

## Outline of Records Schedule Items for DAA-0537-2015-0002

Sequence Number	
1	Commercial Imagery
1.1	Commercial Imagery Raw Data Disposition Authority Number: DAA-0537-2015-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Commercial Imagery</b> This is to formally revise the existing approved record schedule on commercial imagery</p>
1.1	<p><b>Commercial Imagery Raw Data</b> Disposition Authority Number      <b>DAA-0537-2015-0002-0001</b></p> <p>Commercial imagery or data licensed or purchased by NGA, received for the use in NGA operations and missions. Commercial imagery or data, foreign or domestic, licensed or purchased from commercial companies and received for use in NGA operations and missions. Including orthorectified imagery, enhance or processed imagery. <b>NOTE: Commercial imagery used in NGA finished products is covered under the products specific approved NGA record series. (Examples 801-11 (N1-537-03-02) and 703-02 (N1-537-05-02).</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>These records are digital.</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1 537-05-01, Agency Manual item 702-05 a, b, and c</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of the calendar year</b></p> <p>Retention Period                      <b>Destroy/Delete when 1 year old or no longer needed, whichever is sooner.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Required and Received</b></p>

### 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
07/31/2015	Certify	NGA Four	Records Management	NGA - NGA
01/11/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/11/2016	Submit For Certification	NGA Three	Records Management	NGA - NGA
01/11/2016	Certify	NGA Three	Records Management	NGA - NGA
01/13/2016	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/13/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/13/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/14/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist