

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

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>Commercial Imagery This is to formally revise the existing approved record schedule on commercial imagery</p> |
| 1.1 | <p>Commercial Imagery Raw Data Disposition Authority Number DAA-0537-2015-0002-0001</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. 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).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are digital.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1 537-05-01, Agency Manual item 702-05 a, b, and c</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of the calendar year</p> <p>Retention Period Destroy/Delete when 1 year old or no longer needed, whichever is sooner.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</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 |