

## Request for Records Disposition Authority

Records Schedule Number        **DAA-0537-2016-0001**

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    **Agency-wide**

Schedule Subject                 **Geospatial Publication Record Set and Geospatial Special Projects and Non-Standard Projects**

Internal agency concurrences will be provided    **No**

Background Information         **These changes are a result from the NARA Map/Chart Inspection of the National Geospatial-Intelligence Agency's records schedules on Geospatial Publication Record Set and Geospatial Special Project and Non-Standard Projects. This was recommendation 21 of the inspection:**

**NGA's Records Management Program should review the Records Control Schedule for soft copies of permanent maps and charts covered by NGA file series 801-10 and 801-11 and determine if the file series are out of date and if changes can be made to avoid the designation of duplicative copies.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0537-2016-0001

Sequence Number	
1	Geospatial Publication Record Set Disposition Authority Number: DAA-0537-2016-0001-0001
2	Geospatial Special Projects and Non-Standard Projects Disposition Authority Number: DAA-0537-2016-0001-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 410 844 446"><b>Geospatial Publication Record Set</b></p> <p data-bbox="365 463 1153 500">Disposition Authority Number     DAA-0537-2016-0001-0001</p> <p data-bbox="365 517 1485 740">Record copies of military grids, grid tables, trig list, glossaries, gazetteers, topographic symbols and mapping specifications, reading aids, periodic bulletins, memoranda, technical publications, exchange and publication lists, production reports, technical reports on newly developed or improved techniques, guides for production of all maps or products, and editions of each printed or digital map or chart in any media format.</p> <p data-bbox="365 757 933 793">Final Disposition                     Permanent</p> <p data-bbox="365 810 868 846">Item Status                             Active</p> <p data-bbox="365 863 836 900">Is this item media neutral?         Yes</p> <p data-bbox="365 917 836 1038">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 data-bbox="365 1055 836 1155">Do any of the records covered by this item exist as structured electronic data?     Yes</p> <p data-bbox="365 1172 1136 1229">GRS or Superseded Authority Citation     N1-537-03-002 / 801/10/a</p> <p data-bbox="365 1261 682 1298"><b>Disposition Instruction</b></p> <p data-bbox="365 1315 1429 1389">Cutoff Instruction                     Cutoff at the end of the calendar year in which published.</p> <p data-bbox="365 1406 1469 1481">Transfer to Inactive Storage         Upon cutoff, retire to NGA's records management program for storage.</p> <p data-bbox="365 1498 1453 1598">Transfer to the National Archives for Accessioning     Transfer to the National Archives 15 year(s) after cutoff or after declassification review (when applicable), whichever is later.</p> <p data-bbox="365 1644 682 1681"><b>Additional Information</b></p> <p data-bbox="365 1698 1421 1772">What will be the date span of the initial transfer of records to the National Archives?     Unknown possibly transfer records from 1996 to present</p> <p data-bbox="365 1789 1502 1915">How frequently will your agency transfer these records to the National Archives?     Unknown This will depend on frequency of production for each office within the National Geospatial-Intelligence</p>

Agency. It will also consider if the records are classified or unclassified.

2

**Geospatial Special Projects and Non-Standard Projects**

Disposition Authority Number DAA-0537-2016-0001-0002

Unique, one-time production or special projects or non-standard products not covered elsewhere in this schedule that are not mass produced. These special projects and non-standard products not covered elsewhere in this schedule that are not mass produced. These special projects and non-standard are in response to specific geospatial NGA requirements and approved requests from external entities. Requests and requirements can pertain to: special events, disaster recovery, humanitarian efforts, border security, counter terrorism, and support to international coalition efforts.

Final Disposition Permanent

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? Yes

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

GRS or Superseded Authority Citation N1-537-03-002 / 801/11/a

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the calendar year.

Transfer to Inactive Storage Upon cut off, retire to NGA's records management program for storage.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff or after declassification review (when applicable), whichever is later.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
From 1996 to present

How frequently will your agency transfer these records to the National Archives? Unknown  
This will depend on frequency of production for each office within the National Geospatial-Intelligence

Agency. It will also consider if the records are classified or unclassified.

## 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
02/22/2016	Certify	NGA Four	Records Management	NGA - NGA
02/24/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/25/2016	Submit For Certification	NGA Four	Records Management	NGA - NGA
02/25/2016	Certify	NGA Four	Records Management	NGA - NGA
02/02/2018	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/08/2018	Submit For Certification	NGA Four	Records Management	NGA - NGA
02/08/2018	Certify	NGA Four	Records Management	NGA - NGA
02/09/2018	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/13/2018	Submit For Certification	NGA Four	Records Management	NGA - NGA
02/13/2018	Certify	NGA Four	Records Management	NGA - NGA
02/14/2018	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist