

### 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copies of permanent maps and charts covered by NGA file series 801-10 and 801-11 and determine if the file series are out of date and if changes can be made to avoid the designation of duplicative copies.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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	<b>Geospatial Publication Record Set</b>	
	Disposition Authority Number	DAA-0537-2016-0001-0001
	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.	
	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 / 801/10/a
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the calendar year in which published.
	Transfer to Inactive Storage	Upon cutoff, 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.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown possibly transfer records 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.

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**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