

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0537-2016-0002

## Request for Records Disposition Authority

Records Schedule Number DAA-0537-2016-0002  
Schedule Status Returned Without Action

Agency or Establishment National Geospatial-Intelligence Agency  
Record Group / Scheduling Group Records of the National Geospatial-Intelligence Agency  
Records Schedule applies to Major Subdivision  
Major Subdivision NGA Executive Level  
Schedule Subject Executive and Senior Management Records  
Internal agency concurrences will be provided No

### Background Information

These records relate to the performance, decision-making, program management, administration, communication, travel, and policy formation within the Executive office of the National Geospatial-Intelligence Agency (NGA). This schedule includes the records of the Director and Deputy Director of NGA and the records of other high-level senior executives within the Executive Office of NGA (e.g., the EXCOM) that provide a significant role in the mission and operations of NGA. These records can include, but are not limited to: documented actions, decisions, official correspondence, speeches, photos, videos, finding aids, social media logs and events, official travel (not found within the Defense Travel System [DTS]), records of executive intra-agency and inter-agency committees and boards, tasks (internal and external), directives and other issuances that establish NGA policies and procedures; inter-agency and external agency agreements, and strategic planning. Specific records requiring an executive approval, decision, or signature may be returned to the originating offices or transferred to the Office of Primary Responsibility. Offices holding executive records are responsible for these records and for retiring them to NGA Records Storage at the end of each high-level senior executive's tenure.

NOTE: All emails, calendars, and to-do lists created or received by high-level senior executives at NGA are to be captured, retained, and transferred to NARA as PERMANENT records using the Capstone Approach documented in General Records Schedule (GRS) 6.1.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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GAO Approval

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## Outline of Records Schedule Items for DAA-0537-2016-0002

Sequence Number	
1	Executive Records of the National Geospatial-Intelligence Agency (NGA)
1.1	SUBSTANTIVE RECORDS OF THE NGA EXECUTIVE OFFICE Disposition Authority Number: DAA-0537-2016-0002-0001
1.2	EXECUTIVE TRAVEL AND TRANSPORTATION RECORDS Disposition Authority Number: DAA-0537-2016-0002-0002
1.3	AGREEMENT RECORDS Disposition Authority Number: DAA-0537-2016-0002-0003
1.4	NON-SUBSTANTIVE RECORDS OF NGA EXECUTIVES Disposition Authority Number: DAA-0537-2016-0002-0004

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## Records Schedule Items

Sequence Number	
1	<p><b>Executive Records of the National Geospatial-Intelligence Agency (NGA)</b> These records document the operations or procedures within the office of the Executive Office of NGA as it fulfills its mission and responsibilities. These records also include the administration of agency policies and agreements.</p>
1.1	<p><b>SUBSTANTIVE RECORDS OF THE NGA EXECUTIVE OFFICE</b> Disposition Authority Number      DAA-0537-2016-0002-0001</p> <p>These records include (but are not limited to) executive briefings given or received, official correspondence (internal and external), testimonies given to Congress, speeches given at official ceremonies, conferences or other functions, meetings minutes, read-a- heads, handwritten notes, executive taskers (includes all coordination staff summary sheets, tasker responses, comments, and related tasker documents), directives, instructions, delegation of authorities, or other agency policies, official notices, daily intelligence briefing notes, strategic planning, the establishment , disbandment, or relocation of subordinate offices, and other records with essential and substantive information that reflects NGA's mission, activities, vision, and functions.</p> <p>Final Disposition                      Permanent Item Status                              Withdrawn 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?                      No</p> <p><b>Disposition Instruction</b> Cutoff Instruction                      Cutoff at the end of calendar year. Transfer to Inactive Storage          Retire record keeping copies to the NGA Records Holding Area. Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after cutoff</p> <p><b>Additional Information</b></p>

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What will be the date span of the initial transfer of records to the National Archives? Unknown  
From 2014 and going forward.

How frequently will your agency transfer these records to the National Archives? Unknown  
This depends on the tenure of each executive that falls under this schedule.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	13 GB	16 GB
Paper	7 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

## EXECUTIVE TRAVEL AND TRANSPORTATION RECORDS

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

Travel records of executives that are not uploaded to the Defense Travel System (DTS). Records include official travel itineraries, official agendas, trip books, trip reports, key points of contact, pre-travel briefings and read-a-heads, and official correspondence pertaining to the official travel. Record keeping systems such as DTS excludes records covered by the GRS. Also, this schedule excludes materials determined by the NGA Records Management Program to be personal and those that have been incorporated into other record keeping systems.

Final Disposition Permanent

Item Status Withdrawn

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? No

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

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Transfer to Inactive Storage Retire record keeping copies to the NGA Records Holding Area.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
From 2014 and going forward.

How frequently will your agency transfer these records to the National Archives? Unknown  
This depends on the tenure of each executive that falls under this schedule.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	13 GB	16
Paper	7 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## AGREEMENT RECORDS

Disposition Authority Number DAA-0537-2016-0002-0003

Agreements signed by NGA executives that document and obligate NGA to perform, provide, or share personnel, facilities, or information with other Federal agencies, foreign governments, and other applicable entities (includes all related background information/paperwork). Records include (but are limited to) Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs).

Final Disposition Permanent

Item Status Withdrawn

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

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**Cutoff Instruction** Cutoff at the end of the year.

**Transfer to Inactive Storage** Retire record keeping copies to the NGA Records Holding Area.

**Transfer to the National Archives for Accessioning** Transfer to the National Archives 25 year(s) after cutoff

**Additional Information**

**What will be the date span of the initial transfer of records to the National Archives?** Unknown  
From 2014 and going forward.

**How frequently will your agency transfer these records to the National Archives?** Unknown  
This depends on the tenure of each executive that falls under this schedule.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	13 GB	16.
Paper	7 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

**NON-SUBSTANTIVE RECORDS OF NGA EXECUTIVES**

**Disposition Authority Number** DAA-0537-2016-0002-0004

Notes, drafts, duplicated copies of publications, additional references and other related materials, collected and created that may not be coordinated and/or disseminated by NGA Executives and do not contain information documenting significant policy development, significant actions, or decision making. These materials do not produce a final product, an approved finished report, an executive action, or an executive decisions. Included are such materials as rough notes and preliminary drafts produced solely for proof reading or internal discussion, reference, consultation, and associated transmittals, notes, reference and background materials for situational awareness. NOTE: This sub-series does not apply to the NGA Executive office support staff, such as executive officers, aides, and administrative assistants.

**Final Disposition** Temporary

**Item Status** Withdrawn

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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
<b>Disposition Instruction</b>	
Cutoff Instruction	Perform an annual cutoff at the end of calendar year and review and maintain in current files until no longer needed for business purposes, then delete or destroy.
Retention Period	Destroy when no longer needed
<b>Additional Information</b>	
GAO Approval	Not Required

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## 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
10/05/2016	Certify	NGA Four	Records Management	NGA - NGA
03/28/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/22/2017	Submit For Certification	NGA Four	Records Management	NGA - NGA
08/22/2017	Certify	NGA Four	Records Management	NGA - NGA
08/23/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/28/2017	Return Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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