

Request for Records Disposition Authority

Records Schedule Number DAA-0537-2018-0001
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 Major Subdivision
Major Subdivision Maritime Safety
Schedule Subject Maritime Project History Files
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0537-2018-0001

Sequence Number

1

Maritime Project History Files

Disposition Authority Number: DAA-0537-2018-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Maritime Project History Files</p> <p>Disposition Authority Number DAA-0537-2018-0001-0001</p> <p>Maritime Project History Files are created and accumulated during the course of maritime chart production, both in hard copy and digital. These files contain information about the decisions, instructions, and data sources used for production, quality reviews, and forensics analysis. Examples of maritime project history files include but are not limited to: chart records, chart and library instructions, applied notice to mariners, translations, GeoNames, discrepancy and validation reports, production and review checklists, and light lists.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when chart edition has been superseded.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff or after declassification review (when applicable), whichever is later.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Estimated range is early 1950 through late 1980</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</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
12/07/2017	Certify	NGA Four	Records Management	NGA - NGA
12/12/2018	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/31/2019	Submit For Certification	NGA Two	Records Management	NGA - NGA
02/07/2019	Certify	NGA Nine	Records Management	NGA - NGA
02/07/2019	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/08/2019	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/04/2019	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/07/2019	Submit For Certification	NGA Nine	Records Management	NGA - NGA
03/15/2019	Certify	NGA Three	Records Management	NGA - NGA
03/19/2019	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/21/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
03/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist