

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-537-00-002**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/13/2025

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 601-03a superseded by DAA-GRS-2017-0007-0002.

Item 602-03a superseded by N1-537-02-001 / 602-03a.

Items 609-01a, 609-02a superseded by DAA-GRS-2014-0004-0002.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 National Imagery and Mapping Agency

2. MAJOR SUBDIVISION  
 (b)(3)

3. MINOR SUBDIVISION  
 (b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
 (b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER  
 N1-537-00-2

DATE RECEIVED  
 4/3/2000

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATE  
 7-12-00 | *[Signature]*

6. 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 on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE | NATURE OF AGENCY REPRESENTATIVE | TITLE  
 31 March 2000 | (b)(3) |

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The National Imagery and Mapping Agency (NIMA) is developing its Records Schedule and submits Series 600 Human Resource Files, for approval by the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible.</p> <p>The attached 600 Series (Enclosure 1) has been coordinated with NIMA General Counsel, Human Resource, and Mission Support program offices of the Agency. Enclosure 2 is a conversion table of Defense Mapping Agency (DMA) approved file numbers to the proposed NIMA file numbers.</p> <p>NIMA records (formerly Defense Mapping Agency and others) will continue to be transferred to the Washington National Records Center (WNRC), Suitland, MD., and the National Personnel Records Center (NPRC), St. Louis, MO., for storage as appropriate.</p>		

**600 Series - HUMAN RESOURCES**

This series contains records pertaining to human resources, including WORKFORCE 21 and other aspects of civilian or military personnel administration. The types of records contained herein may be located within the Office of Human Resources (HR) or within other NIMA organizations. Medical, and Health and Training records are not included in this series, but are located in other series contained in the NIMA Records Schedule. PRIVACY ACT APPLIES (PA) is indicated for file series which would contain information protected pursuant to the provisions of the Privacy Act of 1974 (5 USC 552a). Record-keepers must appropriately label and protect such records from unauthorized disclosure.

- 601 Human Resources Program and Planning Files
- 602 Performance, Pay, and Allowance Files
- 603 Occupation and Skills Analysis Files
- 604 Recruitment and Employment Files
- 605 Diversity and Equal Employment Opportunity Files
- 606 Individual Personnel Files
- 607 Assignment Promotion and Career Program Files
- 608 Employee and Labor Relations Files
- 609 Workforce Restructuring Files
- 610 Award and Benefits Files
- 611 Military Personnel Files
- 612 Mediation and Facilitation Files (new)
- 613 Employee Work/Life Program Files (new)
- 614 Injury Compensation Files (new)

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**601 Series - HUMAN RESOURCES PROGRAM AND PLANNING FILES**

These records include strategic workforce and program planning, policy development, executive service, and evaluations of human resource programs.

Series	Type of File	Disposition
601-01	<p><b>HUMAN RESOURCES PROGRAM AND PLANNING FILES</b>                      Data pertaining to planning, policy development, and reporting for various aspects of human resources management programs and activities, to include WORKFORCE21. Included are such studies and position papers, briefings and presentations, correspondence, policy issuances, reports, data summaries, and similar or related data.</p>	TEMPORARY
	<p>a. Recordkeeping copies (paper, electronic, or both)</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic recordkeeping copies.</p>	<p>a. Destroy/delete when 3 years old or when superseded, whichever is first.</p> <p>b. Destroy when 1 year old.</p> <p>c. Destroy/delete within 180 days after record keeping copy has been produced.</p>

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**601-02**

**HUMAN RESOURCES EVALUATION FILES**

**TEMPORARY**

Data evaluations conducted by HR NIMA, DOD or NIMA Inspector General, Office of Personnel Management, and other authorized agencies. For example: reports of evaluation and corrective actions taken, reclaims, and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic recordkeeping copies

a. Destroy/delete when 3 years old.

b. Destroy when 1 year old.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**601-03**

**WORKFORCE PLANNING AND ANALYSIS FILES**

**TEMPORARY**

Records pertaining to strategic workforce planning, and analysis for NIMA. Included are planning and analysis models, tools, planning data, briefing materials, decision papers, studies and surveys, and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete when superseded or obsolete.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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- 601-04 ORGANIZATION SERVICING FILES** TEMPORARY
- Records pertaining to NIMA organizations for the purpose of Human Resources servicing. Included are such data as organizational charts, correspondence, questionnaires and surveys, statistical data, and similar or related data.
- a. Recordkeeping copies (paper, electronic, or both)
  - b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
- a. Destroy/delete when superseded or obsolete.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.
- 
- 601-05 EXECUTIVE SERVICE FILES (PA)** TEMPORARY
- Records pertaining to the administration of the Defense Intelligence Senior Executive Service (DISES) and Defense Intelligence Senior Level (DISL) systems in NIMA. Included are such documents as policy issuances, correspondence, statistical data, and similar or related data.
- a. Recordkeeping copies (paper, electronic, or both)
  - b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
- a. Destroy/delete when superseded or obsolete.
- b. Destroy/ delete within 180 days after recordkeeping copy has been produced.

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**602 Series - PERFORMANCE, PAY, AND ALLOWANCE FILES**

These records relate to the pay and allowances of employees, including pay banding and pay for performance under WORFORCE21.

**602-01 PERFORMANCE MANAGEMENT FILES**

TEMPORARY

Records pertaining to the implementation and operation of the performance management/pay for performance system under WORFORCE21. Included are data establishing pay pools, designating performance criteria, determining pay-out levels, and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

- a. Destroy/delete when 3 years old or when superseded, whichever is first.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after Recordkeeping copy has been produced.

**602-02 PAY BANDING SYSTEM FILES**

TEMPORARY

Records pertaining to the implementation and operation of the pay-banding system under WORFORCE21. Included are data establishing pay bands, designating criteria for movement into and out of the pay-banding system, entitlement to retained pay, and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

- a. Destroy/delete when superseded, obsolete or no longer needed for reference.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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602-03 OVERSEAS DIFFERENTIAL AND ALLOWANCE FILES TEMPORARY  
(PA)

Records which document an employee's eligibility for foreign post differential, foreign quarters, and post allowances. Included is Standard Form 1190 (Foreign Allowances Application, Grant, and Report) and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete 2 years after individual is determined eligible for foreign allowances.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

602-04 ~~WAGE RATE FILES~~

~~Data relating to the determination and application of base rate schedules for Federal Wage Schedule (FWS) or similar jobs whose pay is based on local prevailing wage rates. Included are: tentative and revised schedules of full-scale wage surveys and requests for changes to surveys and schedules, minutes of meetings, comments, recommendations, justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, shift differentials, data summaries, notifications of wage schedule applications, and similar or related data.~~

TEMPORARY  
GRS 1/38 &  
GRS 1/43



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**603 Series - OCCUPATION AND SKILLS ANALYSIS FILES**

These records relate to the occupation and skills analysis of employees under WORKFORCE 21.

**603-01 OCCUPATIONAL COUNCIL FILES**

TEMPORARY

Records pertaining to the operations of NIMA Occupational Councils or Board of Occupational Council Chairs (BOCC) under WORKFORCE21. Included are minutes of meetings, memoranda of appointment, data related to decisions and general operations, as well as various products produced by the councils such as the Occupation Guide and Status of the Occupation Analysis Report.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete when 3 years old or when superseded.

b. Destroy when 1 year old.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**603-02 SKILLS ANALYSIS FILES (PA)**

TEMPORARY

Records providing an underlying NIMA occupational structure, identifying the skill requirements of Agency occupations and skills possessed by employees. These files may also include cross-occupation skills and occupation-specific skills along with the tasks performed, knowledge required, and tools utilized.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy/delete when superseded or obsolete or upon separation of

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the employee.

- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

~~603-03 POSITION DEFINITION FILES~~

~~Records documenting the basic duties and responsibilities of positions within an organization.~~

TEMPORARY  
GRS 1/7(b) &  
GRS 1/43

603-04 JOB CODE NUMBER FILES

Records documenting a list of numbers assigned and other identifying data pertaining to PeopleSoft job codes.

TEMPORARY

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when position is cancelled, or when a new numbering system is prescribed.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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**604 Series - RECRUITMENT AND EMPLOYMENT FILES**

These records relate to recruiting, considering, and selecting external applicants for employment by the National Imagery Mapping Agency. This file series does include records for WORKFORCE21 Assignment Process, which are contained in the 607 Series.

**604-01 RECRUITMENT FILES**

TEMPORARY

Records pertaining to the recruitment of external applicants for NIMA. Included are assessments of recruitment needs; schedules and reports of recruitment visits to colleges, universities, job fairs or conferences; recruiting budget matters; qualification and pay-setting; and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when 3 years old.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**604-02 REEMPLOYMENT FILES (PA)**

TEMPORARY

Records relating to the reemployment of former employees separated by reduction-in-force, for military service or compensable disability, etc., who have regulatory or statutory reemployment rights. Included are records pertaining to DOD Priority Placement Program, the Reemployment Priority List (RPL), and similar or related programs.

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- a. Recordkeeping copies (paper, electronic, or both)
- b. Recordkeeping copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete two years after completion of placement action or expiration of registration.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**604-03 ACTIVE EXTERNAL APPLICATION FILES (PA)**

Active records on individuals who have applied for employment consideration with NIMA. Included are resumes, application forms, transcripts, correspondence, and similar or related data.

TEMPORARY

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Transfer to 604-04 Inactive External Application files when eliminated from active consideration.
- b. Destroy 1 year after transfer to Inactive External Application files.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**604-04 INACTIVE EXTERNAL APPLICATION FILES (PA)**

Data pertaining to external job applicants who are no longer being actively considered for employment with NIMA. Included are data similar to those described in file number 604-03.

TEMPORARY

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and

- a. Destroy/delete 2 years after date of inactivation.
- b. Destroy/delete 180 days after recordkeeping copy has been produced.

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electronic mail and used solely to  
generate recordkeeping copies.

**605 Series - DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY FILES**

These records relate to NIMA compliance with Federal Government policy guaranteeing equal employment opportunity to all persons without regard to race, creed, sex, color, age, disability, religion or national origin.

**605-01 ~~EQUAL EMPLOYMENT OPPORTUNITY REPORTING FILES~~**

~~Data related to reporting on activities and conditions related to equal employment opportunity. For example: statistical and narrative reports, summaries, consolidations and similar or related data.~~

TEMPORARY  
GRS 1/25 (g) &  
GRS 1/43

**605-02 EQUAL EMPLOYMENT OPPORTUNITY SURVEY FILES**

Data related to conducting surveys of the implementation and effectiveness of the equal employment opportunity program. For examples: reviews, appraisals, recommendations, reports and similar or related data.

TEMPORARY

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

a. Destroy/delete when 3 years old.

b. Destroy when 1 year old.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

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**605-03** ~~EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT  
CASE FILES (PA)~~ TEMPORARY  
Data reflecting complaints of personnel  
concerning equal employment opportunity.  
For example: complaints, transmittal  
letters, investigative data and summaries,  
findings-of-fact statements, final  
disposition reports, acceptance  
statements, withdrawal notices, and  
similar or related data.

**605-04** **DIVERSITY PROGRAM FILES** : Temporary  
Records pertaining to the NIMA diversity  
program, including special  
events/presentations, assignment of  
program responsibilities, statistical and  
narrative reports, summaries,  
consolidations and similar or related  
data.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. Copies of program activities, announcements, and reports.</li> <li>b. Paper records maintained separately from the recordkeeping system.</li> <li>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</li> </ul> | <ul style="list-style-type: none"> <li>a. Destroy/delete 3 years after activity ends.</li> <li>b. Destroy when 1 year old.</li> <li>c. Destroy/delete within 180 days after recordkeeping copy has been produced.</li> </ul> |
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**606 Series - INDIVIDUAL CIVILIAN PERSONNEL FILES**

These records document the service of individual employees.

**606-01 OFFICIAL PERSONNEL FOLDER FILES (PA) TEMPORARY**

Records documenting items specified by GRS 1/1 &  
the Office of Personnel Management such as GRS 1/43  
personnel actions, qualifications,

performance, promotions, awards, and  
similar information on an individual  
employee. NOTE: For the purposes of this  
definition, other records maintained by HR  
on individual employees may be considered  
part of this file although maintained  
separately in manual or automated form.

Examples include: PeopleSoft and PARIS  
records, which are considered extensions  
of the Official Personnel Folder.



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**607 Series - ASSIGNMENT, PROMOTION, AND CAREER PROGRAM FILES**

These records relate to the assignment and promotion of NIMA civilian employees under WORKFORCE 21, as well as the various career programs internal or external to NIMA.

**607-01 ASSIGNMENT FILES (PA)**

TEMPORARY

Records pertaining to competitive assignment process under WORKFORCE21. Included are job announcements, application materials submitted by applicants, candidate or referral lists, interview notes, crediting plans, rating and ranking records, and related or similar data.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete 3 years after close of competitive announcement.

b. Destroy when 1 year old.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**607-02 PROMOTION FILES (PA)**

TEMPORARY

Records pertaining to the promotion process under WORKFORCE21. Included are promotion announcements, application materials submitted by applicants, candidate or referral lists, interview notes, rating and ranking records, and related or similar data.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

a. Destroy/delete 3 years after close of competitive announcement.

b. Destroy when 1 year old.

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c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate record keeping copies.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**607-03 CAREER PROGRAM FILES (PA)**

TEMPORARY

Records pertaining to career development, cross-training, and similar programs such as ICAP, OPM Executive Leadership, etc. Included are policy directives, coordinating correspondence, announcements, data related to selection processes, employee registration or application materials, and similar or related records.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy when 3 years old.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 1 years old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. Destroy/delete within 180 days after recordkeeping copy has been produced.

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607-04

OVERSEAS EMPLOYMENT FILES (PA)

TEMPORARY

Files pertaining to individuals registered in the DOD Overseas Employment Referral Program. Included in each folder are the application, name, skills, grade levels, and locations for which registered; offers received and action taken; correspondence with registrant; date removed from the system and reasons; and similar or related information.

a. Recordkeeping copies (paper, electronic, or both)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete 2 years after individual is removed from the system or 2 years after overseas placement, whichever is first.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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**608 Series - EMPLOYEE AND LABOR RELATIONS FILES**

These records pertain to employee relation's matters such as hours of work, leave, grievances and appeals, and adverse actions as well as labor relation's matters pertaining to collective bargaining.

**608-01 HOURS OF WORK FILES**

TEMPORARY

Records relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. For example: coordinating actions, studies, interpretations, and published record copies of instructions, letters, messages and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when 3 years old.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**608-02 ABSENCE AND LEAVE ADMINISTRATION FILES**

TEMPORARY

Records pertaining to the absence and leave policies affecting employees. Included are policy issuances, correspondence, publicity, decisions on individual leave requests and similar or related data.

- a. Recordkeeping copies (paper, electronic or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when superseded or no longer needed for reference.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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- 608-03 ~~Administrative Grievance, Disciplinary and Adverse Action Files (PA)~~ TEMPORARY  
Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, or furlough) against employees. The file includes a copy of the proposed adverse action with supporting data; statements of witnesses; employee's reply hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the Official Personnel Folder, 606-01. GRS 1/30 (a) & (b)  
GRS 1/43
- 608-04 ~~APPEAL AND GRIEVANCE CASE FILES (PA)~~ TEMPORARY  
Files pertaining to appeals or grievances submitted by employees. Included are the employee grievance or appeal, decisions delivered, review decisions, and similar or related data. GSR 1/30 (a) &  
GRS 1/43

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608-05 ~~LABOR RELATIONS PROGRAM FILES~~ TEMPORARY  
Files between NIMA elements and labor GRS 1/28 a(1) &  
organizations. Included are petitions for GRS 1/43  
recognition, election plans, lists of  
employees eligible to vote and  
participate, certifications of elections  
results, letters of recognition, union  
complaints, and related or similar data.

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608-06 ~~LABOR NEGOTIATIONS FILES~~ TEMPORARY  
Records relating to contract negotiations GRS 1/28 a(1) &  
between NIMA elements and labor GRS 1/43  
organizations. For example: labor  
organization proposals, counter proposals,  
minutes of meetings, transcripts, draft  
and approved agreements, supplements, and  
related or similar data.

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**609 Series - WORKFORCE RESTRUCTURING FILES**

These records relate to the reduction-in forces of civilian personnel.

**609-01 REDUCTION-IN-FORCE FILES (PA)**

TEMPORARY

Files pertaining to reductions-in-force (RIF). Included are manual or automated retention registers, competitive level determinations, qualification worksheets, RIF notices, reports, and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete 2 years after the effective date of last RIF action.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**609-02 SEPARATION INCENTIVE FILES (PA)**

TEMPORARY

Records relating to the use of Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Programs (VSIP) and related programs. Included are announcements of incentives, records of individual employee requests and approvals, worksheets, summary data, briefing materials and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy/delete 2 years after close of each incentive period.

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b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.



**610 Series - AWARD AND BENEFIT FILES**

These records relate to awards/recognition and employee benefit programs within NIMA.

**610-01 AWARDS BOARD FILES (PA)**

TEMPORARY

Records pertaining to the operation of awards boards at any organizational level. Included are such items as appointment correspondence, minutes or proceedings, final decisions or recommendations and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when 2 years old.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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610-02 INCENTIVE AWARDS FILES (PA)

TEMPORARY

Records pertaining to the administration of incentive awards program at any organizational level. Scope includes monetary and non-monetary awards recognizing employees for achievement or performance. Included are such items as award nominations and approvals, correspondence, policy issuances, arrangements for award ceremonies, publicity, reports, and similar or related data. Individual award records may be arranged by award type or by employee name.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy/delete when 2 years old.

~~b.~~ Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

610-03 RETIREMENT FILES (PA)

TEMPORARY

Records pertaining to the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Included are policy issuances, correspondence, publicity, retirement projections, records of retirement counseling and similar or related data.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy/delete when 2 years old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

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610-04 EMPLOYEE BENEFIT FILES

TEMPORARY

Records pertaining to the various benefit programs offered for employees such as Federal Employees Life Insurance (FELI), Federal Employees Health Benefits (FEHB), and Thrift Savings Plan (TSP). Included are policy issuances, correspondence, publicity, notices of open season, and similar or related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete when superseded, obsolete or no longer needed for reference.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**611 Series - MILITARY PERSONNEL FILES**

These records relate to the military personnel assigned to the National and Imagery Mapping Agency.

**611-01 OFFICIAL PERSONNEL RECORDS (MILITARY) TEMPORARY FILES (PA)**

Enlisted and officer personnel folders.  
 (This designation is for overall identification only and will not be placed on the folders.)

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Retain in accordance with parent service directives.
- b. Destroy/delete within 180 days in accordance with parent service directives.

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611-02 MILITARY SERVICES ADMINISTRATIVE RECORDS TEMPORARY  
FILES (PA)

Copies of leave records, finance data, transmittals, personnel rosters, physical examinations, personnel action files, locator cards, trip reports, morning reports, and diaries, copies of orders, reassignment and master processing clearance records.

a. Recordkeeping copies (paper, electronic, or both)

a. Destroy in accordance with parent service directives.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. Destroy/delete within 180 days in accordance with parent service directives.

NIMA RECORDS SCHEDULE

03/30/00

611-03 **MILITARY PERSONNEL PROCUREMENT FILES (PA)** TEMPORARY

Nominations of individuals and the evaluation, acceptance, and or rejection thereof.

a. Recordkeeping copies (paper, electronic, or both)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Nominations resulting in assignment: Hold 6 months after separation from NIMA; destroy after information has been transferred to procurement card.

b. Destroy when no longer needed for operations.

611-04 **LINE-OF-DUTY FILES (PA)**

TEMPORARY

Files related to determining line-of-duty status and investigating incidents concerning individual members requiring line-of-duty determination. For example: Included are statements of medical examination and duty status reports of investigation, line-of-duty and misconduct status, notification of findings, and similar or related data.

a. Recordkeeping copies (paper, electronic, or both).

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. Destroy/delete when superseded.

b. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA RECORDS SCHEDULE

03/30/00

**612 Series - MEDIATION AND FACILITATION FILES (NEW)**

Data related to recording activities concerning facilitation and mediation. For example, records of cases, settlement agreements, statistical and narrative reports, agreements to mediate, Myers-Briggs type indicator data and similar related data.

- |  |   |
|--|---|
| <p><b>612-01 RECORDS OF CASES (PA)</b><br/>Files consisting of statistical data related to each client requesting intervention from the Facilitation and Mediation Center.</p> <p>a. Recordkeeping copies (paper, electronic, or both)</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p> | <p>TEMPORARY</p> <p>a. Destroy/delete when 3 years old.</p> <p>b. Destroy when 1 year old.</p> <p>c. Destroy/delete within 180 days after recordkeeping copy has been produced.</p> |
| <p><b>612-02 SETTLEMENT AGREEMENTS (PA)</b><br/>Files pertaining to resolutions reached related to conflicts, concerns or issues.</p> <p>a. Recordkeeping copies (paper, electronic, or both)</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>  | <p>TEMPORARY</p> <p>a. Destroy/delete when 3 years old.</p> <p>b. Destroy when 1 year old.</p> <p>c. Destroy/delete within 180 days after recordkeeping copy has been produced.</p> |

NIMA RECORDS SCHEDULE

03/30/00

612-03

**STATISTICAL AND NARRATIVE REPORTS**

TEMPORARY

Files consisting of office symbol, race, gender, job title, series and grade, bargaining unit status, ect. where data is used to generate reports to NIMA Management.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when 3 years old.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

612-04

**AGREEMENTS TO MEDIATE(PA)**

TEMPORARY

Files consisting of signed agreements required to mediate a conflict, concern, or issue.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when 3 years old.
- b. Destroy when 1 year old.
- c. Destroy /delete within 180 days after recordkeeping has been produced.



NIMA RECORDS SCHEDULE

03/30/00

612-05

MYERS-BRIGGS TYPE INDICATOR FILES (PA)

TEMPORARY

Files consisting of employee's MBTI scoring results and related data.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a. Destroy/delete when results are disseminated to the individual employee.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA RECORDS SCHEDULE

03/30/00

**613 Series - EMPLOYEE WORK/LIFE PROGRAM FILES**

These records pertain to agency programs for the employees covering work and quality of life at work situations. Included in these records are: wellness programs; employee assistance programs; employee fitness programs; and work and family care programs.

**613-01 WELLNESS PROGRAM FILES (PA)**

TEMPORARY

Records pertaining to annual wellness education programs, fitness center responsibilities, and employee fitness files.

- a. Recordkeeping copies (paper, electronic, or both)
  - (1) Copies of program activities, announcements, and reports.
  - (2) Employee fitness files
- b. Paper records, maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a.
  - (1) Destroy/delete 3 years after activity ends.
  - (2) Destroy/delete when employee leaves the building.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**613-02 QUALITY OF WORK/LIFE PROGRAM FILES**

TEMPORARY

Records pertaining to general work/life program information.

- a. Recordkeeping copies (paper, electronic, or both)
  - (1) Copies of program activities, announcements and reports.
  - (2) Employee fitness files
- b. Paper records, maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to

- a.
  - (1) Destroy/delete 3 years after activity ends.
  - (2) Destroy/delete when employee departs/transfers.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**NIMA RECORDS SCHEDULE**

03/30/00

generate recordkeeping copies.

**613-03 EMPLOYEE ASSISTANCE PROGRAM FILES (PA)**  
Records pertaining to the referral of employees for diagnosis and treatment for a wide range of personal and family problems and issues.

TEMPORARY

- a. Recordkeeping copies (paper, electronic, or both)
  - (1) Copies of program activities, announcements, and reports.
  - (2) (Employee Assistance Case files
- b. Paper records, maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

- a.
  - (1) Destroy/delete 3 years after activity ends.
  - (2) Employee Assistance Case files
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA RECORDS SCHEDULE

03/30/00

**614 Series - INJURY COMPENSATION FILES**

These records contain agency copies of Department of Labor and agency forms, correspondence, notifications, and other documentation pertaining to work-related injuries and occupational diseases affecting NIMA employees under the Federal Employees' Compensation Act (FECA). These records may also include medical treatment records, bills or invoices, and reports related to claimants and their claims.

**614-01 INJURY COMPENSATION PROGRAM FILES**

TEMPORARY

Records pertaining to general program administration and activities, including publicity and reports.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records, maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail used solely to generate recordkeeping copies.

- a. Destroy/delete 3 years after activity ends.
- b. Destroy when 1 year old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**614-02 INJURY COMPENSATION PROGRAM CASE FILES (PA)**

TEMPORARY

Records pertaining to individual employee compensation cases related to work-related injuries or occupational diseases.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Paper records, maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail used solely to generate recordkeeping copies.

- a. Destroy/delete 5 years after last medical treatment or appointment.
- b. Destroy/delete when 3 years old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA RECORDS SCHEDULE

03/30/00

CONVERSION CHART FOR THE 600 SERIES

DMA FILE  
NUMBER

NEW NIMA FILE NUMBER

601-01	New
601-02	New
601-03	New
601-04	602-03
601-05	New
602-01	603-04
602-02	New
602-03	New
602-04	New
602-05	Delete
602-06	Delete
602-07	Delete
603-01	New
603-02	New-604-03
603-03	New
604-01	New Title
604-02	New
604-03	
604-04	
605-01	
605-02	
605-03	
606-01	Delete
606-02	Delete
606-03	Delete
606-04	Delete
606-05	Delete
607-01	New Title
607-02	New
607-03	New

NIMA RECORDS SCHEDULE

03/30/00

607-04

New Title

608-01

Delete Training from 600 Series(New)

608-02

608-03

608-04

608-05

608-06

608-07

608-08

608-09

608-10

608-11

608-12

608-13

609-01

New Title now 607 Series

609-02

New Title

609-03

New Title

609-04

Delete

609-05

Delete

609-06

Delete

609-07

607-04

609-08

Delete

609-09

Delete

609-10

Delete

609-11

607-05

610-01

608-01

610-02

New

610-03

New

611-01

609-01

611-02

611-03

**612 Mediation and Facilitation Files (new)**

612-01

612-02

612-03

612-04

NIMA RECORDS SCHEDULE

03/30/00

612-05

**613 Employee Work/Life Program Files (new)**

613-01	610-01
613-02	610-02
613-03	Combined with Incentive Awards File above
613-04	Combined with Incentive Awards File above
613-05	Combined with Incentive Awards File above
613-06	Combined with Incentive Awards File above

**614 Military Personnel Files (old)**

**614 Injury Compensation Files (new)**

614-01	611-01 (new)	614-01
614-02	611-02	614-02
614-03	611-03	
614-04	611-04	
614-05	Delete	
614-06	Delete	
614-07	Delete	
614-08	Delete	
614-09	Delete	
614-10	Delete	
614-11	Delete	
614-12	Delete	
614-13	Delete	
614-14	Delete	
614-15	Delete	
614-16	Delete	
614-17	Delete	
614-18	Delete	
614-19	Delete	

615 series will be listed in 200 files series included with Occupational Health and Safety series. HR no longer has oversight over Medical and Health matters. This function was transferred to MS at NIMA stand-up. **The 600 series will have three (new) additions included. They are noted in the bold.** The old is not to be confused with the new.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>