

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-537-00-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/2/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 items remain active. Item 301-03 remains active for records dated 2016 and previous only.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 301-03

Superseded by DAA-GRS-2015-0006-0001

* Superseded for records dated 2017 forward only

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DG 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 **NI-537-00-3**

DATE RECEIVED **9/28/00**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **11-7-00** | ARCHIVIST OF THE UNITED STATES
John W. Paul

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 **26 Sep 2000** | SIGNATURE OF AGENCY REPRESENTATIVE **(b)(3)** | TITLE _____

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 GRS OR SUPERSEDED JOB CITATION	10.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 300, Budget, Finance And Accounting 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 300 Series (Enclosure 1) has been coordinated with NIMA General Counsel, major program offices of the Agency and with General Accounting Office (GAO). The GAO reviewer gave their approval via telephone conversation (Enclosure 2). Enclosure 3 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>		

Copy to: agency, NWMD, NWMW, NWME 11/16/00 clb

NIMA Records Schedule

300 Series - BUDGET, FINANCE AND ACCOUNTING FILES

These records relate to budgeting, disbursement, allocations, accounting for appropriated and non-appropriated funds, civilian pay and accounting, cost accounting, auditing and financial management. Offices responsible for these functions will use this series to identify, maintain, and dispose of records documenting their mission.

- 301 Budget and Program Files
- 302 Finance and Accounting Files
- 303 Civilian Personnel Pay and Accounting Files
- 304 Property and Fund Accounting and Adjustment Files
- 305 Non-appropriated Fund Accounting Files
- 306 Cost Accounting Files

301 Series - BUDGET AND PROGRAM FILES

These records are created during the development, formulation, and execution of programs, budgets, and other related data, which involve the resources required to meet the broad objectives of NIMA. These records accumulate in the offices of the NIMA Chief Financial Executive.

NIMA Records Schedule

301-01 BUDGET PROGRAM DEVELOPMENT

TEMPORARY

Consist of records regarding preparation, coordination, approval, and issue of the NIMA Future Defense Program or a comparable NIMA program document. These programs are approved by the Director of NIMA and by the Secretary of Defense and thereafter serve as the basis for development by the NIMA staff of the more detailed program and budget guidance to NIMA directives. Included are summaries and descriptive data sheets, program change requests, subject issues, manpower memorandums, minutes of meetings of review committees, coordinating actions, approvals, summary tables, and related program documents, justification and review papers, force lists, shopping lists for materiel items, and related papers.

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

301-02 BUDGET AND GUIDANCE

TEMPORARY

Records relating to the development, review, approval, and issue of program and budget guidance by all echelons of NIMA. Included are: Program objectives; summary

NIMA Records Schedule

budgets; directives requiring preparation, revision, or updating of program and budget guidance (essentially extracts from the NIMA Future Defense Program reflecting those resources programmed for allocation to Directorates by NIMA together with statements of policy, priorities, standards, and workloads); NIMA Directorates' lower-echelon program and budget guidance to subordinates (could be issued in the form of markups to operating budgets); coordinating actions; operating schedules; and related papers.

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.

301-03 NIMA BUDGET ESTIMATE

Records reflecting NIMA budget estimates, justifications, and execution by fiscal year and by appropriation. They reflect the development, preparation, adjustments to the Agency budget, submission to the Office of the Secretary of Defense (OSD) for incorporation in DoD budget. Included are budget estimates, minutes of budget estimates, copies of appropriate language sheets, narrative statements, related data in support of Directorate activities, approval, OSD markups (subject/issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review by DoD and OMB, and related papers.

NIMA Records Schedule

a. Office assigned functional program responsibility:

(1) NIMA Budget Estimate Submission/Intelligence Estimate Budget Estimate Submission (paper)

(2) All other files

(A) Recordkeeping copies (paper, electronic, or both)

(B) Paper records maintained separately from the recordkeeping system.

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

b. All other offices

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

(2) Paper records maintained separately from the recordkeeping system.

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

PERMANENT

a.

(1) Cutoff at end of current target FY. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

TEMPORARY

(2)

(A) Destroy/delete 5 years after close of FY covered in the budget.

(B) Destroy/delete 1 year after close of FY covered by the budget.

(3) Destroy/delete within 180 days after recordkeeping copy has been produced.

b.

(1) Destroy/delete 2 years after close of FY covered by the budget.

(2) Destroy/delete 1 year after close of FY covered by the budget.

(3) Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

301-04 CONGRESSIONAL BUDGET JUSTIFICATION

Records accumulated by NIMA Directorates in defending NIMA budget estimates before Congress and Congressional Committees. Included are copies of opening statements, documents reflecting expected questions and answers thereto, prepared testimony, coordinating actions, resumes of congressional hearings, congressional reports, inquiries, liaison documentation, and related papers. Similar documents accumulated in nonprogramming and budgeting channels (i.e., offices responsible for staff supervision of the process or item being justified to the Congress) normally will be filed in the appropriate functional files for that item or process.

a. Office assigned functional program responsibility:

(1) NIMA Congressional Budget Justification Book (paper)

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

PERMANENT

a.

(1) Cutoff at end of 2 years. Retire to a records storage facility. Transfer to NARA when 25 years old.

(2) Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

b. All other files

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

(2) Paper records maintained separately from the recordkeeping system.

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

c. All other offices

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

(2) Paper records maintained separately from the recordkeeping system.

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

TEMPORARY

b.

(1) Destroy/delete when 5 years old or when discontinued, whichever is first.

(2) Destroy/delete after 1 year. Close of FY covered by the budget.

(3) Destroy/delete within 180 days after recordkeeping copy has been produced.

c.

(1) Destroy/delete 2 years after Close of FY covered by the budget.

(2) Destroy/delete 1 year after Close of FY covered by the budget.

(3) Destroy/delete within 180 days after recordkeeping copy has been produced.

301-05 ANNUAL FUNDING PROGRAM FILES

Records used to authorize NIMA and Directorates to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for

TEMPORARY

NIMA Records Schedule

the new fiscal year. Included are documents which review and analyze budget execution for all revolving accounts, annual funding programs, and documents directly related to the approved financial plans.

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.

~~301-06 PROGRAM AND BUDGET INPUT~~

~~Records furnishing data for NIMA program and budget guidance, principles, policies, systems, procedures covering all budget formulation, management, and execution. These files accumulate in both NIMA and Directorate offices. They reflect data for research and development; mapping, charting, and geodesy training and education; materiel, construction, maintenance, transportation, and housing. Included are schedules, instructions, guidelines, directives, and correspondence relative to preparation of program, documents in agreement with objectives and budget considerations, coordination papers, justifications, minutes of meetings, plans, and similar or related documents.~~

TEMPORARY

GRS 5/4

GRS 5/5

NIMA Records Schedule

301-07 FUTURE PROGRAMMING

TEMPORARY

Records relating to preparation, review, issue, and change of future programs. The programs reflect in detail the planned application of resources toward accomplishment of the assigned mission, goals, and workloads.

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

a. Destroy/delete 5 years after discontinuance of the assigned mission.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy/delete when 2 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.

301-08 OPERATING BUDGET

TEMPORARY

Records relating to the preparation and submission of budget estimates and operating budgets. Lower-order estimates and operating budgets are progressively incorporated into higher-order estimates and operating budgets. Final incorporations will be forwarded to CM for use in preparing and defending the NIMA Budget, the President's Budget, and apportionment requests.

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.

NIMA Records Schedule

301-09 PROGRAM BRIEFING AND OPERATING PROGRAM

TEMPORARY

Records relating to the presentations of proposed programs, approved program, trends, studies, analyses, or summaries created in comprehensive review of organizational structure, operational procedure, and related data. They also reflect actual performance, progress accomplishments, deficiencies, performance reports, performance standards, problem areas, and similar documents.

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

~~301-10 GAO REPORTS OF AUDIT~~

~~TEMPORARY~~

~~Reports, summary reports, draft reports of audit issued by the General Accounting Office (GAO) to determine how NIMA and its Directorates discharge their financial and management responsibilities. Included are surveys, investigative reports, audit files, and NIMA response to GAO findings.~~

~~GRS 6/1a
GRS 6/12~~

NIMA Records Schedule

~~301-11 DEPARTMENT OF DEFENSE INTERNAL AUDIT TEMPORARY~~

~~Reports of audit issued by the Office of Deputy
Comptroller for Internal Audits, ASD GRS 6/1a
(Comptroller) to determine the effectiveness GRS 6/12
and efficiency with which NIMA carries out its
managerial responsibilities.~~

301-12 SECRETARY OF DEFENSE CONGRESSIONAL PRESENTATION TEMPORARY

Copies of testimony presented by the Secretary of Defense in his annual appearance before the joint session of the House Armed Forces Committee. This annual statement is reviewed by NIMA Comptroller to determine the impact of NIMA-managed programs. Included are papers reflecting appropriate advice and recommendations to the Director and affected staff officials.

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

a. Destroy/delete 3 years after completion of all actions.

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.

~~301-13 DOD Future DEFENSE PROGRAM UPDATE TEMPORARY~~

~~Records created in the development of program
element changes to the Future Defense Program, GRS 5/2
which is a summary of the Secretary of GRS 5/5
Defense's approved plans and programs projected
5 years beyond the current fiscal year. For
example: program change decisions calling for
updates, related papers which substantiate the
NIMA submissions to OSD, the NIMA submissions,
and the OSD ADP listings reflecting the
approved updates.~~

NIMA Records Schedule

302 SERIES - FINANCIAL AND ACCOUNTING FILES

These records relate to finance and accounting activities at all NIMA elements. They include disbursing, collection, and maintenance of miscellaneous funds.

~~302-01 STATUS OF ALLOCATION REPORTS~~ Copies of reports **TEMPORARY**
submitted to OSD depicting the status of funds **GRS 5/3b**
as of the end of each month. Also included are **GRS 5/5**
related papers.

302-02 HEADQUARTERS FINANCIAL STATEMENTS **TEMPORARY**
Financial statement not otherwise identified,
prepared from summaries and recapitulations of
data furnished by Directorates and subordinate
offices' accounts.

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

a. Destroy/delete when 3 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.

~~302-03 OTHER SPECIAL TYPES OF LISTINGS OR TABULATIONS~~ **TEMPORARY**
Other special types of ~~EAM listing or~~ **GRS 5/3b**
tabulations pertaining to daily, periodic, or **GRS 5/5**
monthly operations.

302-04 ACCOUNTING SYSTEM RECORDS **TEMPORARY**
Records which support the manual or mechanized
recording of allocations, allotments,
commitments, obligations, and accrued
expenditures paid and unpaid.

NIMA Records Schedule

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

a. Cutoff each fiscal year. Destroy/delete after obligations have been liquidated.

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.

~~302-05 ALLOCATION FILES~~

~~TEMPORARY~~

~~Records relating to transactions involving authorizations received from the DoD Comptroller making specific funds available to NIMA for the purpose of issuing allotments. They are accumulated by fiscal administrative elements.~~

~~GRS 7/3
GRS 7/5~~

~~302-06 ALLOTMENT FILES~~

~~TEMPORARY~~

~~Documents relating to transactions making specific funds allocated to NIMA available for obligation to Directives, either through allotment or sub-allotment, and accumulated by fiscal administrative elements in NIMA.~~

~~GRS 7/3
GRS 7/5~~

302-07 LEVEL OF CASH BALANCE REVIEW

TEMPORARY

Records covering the periodic reviews of each fund authorization for maintenance by finance and accounting officers and their agents. These documents serve as a basis for reducing or expanding the amount of cash funds held at personal risk and discontinuing such funds when demonstrated need no longer exists.

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

a. Destroy/delete when 3 years old.

NIMA Records Schedule

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.

302-08 CERTIFYING OFFICERS IDENTIFICATION

TEMPORARY

Records used in identifying signature of individuals designated as certifying officers for the purpose of certifying vouchers. Included are signature cards, electronic identification, and related data.

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

a. Destroy/delete 3 years after revocation of the designation.

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.

302-09 COLLECTION VOUCHERS

TEMPORARY

Copies of records transmitted to disbursing officer which are accumulated by officials authorized to accept amounts due the United States from individuals, organizations, or Governmental agencies, other than files accumulated by fiscal officers. For example: report of deposits/reimbursement for sale of maps and miscellaneous services; collections for overpayment of TDY, leave, jury duty, etc; schedules of collections; and comparable records. NOTE: When these records form an integral part of the accounts of files described elsewhere in this manual, they will have the same disposition of that record.

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

a. Destroy/delete when 3 years old.

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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.

302-10 OPERATION REPORTING

Disbursing officers' retained copies of monthly report of operations, report of discounts on contracts and purchase orders, and comparable documents.

TEMPORARY

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

a. Destroy/delete when 3 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.

~~**302-11 CONTRACT PROGRESS PAYMENT REPORTING**~~

~~Reports submitted by contracting officers to NIMA indicating progress payments on contracts; recapitulation reports prepared therefrom; and related correspondence.~~

~~**TEMPORARY**~~

~~GRS 3/3a
GRS 3/18~~

~~**302-12 INTERDEPARTMENTAL PURCHASE REQUEST FILES**~~

~~Documents accumulating in NIMA staff offices and inventory control reports relating to procurement of supply items requested by NIMA. Included are copies of purchase requests, amendments thereto, and related correspondence.~~

~~**TEMPORARY**~~

~~GRS 3/3a
GRS 3/18~~

~~**302-13 IMPREST FUND ACCOUNT**~~

~~Records accumulated by imprest fund cashiers which reflect the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds~~

~~**TEMPORARY**~~

~~GRS 6/4
GRS 6/12~~

NIMA Records Schedule

~~which reflect acknowledgement of return of funds
and statement of balance.~~

~~302-14 IMPREST FUND SHORTAGE~~

~~TEMPORARY~~

~~Records accumulated by finance and accounting
officers which reflect imprest fund shortages,
such as reports with supporting and related
documents.~~

~~GRS 6/4
GRS 6/12~~

302-15 MISCELLANEOUS EXPENSE CONTINGENCY FUND

TEMPORARY

Records supporting miscellaneous expense
contingency funds. For example: requests for
approval, justifications for expenditure,
estimated cost of projects, approvals, itemized
lists of expenses, guest lists and similar or
related documents.

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

a. Destroy/delete 6 years, 3 months
after period covered by account.

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.

~~302-16 CERTIFICATE OF SETTLEMENT~~

~~TEMPORARY~~

~~Certificates of settlement, statements of
differences, and related or comparable documents
accumulated by accountable officers.~~

~~GRS 6/3 (a & b)
GRS 6/12~~

NIMA Records Schedule

~~302-17 AGENT FINANCE OFFICER ACCOUNT~~

~~TEMPORARY~~

~~Records accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agency officers.~~

~~GRS 6/1a
GRS 6/12~~

~~302-18 ACCOUNTS PAYABLE FILES~~

~~TEMPORARY~~

~~Cards and documents indicating the amounts disbursed to payees.~~

~~GRS 6/1a
GRS 6/12~~

~~302-19 RECORD OF TRAVEL PAYMENT (CIVILIAN)~~

~~TEMPORARY~~

~~Records used to reflect travel allowance payments made to individual civilian employees. Included are DD Forms 1588, comparable forms, and related records.~~

~~GRS 9/3 (a & b)
GRS 9/8~~

302-20 JOURNAL FILES

TEMPORARY

Records relating to books of original entry maintained to record all financial transactions and to summarize accounting for monthly postings to the general ledger. Included are the general journal, special journals, and related or similar documents.

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 3 years after posting journal data to the general ledger.

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

NIMA Records Schedule

- ~~302-21 GENERAL LEDGER FILES~~ **TEMPORARY**
Records relating to general ledgers which contain the accounts necessary to reflect financial operations, such as asset accounts, operating accounts. These accounts are maintained for the purpose of establishing in summary form the status of accounts, operations for the month, and to provide a medium for verifying the accuracy of reports and subsidiary ledgers.
GRS 7/2
GRS 7/5
- ~~302-22 SUBSIDIARY LEDGER FILES~~ **TEMPORARY**
Records relating to subsidiary ledgers maintained as a source of ascertaining the composition of general ledger accounts, to accumulate detail for analysis and reporting purposes, and verification of accuracy of general ledger accounts. They consist of allotment ledgers, open-allotment ledgers, appropriation/revenue ledgers, transactions for other ledgers, and unapplied Defense Order (DO) Priority Rating deposit funds ledgers.
GRS 7/2
GRS 7/5
- ~~302-23 TRIAL BALANCE FILES~~ **TEMPORARY**
Records relating to trial balances prepared from general ledger accounts. Included are trial balance sheets and related papers.
GRS 7/4a
GRS 7/5
- ~~302-24 SUBSIDIARY FILES~~ **TEMPORARY**
Records relating to priority rating cash accounts subsidiaries; advances to employees, progress payments to contractors, and advances to contractors' subsidiary records; cash blotters, and check ledgers.
GRS 7/3
GRS 7/5

NIMA Records Schedule

~~302-25 ACCOUNTING RECORDS~~

~~TEMPORARY~~

~~Records posted to books or original entry. Included are allotment documents, obligation documents, duplicate copies of disbursement vouchers, collection documents (e.g., cash collections), adjustment documents (e.g., adjustments related to deficiencies and irregularities), and related blocking tickets; check listings for card checks; check reconciliation statements; check copies, copies of outstanding depository checks, notices of exception, and certificates of deposit; and comparable documents.~~

~~GRS 7/4~~

~~GRS 7/5~~

~~302-26 SURETY BONDS~~

~~TEMPORARY~~

~~Records relating to NIMA position schedule bonds. For example: official copies of the bond, orders appointing individuals to positions covered by the position schedule bond, and termination of such appointments, reports correspondence, list of positions, and similar documents.~~

~~GRS 6/6 (a & b)~~

~~GRS 6/12~~

NIMA Records Schedule

303 SERIES - CIVILIAN PERSONNEL PAY AND ACCOUNTING FILES

These records accumulate in civilian payroll offices. They include all types of pay and leave account records.

~~303-01 AUTHORIZED TIMEKEEPER LIST TEMPORARY
Records indicating who is designated as the official timekeeper. GRS 16/1a
GRS 16/15~~

~~303-02 SAVINGS BOND TEMPORARY
Records relating to the U.S. Savings Bond Program. Included are periodic reports and correspondence. GRS 2/14 (a & b)
GRS 2/31~~

~~303-03 PAYROLL CONTROL TEMPORARY
Records maintained for payroll control purposes. For example: payroll summary control and certification control documents which include all source records used to authorize or change payments to employees; and payroll vouchers, bond issuance schedules, payroll change slips, refund vouchers, and adjustment schedules, which relate to these payments except as otherwise provided in this section. GRS 2/23 (a & b)
GRS 2/31~~

~~303-04 PAYROLL WORK TEMPORARY
Correspondence and work papers relating to payroll matters. For examples: payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar documents. NOTE: Unaudited records that have been retained for more than 3 years GRS 2/8
GRS 2/31~~

NIMA Records Schedule

~~may be transferred to a storage facility.
Upon receipt of GSA audit completion letter
covering records previously transferred, a
copy will be forwarded to the records storage
facility storing the records.~~

303-05 INDIVIDUAL WITHHOLDING AND DEDUCTION AUTHORIZATION (Privacy Act Applies) TEMPORARY

Records required as official authorization for continuing withholding or deducting amounts from an individual's wages for such purposes as health insurance. For example: application, change, and cancellation forms and notices completed by individual employees with directly related papers.

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 3 years old, or 90 days after receipt of audit completion letter, whichever is first.

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

~~**303-06 WITHHOLDING TAX EXEMPTION CERTIFICATE (Privacy Act Applies) TEMPORARY**~~

~~Copies of NIMA Form 7300-2a or similar form executed by civilian employees.~~

~~GRS 2/13
GRS 2/31~~

~~**303-07 COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS (Privacy Act Applies) TEMPORARY**~~

~~Records requiring as official authorization~~

~~GRS 2/15 (a & b)
GRS 2/31~~

NIMA Records Schedule

~~for withholding or deducting amounts from an individual's wages for such purposes as allotment to the Combined Federal Campaign, payment of union dues, savings and other allotments.~~

~~303-08 CIVILIAN PERSONNEL CLAIM~~

~~TEMPORARY~~

~~Records relating to claims against the U.S. Government and filed by civilian employees. Claims pertaining to such matters as unpaid compensation, travel allowances, erroneous payroll deductions, and overtime pay. Included are forms requesting payment and related correspondence.~~

~~GRS 6/10 (a & b)
GRS 6/12~~

303-09 UNEMPLOYMENT COMPENSATION DATA REQUEST

TEMPORARY

Records relating to request for wage and separation data to be used in connection with unemployment compensation claims. For example: requests for information and replies thereto, notices of determination, and refusal of work offer, and related documents.

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 3 years old, or 90 days after receipt of audit completion letter, whichever is first.

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

NIMA Records Schedule

304 SERIES - PROPERTY AND FUND ACCOUNTING AND ADJUSTMENT FILES

These records relate to accounting for property and funds, including preparation and review of reports of survey and collection actions.

304-01 PROPERTY ACCOUNT

TEMPORARY

Records accumulated by offices having supervision of property accounts. For example: copies of reports of audit and status of property accounts, and comparable documents.

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

a. Destroy/delete when 3 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.

304-02 REPORT OF SURVEY

TEMPORARY

Records maintained for the purpose of reviewing circumstances concerning the loss, unserviceability, or destruction of government property; determination of the question of financial responsibility for the absence of condition of articles or funds; and action taken thereon and documents concerning reports of survey.

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

a. Destroy/delete 2 years after date of survey action or date of posting medium.

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.

NIMA Records Schedule

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| <p>304-03 REPORT OF SURVEY CONTROL REGISTER
Registers and related documents maintained to control reports of survey.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. 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 after completion of second succeeding survey.</p> <p>b. Destroy/delete within 180 days after recordkeeping has been produced.</p> |
| <p>304-04 CHARGE OF COLLECTION
Case files accumulated in connection with the collection of financial charges against individuals as a result of reports of survey or adjustment procedures.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. 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/delete within 180 days after recordkeeping copy has been produced</p> |

NIMA Records Schedule

305 SERIES - NONAPPROPRIATED FUND ACCOUNTING FILES

These records accumulate from certain revenue-producing and welfare activities designed to contribute to the pleasure, comfort, and physical improvement of military and civilian personnel.

~~305-01 NONAPPROPRIATED FUND STATEMENT AND REPORTING TEMPORARY~~

~~Financial statements and reports, inspection reports and related documents pertaining to nonappropriated funds. GRS 6/1a GRS 56/12~~

~~305-02 WELFARE FUND ACCOUNT TEMPORARY~~

~~Records relating to the administration of activities financed by welfare funds, which reflect the receipt of and use of funds to defray expenses incurred in providing athletic, recreational and other welfare services or facilities. Included are ledgers, journals, council books, cash receipts, and disbursement records; and financial statements, cash vouchers, and other documents relating to welfare fund transactions. GRS 6/1 (a & b) GRS 6/12~~

~~305-03 SUNDRY FUND ACCOUNT TEMPORARY~~

~~Registers which relate to the administration of activities financed by sundry funds and include documents constituting an integral part of the accounting system for such funds. For example: ledgers and journals, council books, cash receipts and disbursement records, inventory records, audit reports, cash vouchers, and other documents relating to sundry fund accounts. GRS 6/1 (a & b) GRS 6/12~~

NIMA Records Schedule

**305-04 CONSTITUTION AND BY-LAWS OF WELFARE AND
SUNDRY FUNDS ACTIVITIES.**

Constitution and by-laws pertaining to clubs and comparable associations, including documents relating to authorization or establishment.

- 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.

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305-05 MINUTES OF MEETING

Recorded minutes of meetings of council and boards of governors appointed to administer nonappropriated funds for welfare and sundry activities.

- 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.

TEMPORARY

- a. Destroy/delete 7 years after supersession.
- b. Destroy/delete when 2 years old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

TEMPORARY

- a. Destroy/delete 7 years after supersession.
- b. Destroy/delete when 2 years old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

~~305-06~~

~~NONAPPROPRIATED FUND ACCOUNT~~

~~TEMPORARY~~

~~Records relating to the receipt, disbursement, and administration of nonappropriated funds, such as welfare unit, sundry, post restaurant, and similar funds. For example: ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements, and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other documents constituting an integral part of the accounting system for such funds.~~

~~GRS 6/1 (a & b)
GRS 6/12~~

NIMA Records Schedule

306 SERIES - COST ACCOUNTING FILES

These records accumulate under accounting systems devised to record, classify, summarize, and report cost of material, labor, and overhead incident to the construction, maintenance, and operation of NIMA facilities and incident to operations necessary to accomplish various NIMA programs. The files described herein normally accumulate in cost accounting subdivisions of finance and accounting offices at all echelons.

~~306-01 COST LEDGER~~ **TEMPORARY**
Documents containing source data for each cost account. Included are cost control ledgers, cost detail ledgers, comparable documents, and related papers. GRS 8/7 (a & b)
GRS 8/8

~~306-02 COST REGISTER~~ **TEMPORARY**
Records reflecting cost data by elements and subelements of cost. Included are labor registers, supply register, contractual services registers, similar register, and related documents. GRS 8/7a
GRS 8/8

~~306-03 COST AND PERFORMANCE REPORTING~~ **TEMPORARY**
Records reflecting actual and programmed accomplishments measured in terms of cost. For example: copies of cost and performance reports and similar or related documents used in preparation of these reports. GRS 8/6
GRS 8/8

306-04 **COST VOUCHER** **TEMPORARY**
Records containing cost summary data, such as cost distribution, cost summary, civilian labor cost summary vouchers, and similar documents.

NIMA Records Schedule

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

a. Destroy/delete when 3 years old, or 90 days after receipt of audit completion letter, whichever is first.

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.

~~306-05 LABOR AND WORKLOAD~~

~~Records reflecting detailed costs. For example: distribution of military payroll individual time tickets; foreman's daily reports, record of working time; records of work units; summary of work units, manhours, and labor costs; distribution of working time; civilian personnel time record; loan slip; labor charge of operating cost; and similar documents.~~

~~TEMPORARY~~

~~GRS 8/6 (a & b)
GRS 8/8~~

~~306-06 BASIC COST ACCOUNTING REPORTING~~

~~Records accumulated in the preparation of recurring and periodic basic cost accounting reports made by Directorates and subordinate offices prior to forwarding to CM. These reports reflect costs in such areas as foreign aid, public information, military personnel procurement, maintenance, repair, critical materials, and similar areas.~~

~~TEMPORARY~~

~~GRS 8/6
GRS 8/8~~

~~306-07 COST REPORT CONSOLIDATION AND SUMMARY~~

~~Summaries and consolidations of basic cost accounting reports. These files are prepared from and contain information in the basic cost accounting reports.~~

~~TEMPORARY~~

~~GRS 8/6
GRS 8/8~~

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.

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