

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

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

FROM (Agency or establishment)  
NATIONAL IMAGERY AND MAPPING AGENCY

1. MAJOR SUBDIVISION

(b)(3)

2. MINOR SUBDIVISION

3. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE

(b)(3)

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER **N1-537-01-2**

DATE RECEIVED **11/17/2000**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 STATES

**2-15-01** | *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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE

**16 Nov 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 GRS OR SUPERSEDED JOB CITATION	10.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)
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The National Imagery and Mapping Agency (NIMA) is developing its Records Schedule and submits Series 1400, Facilities Files, for approval by the Archivist of the United States.

Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible.

The attached 1400 Series (Enclosure 1) has been coordinated with NIMA General Counsel and major 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.

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.

*copy to: agency, NWMWA 2/22/01 cld*

## NIMA RECORDS SCHEDULE

### 1400 SERIES - FACILITIES FILES

These records relate to the acquisition, utilization, management, and disposal of real property; design and construction of projects; maintenance; operation of utilities; performance of engineering services; accounting for real and installed property; and engineering studies.

- 1401 Real Property Acquisition Management, and Master Planning Files
- 1402 Real Property Maintenance Document Files
- 1403 Facilities Engineering Files
- 1404 Construction, Planning, and Design Files

## NIMA RECORDS SCHEDULE

### 1401 Series - REAL PROPERTY ACQUISITION, MANAGEMENT, AND MASTER PLANNING FILES

These records relate to master planning operations; acquisition, and management of real property; and use of real property owned or leased by the Government, including its proper and economical use.

#### 1401-01 MASTER PLANNING FILES

#### TEMPORARY

Records relating to the preparation, development, review, approval, and revision of master plans. Included is the master plan which consists of basic information maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development which include the general site plan, analytical report, background material, and related correspondence.

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 site is vacated or 3 years after superseded by new plan.

b. Destroy when 180 days old.

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

## NIMA RECORDS SCHEDULE

### 1401-02 MASTER PLANNING REVIEW FILES

TEMPORARY

Records relating to the review and approval of NIMA's master plans.

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

a. Destroy/delete when 10 years old.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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 the recordkeeping copy has been produced.

### ~~1401-03 ACQUISITION CORRESPONDENCE FILES~~

~~TEMPORARY~~

~~Correspondence relating to the overall acquisition of real property for NIMA and by agreement for other Federal agencies, but exclusive of specific files described elsewhere in this series.~~

~~GRS 3/2  
GRS 3/18~~

### ~~1401-04 ACQUISITION CONTROL FILES~~

~~TEMPORARY~~

~~Records used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related correspondence.~~

~~GRS 3/1(a)  
GRS 3/18~~

### ~~1401-05 LEASE ACQUISITION FILES~~

~~TEMPORARY~~

~~Records relating to acquisition of real estate wholly by lease or by space assignments in buildings under GSA control. Included are notices of renewal, leases, supplemental agreements, notices of cancellation, comparable documents, and related correspondence.~~

~~GRS 3/3(d)  
GRS 3/18~~

## NIMA RECORDS SCHEDULE

### ~~1401-06 REAL ESTATE CORRESPONDENCE FILES~~

~~Correspondence relating to the overall management and use of real property owned and leased by the U. S. Government, but exclusive of specific files described in this category.~~

#### **TEMPORARY**

GRS 3/1(a)  
GRS 3/18

### 1401-07 REAL PROPERTY UTILIZATION FILES

Records relating to the utilization or status of real property, and space utilization criteria. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies relating to use.

#### **TEMPORARY**

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

a. Destroy/Delete on supersession by a new report.

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 the recordkeeping copy has been produced.

### 1401-08 REAL PROPERTY RETENTION STUDY FILES

Records relating to studies of real property to determine the effectiveness of utilization and necessity for retention. Included are reports, studies, and related documents.

#### **TEMPORARY**

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

a. Destroy/delete on supersession by a new study.

## 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 the recordkeeping copy has been produced.

~~1401-09 REAL PROPERTY INVENTORY FILES~~

~~Reports, change reports, and related papers which indicate status, cost, capacity, condition, present use, maintenance, and management of real property.~~

**TEMPORARY**

GRS 3/2

GRS 3/18

## NIMA RECORDS SCHEDULE

### 1402 Series - REAL PROPERTY MAINTENANCE DOCUMENT FILES

These Records relate to the general maintenance and repair of Government real property (exclusive of utilities plants and systems) and the related activities of custodial services; packing and crating; entomology, grounds, landscape plantings and beautification equipment utilization, and shop operations; and service or user testing of new materials utilized in maintenance activities. It also includes real property records, such as individual item cards and as-built drawings.

#### 1402-01 MAINTENANCE CORRESPONDENCE FILES

**TEMPORARY**

Correspondence relating to supervision and performance of real property maintenance, but exclusive of specific files described in this category.

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

a. Destroy 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 the recordkeeping copy has been produced.

#### 1402-02 MAINTENANCE PROGRAM FILES

**TEMPORARY**

Records relating to long-range program which concern the upkeep of buildings, roads, grounds, including insect and rodent control and sanitary fill and dump areas, or other documents necessary to maintain essential data on the conditioning of the above facilities. These records will be retained and will remain with the buildings and grounds when transferred from the jurisdiction of the NIMA.

## NIMA RECORDS SCHEDULE

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

a. Destroy 2 years after termination of assignment or when lease is canceled or when plans are superseded or obsolete.

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 the recordkeeping copy has been produced.

### 1402-03 BUILDING MAINTENANCE FILES

Records relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures.

#### TEMPORARY

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

a. Destroy/delete when superseded, or obsolete.

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 the recordkeeping copy has been produced.

### 1402-04 GROUNDS MAINTENANCE FILES

Copies of documents relating to the criteria, practices, and application of measures for the development and improvement of the grounds.

#### TEMPORARY

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

a. Destroy/delete when superseded, obsolete, or no longer required for reference, whichever is first.

b. Electronic copies of records created using

b. Destroy/delete within 180 days



## NIMA RECORDS SCHEDULE

word processing systems and electronic mail and used solely to generate recordkeeping copies.

after the recordkeeping copy has been produced.

### 1402-05 ENTOMOLOGY SERVICE FILES

#### TEMPORARY

Copies of records relating to the criteria practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities.

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

a. Destroy/delete when superseded, obsolete, or no longer required for reference, 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 the recordkeeping copy has been produced.

### 1402-06 SANITARY SERVICE FILES

#### TEMPORARY

Copies of records relating to standards and practices in the collection and disposal of refuse, and the collection of salvage, including communications about methods of refuse disposal and collection systems, and documents similar in content.

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

a. Destroy/delete when superseded, obsolete, or no longer required for reference, 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 the recordkeeping copy has been produced.

## NIMA RECORDS SCHEDULE

### 1402-07 CUSTODIAL SERVICE FILES

### TEMPORARY

Copies of records relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services.

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

a. Destroy/delete when superseded, obsolete, or no longer required for reference, 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 the recordkeeping copy has been produced.

### 1402-08 CUSTODIAL PROPERTY ACCOUNTABILITY FILES

### TEMPORARY

Copies of inventories of installed property, miscellaneous property lists, transfer of property documents, shipping documents, receiving reports, and related correspondence.

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 the recordkeeping copy has been produced.

## NIMA RECORDS SCHEDULE

### 1402-09 REAL PROPERTY RECORD DRAWING FILES

TEMPORARY

Current and complete files of all drawings relating to the design and construction of a project, including regional and mechanical, and structural building plans; plumbing, electrical, storm drainage, steam distribution, gasoline, storage, heating and air conditioning systems; roads, aprons, runways, and parking areas; and railroads.

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

a. Destroy/delete 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

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 the recordkeeping copy has been produced.

### ~~1402-10 MAINTENANCE PROGRESS AND INSPECTION FILES~~

~~Reports relating to the progress and inspection of maintenance and repair activity in connection with post real and installed property, including progress, work, and inspection reports.~~

TEMPORARY

GRS 18/9

GRS 18/30

## NIMA RECORDS SCHEDULE

### 1403 Series - FACILITIES ENGINEERING FILES

These records relate to the operation and performance of facilities engineering activities, including repairs and alterations to buildings and structures and repair, maintenance, and operation of utility plants system and equipment.

#### 1403-01 FACILITIES ENGINEERING CORRESPONDENCE FILES

TEMPORARY

Records relating to criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities, but exclusive of specific files described elsewhere in this series.

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 the recordkeeping copy has been produced.

#### 1403-02 FACILITIES ENGINEERING OPERATION REPORTING FILES

TEMPORARY

Records relating to the process of assembling, analyzing, summarizing, and disseminating data concerning the operations and performance of facilities engineering activities throughout NIMA, including such information as summarization of facilities engineering programs, backlogs, deferred projects, performance, and other information concerning facilities engineering activities.

## NIMA RECORDS SCHEDULE

- |   |   |
|---|---|
| a. Recordkeeping copies (paper, electronic, or both).   | a. Destroy/delete when 10 years old.  |
| b. Paper records maintained separately from the recordkeeping system.   | b. Destroy when 180 days 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 the recordkeeping copy has been produced. |

### ~~1403-03 UTILITIES MAINTENANCE AND OPERATION FILES~~

~~Records relating to the maintenance of utilities equipment and operation of plants systems, such as water and sewage, electric refrigeration and air conditioning, boilers and warm air furnaces, ice manufacturing and cold storage, steam distribution, gas heating, fuel storage, and other utility systems. Included are service economy, fuel consumption, and laboratory test reports. These records will remain with the buildings and grounds when transferred from the jurisdiction of the NIMA.~~

### ~~TEMPORARY~~

~~GRS 11/1  
GRS 11/6~~

### 1403-04 UTILITIES OPERATING LOG FILES

Logbooks pertaining to the operation of utilities. Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred.

### TEMPORARY

## NIMA RECORDS SCHEDULE

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 on final disposition of related equipment and machinery.

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

### **1403-05 FACILITIES ENGINEERING PROJECT ESTIMATE FILES**

Records relating to the preparation, review, and approval of projects for maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by facility engineers, requests for approval of projects, papers reflecting approval of projects, 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.

### **TEMPORARY**

a. Destroy when 3 years old or on discontinuance, whichever is first.

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

### **1403-06 FACILITIES ENGINEERING SERVICE AND WORK ORDER FILES**

Originals and copies of service orders, work orders, and related papers maintained by the facility engineer activity which is authorized to perform repair, maintenance, minor construction, and operational work.

### **TEMPORARY**

## NIMA RECORDS SCHEDULE

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 2 years after completion of work.

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

### 1403-07 FACILITIES ENGINEERING WORK ORDER CONTROL FILES

Copies of work orders used for such purposes as follow-ups of authorized work by section foremen.

### 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 3 months after completion of work or cancellation of requisition.

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

### 1403-08 JOB ORDER REGISTER FILES

Records used in the control of job orders. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers; dates of receipt, approval, disapproval, scheduling, and completion; description; and cost

### 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 2 years after date of last entry.

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

## NIMA RECORDS SCHEDULE

### 1403-09 ENERGY CONSERVATION PROGRAM FILES

### TEMPORARY

Records relating to Energy Conservation Investment Program (ECIP) including correspondence on conservation and usage of fuel, oil, electricity, gas, water, heating and cooling.

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

a. Destroy 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 the recordkeeping copy has been produced.



## NIMA RECORDS SCHEDULE

### 1404 Series - CONSTRUCTION, PLANNING, AND DESIGN FILES

These files relate to providing complete staff work on all phases of activities dealing with construction and the repair and maintenance of construction.

#### 1404-01 PLANNING, DESIGN, AND CONSTRUCTION

**TEMPORARY**

##### CORRESPONDENCE

Records relating to the overall function of planning, designing, and construction of projects but exclusive of specific files described elsewhere in this series.

- |   |   |
|---|---|
| a. Recordkeeping copies (paper, electronic, or both)  | a. Destroy/delete when 10 years old.  |
| b. Paper records maintained separately from the recordkeeping system.   | b. Destroy when 180 days 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 the recordkeeping copy has been produced. |

#### 1404-02 PROJECT AUTHORIZATION FILES

**TEMPORARY**

Records describing work to be performed, cost limitations, and authorizing funds for obligations. Included are NIMA design and construction directives with directly related papers.

- |   |                                      |
|---|--------------------------------------|
| a. Recordkeeping copies (paper, electronic, or both)                  | a. Destroy/delete when 10 years old. |
| b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old.        |

## NIMA RECORDS SCHEDULE

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 the recordkeeping copy has been produced.

### 1404-03 MINOR CONSTRUCTION PROJECT FILES

### TEMPORARY

Records relating to minor construction projects. Included are approvals, authorizations, justifications, test, investigations, geological investigations, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, shop drawings, progress photographs, inspection progress, completion cement, and foundation reports; similar documentation, and related correspondence.

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

a. Destroy/delete when 10 years after completion of project.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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 the recordkeeping copy has been produced.

## NIMA RECORDS SCHEDULE

### 1404-04 CANCELLED PROJECTS FILES

### TEMPORARY

Construction project files or parts thereof that have been cancelled.

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

a. Destroy/delete 5 years after cancellation.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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 the recordkeeping copy has been produced.

### 1404-05 CONSTRUCTION REPORTING FILES

### TEMPORARY

Progress summaries and special operating reports relating to construction.

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

a. Destroy/delete 3 years after completion.

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 the recordkeeping copy has been produced.

IMA RECORDS CONVERSION TABLE  
1400 SERIES

<u>DMA FILE</u>	<u>NEW NIMA FILE</u>
1401-01	1401-01
1401-02	1401-02
1401-03	DELETED
1401-04	DELETED
1401-05	DELETED
1401-06	1401-03
1401-07	1401-04
1401-08	1401-05
1401-09	1401-06
1401-10	1401-07
1401-11	1401-08
1401-12	1401-09
1402-01	1402-01
1402-02	1402-02
1402-03	1402-03
1402-04	1402-04
1402-05	1402-05
1402-06	1402-06
1402-07	1402-07
1402-08	1402-08
1402-09	DELETED
1402-10	1402-09
1402-11	1402-10
1402-12	DELETED
1403-01	1403-01
1403-02	1403-02
1403-03	1403-03
1403-04	1403-03
1403-05	1403-04
1403-06	1403-05
1403-07	1403-06
1403-08	1403-07
1403-09	1403-08
1403-10	1403-09
1404-01	SEE SERIES 900
1404-02	SEE SERIES 900
1404-03	SEE SERIES 900
1404-04	SEE SERIES 900
1404-05	SEE SERIES 900
1404-06	SEE SERIES 900
1405-01	1404-01
1405-02	DELETED
1405-03	1404-02
1405-04	1404-03
1405-05	1404-04

**IMA RECORDS CONVERSION TABLE**  
**1400 SERIES**

1405-06  
1406-01  
1406-02  
1406-03  
1406-04

1404-05  
SEE SERIES 900  
SEE SERIES 900  
SEE SERIES 900  
SEE SERIES 900

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/>