

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-S37-02-2	
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY (b)(3)		Date Received 8/13/02	
3. MINOR SUBDIVISION (b)(3)		NOTIFICATION TO AGENCY	
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)		5. TELEPHONE	
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 <u>1</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		DATE 11-22-02	ARCHIVIST OF THE UNITED STATES* <i>[Signature]</i>
DATE 8 Aug 02	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The National Imagery and Mapping Agency (NIMA) submits an addition to Series 1200, Logistics, Supply, Maintenance and Transportation Files, for approval by the Archivist of the United States. This item has been coordinated with NIMA General Counsel, Acquisition and Financial Management offices. 1202-16 INDIVIDUAL PROCUREMENT APPOINTMENT FILES These files contain letters of appointment to the		

84 copies sent to Agency, NARA

purchase card program, the cardholder's or billing official's training records, correspondence relating to their involvement in the program, and survey results.

- a. Recordkeeping copies (paper, electronic or both). TEMPORARY. Cutoff 1 year after the cardholder or billing official is no longer on active status. Destroy/delete 3 years after cutoff.**
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced.**

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/>