



**207 Series - AGENCY HISTORICAL MATERIALS**

These materials concern preparation and use of historical data and studies; administration of the historic program; agency history, lineage, and honors; establishment and maintenance of historical services; and acquisition, accountability, and disposition of historical properties.

<b>Series</b>	<b>Type of File</b>	<b>Disposition</b>
<b>207-01</b>	<b>GENERAL HISTORICAL ACTIVITIES CORRESPONDENCE AND INQUIRY FILES</b> This file includes: a. Action Items: Routine comments on publications prepared by another office; program and budget documents; reports; general requests for information and replies; general recommendations and suggestions; transactions of a general, routine, and administrative nature; and other information relating to historical activities which are not covered by the record series below.  b. Nonaction Items: Matters relating to historical activities that are received for information only, on which no action is required. Included are listings, indexes, feeder reports, and similar working information.  c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	a. <b>TEMPORARY</b> Destroy/delete when 2 years old.  b. <b>TEMPORARY</b> Destroy/delete when no longer needed for current operations or when 2 years old, whichever is first.  c. <b>TEMPORARY</b> Destroy/delete within 180 days after recordkeeping copy has been produced.

207-02

**AGENCY HISTORICAL MATERIALS**

Information reflecting agency history and a chronological record of noteworthy events about the agency. Included are lineage; flags; distinctive insignia, citations for decorations; newspaper, book, and magazine clippings; photographs; programs and other data relating to historical ceremonies; commanders or directors, and dates of assumption of command; copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations; and other information of primary interest and value to or about the agency.

**PERMANENT** Offer to NARA upon discontinuance of the Agency or when no longer needed for business, whichever is sooner.

207-03

**HISTORIAN'S BACKGROUND MATERIAL FILES**

Information used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews; memoirs and personal correspondence between authors and participants; and security and statistical clearance 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. **TEMPORARY** Cut off file at end of the year. Destroy on discontinuance of the agency.

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

207-04

**PERSONAL PAPERS**

Senior officials often accumulate copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Information is usually retained on a highly selective basis and documents significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections will be maintained separately and identified with the individual's name (MG Smith's personal paper files). Official record copies should never be included in these collections (they should be filed in related files maintained by the office of record).

**TEMPORARY** On retirement or separation of the individual, transfer to the agency historian.

207-05

**HISTORICAL PROPERTY ACCOUNTS**

Historical property documents which include bibliographies, field notes, working notes, exhibition information, repair reports, research information and similar information.

**TEMPORARY**

Transfer records with permanent transfer of property. Destroy on salvage or other final disposition of property.

207-06

**NIMA HISTORY PUBLICATION**

Publications produced by or under the auspices of the NIMA historical program.

a. Record set.

**a. PERMANENT**

Transfer to the National Archives in 5 year blocks when 30 years old.

b. All other copies.

**b. TEMPORARY**

Disseminate or destroy when no longer

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

207-07

**ORAL HISTORY FILES**

Oral histories relating to NIMA and predecessor organizations conducted by or under the auspices of the NIMA history office. Files include audio recordings, transcripts, release forms and related documentation.

a. Transcripts of tapes, release forms, and related documentation

b. Audio recordings.

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

needed.

c. **TEMPORARY**

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

a. **PERMANENT**

Transfer to the National Archives when 30 years old.

b. **PERMANENT**

Transfer to the National Archives when 30 years old along with the accompanying textual records in 207-07a. Transfer the original or master recording along with a duplicate per instructions found in 36 CFR 1228.266©(1) and ©(2).

c. **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/>