

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 N1-537-03-1	
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY		Date Received 10/4/02	
2. MAJOR SUB DIVISION (b)(3)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)			
5. TELEPHONE (b)(3)		DATE 5-1-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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>2</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 10 Feb 03	(b)(3)	TITLE (b)(3)	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

4/19/03

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

24 copies sent to Agency, [unclear], [unclear]

212 Series - LIAISON FILES

These records concern the Agency's relationships with official national and international representatives, and include the planning and handling of visits and tours, protocol, and similar matters connected with the visits.

Series	Type of File	Disposition
212-01	VISIT ARRANGEMENT FILES These files relate to visits made to the Agency and contractor facilities. Included are requests and authorizations for foreign visits, itineraries, security, protocol matters, reports, and related data.	
	a. Foreign or international visits.	a. TEMPORARY Cutoff at end of calendar year. Destroy when 3 years old. (Before destroying files contact the NIMA Historian.)
	b. All other visits.	b. TEMPORARY Cutoff at end of calendar year. Destroy 1 year later. (Before destroying files contact the NIMA Historian.)
	c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	c. TEMPORARY Delete within 180 days after recordkeeping copy has been produced.

212-02

CEREMONY AND EVENT FILE

These files relate to the conduct of ceremonies by the Agency or Agency participation in ceremonies conducted by other organizations. Examples are retirement ceremonies, reviews, displays, fairs, and similar activities. Data consists of requests for Agency participation or assistance in ceremonies, participation in events of national or international nature, or events requiring coordination with other Government agencies, coordinating actions, and related information.

a. Events of a historical nature, e.g., change of command, retiring director, standup/sunset, Hall of Fame, Founders' Day, or other significant ceremonies (include video or other pictorial coverage).

b. All others.

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

a. **PERMANENT** Cutoff at end of calendar year. Retire to records storage facility when 5 years old. Transfer to NARA when 30 years old.

b. **TEMPORARY** Destroy/delete when 5 years old or when no longer needed, whichever is first.

c. **TEMPORARY** 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/>