REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
National Geospatial-Intelligence Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

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 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,

☐ is not required  ☐ is attached; or  ☐ has been requested.

DATE  10/25/03

SIGNATURE OF AGENT  [PERSONAL INFORMATION REDACTED]

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached sheets

This series has been coordinated with and approved by the Agency General Counsel.

115-109  PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PREScribed BY NARA 36 CFR 1226
801 Series - GEOSPATIAL GENERAL FILES
These files relate to the general management of the Geospatial Program. Included are mapping studies, conferences, publication record sets, projects and project preparation, quality surveillance, reporting files, and information required in producing geospatial information.

<table>
<thead>
<tr>
<th>Series</th>
<th>Type of File</th>
<th>Disposition</th>
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<tbody>
<tr>
<td>801-01</td>
<td>GENERAL GEOSPATIAL FILES</td>
<td>Superseded by:</td>
</tr>
<tr>
<td></td>
<td>These files relate to the geospatial program and are not identified elsewhere in this 800 series. It includes general correspondence, memos, and related information of a non-policy nature.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Recordkeeping copies (paper, electronic or both).</td>
<td>Destroy/delete when 2 years old.</td>
</tr>
<tr>
<td></td>
<td>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</td>
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801-02 GEOSPATIAL STUDIES, REQUIREMENTS, AND PLANS
Studies prepared to furnish background information or solve problems in geospatial activities, including digests of facts pertaining to geospatial matters; studies of technical, procedural, and production problems; sources of methods used; and background information or reports. Files include published copy of the POM, assessment graphics, quarterly progress graphics, directives, statutes, reports, correspondence, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing geospatial programs.

Superseded by:
DAA-GLS-2016-0011 - 0002
DATE (MM/DD/YYYY): 7/26/18
NIMA RECORDS SCHEDULE

a. Office responsible for preparation: Recordkeeping copies (paper, electronic or both).

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

801-03 GEOSPATIAL CONFERENCES
Files created by conferences having international or domestic interagency membership which concern the geospatial activities of member organizations. Included are conference reports, operational relationships and areas of responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

a. Office assigned functional program responsibility: Recordkeeping copies (paper, electronic or both).

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

Superseded by:

DAA-GAE-000-000-0002
DATE (MM/DD/YYYY): 7/25/18

PERMANENT
Cutoff on completion and retire 2 years later to a records storage facility. Transfer to NARA 25 years after cutoff.

TEMPORARY
Destroy/delete when superseded or obsolete.

Superseded by:

DAA-GAE-000-000-0002
DATE (MM/DD/YYYY): 7/25/18

PERMANENT
Cutoff on termination of conference or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

TEMPORARY
Destroy/delete when superseded or obsolete.

Superseded by:

DAA-GAE-000-000-0002
DATE (MM/DD/YYYY): 7/25/18

PERMANENT
Cutoff on completion and retire 2 years later to a records storage facility. Transfer to NARA 25 years after cutoff.

TEMPORARY
Destroy/delete when superseded or obsolete.
Superseded by:
DAA-GS 2016-0006-0002

DATE (MM/DD/YYYY): 7/25/18

NIMA RECORDS SCHEDULE

801-04 GEOSPATIAL PROGRAM FILES
Data created in the establishment and maintenance of comprehensive geospatial programs. Included are operating directives and program documents, change orders to operating program directives, and related data.

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

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

Superseded by:
DAA-GS 2016-0006-0002

DATE (MM/DD/YYYY): 7/25/18

801-05 GEOSPATIAL SOURCE DATA FILES
Geographic information covering cultural and physical aspects of a country or regional area for support of map programs maintained as an Area Research Data Bank. Included are area documents of boundaries sovereignty, cities, towns, communications, culture features (industries, public works,
NIMA RECORDS SCHEDULE

landmarks, military data), drainage and
water resources, railroads, roads, highways,
terrain features, vegetation and woodland,
weather and climate, park lands, forests,
search requirements (gaps in information and
sources to be exploited) and related data.
Also included are data reflecting current
information necessary for map compilation,
tourist information, and diplomatic facility
information.

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

Superseded by:

DAA-GS-2016-0015-0002
DATE (MM/DD/YYYY): 7/25/18

WORK ASSIGNMENT FILES
Assignment of map and chart projects
including assignments to units under
operational control.

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

Superseded by:

DAA-GS-2016-0015-0002
DATE (MM/DD/YYYY): 7/25/18

QUALITY SURVEILLANCE FILES
Contains product inspection records and
summaries, procedures and systems reviews
and summaries, discrepancy and corrective
action records and summaries, quality trend
charts and summaries, quality inspections,
and related data. Also included are special
survey records, staff summary reports, and
related data.

a. TEMPORARY
Destroy/delete or offer to the Library
of Congress when superseded, obsolete,
or no longer needed.

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

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

a. TEMPORARY
Destroy/delete 1 year after completion
of assignment.

b. TEMPORARY
Destroy/delete within 180 days after
recordkeeping copy has been produced.
NIMA RECORDS SCHEDULE

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

Superseded by:

DIA-GASGON-0016-0002

b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

DATE (MM/DD/YYYY): 7/26/18

GEOSPATIAL PROJECT HISTORY FILES

Project history data which can define and delimit areas charted, contents of charts, and delimit areas. May also include methods used, reports, specific references, and other data basic to the content (currency), accuracy, and reliability of charts, maps and publications.

a. Office responsible for preparation:
Recordkeeping copies (paper, electronic or both).

b. TEMPORARY
Destroy/delete 1 year after action has been completed.

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

801-08

a. PERMANENT
Cutoff on termination of project or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

Superseded by:

DIA-GASGON-0016-0002

b. Other offices: Recordkeeping copy (paper, electronic or both).

c. Paper records maintained separately from the recordkeeping system.

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

DATE (MM/DD/YYYY): 7/25/16

a. TEMPORARY
Destroy/delete when no longer needed.

c. TEMPORARY
Destroy when 180 days old.

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

801-09

GEOSPATIAL INDEX

Base maps and charts maintained as guides in planning, annotated to show the extent or order of surveying, charting, and mapping operations.

801-09

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

Superseded by: DAA-GAS-004-000-000

DATE (MM/DD/YYYY): 7/26/18

NIMA RECORDS SCHEDULE

a. TEMPORARY
Destroy 1 year after superseded.

b. TEMPORARY
Destroy when 180 days old.

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

d. TEMPORARY
Destroy/delete when no longer needed.

e. TEMPORARY
Destroy when 180 days old.

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

e. TEMPORARY
Destroy/delete when no longer needed.

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

e. TEMPORARY
Destroy/delete when no longer needed.

e. TEMPORARY
Destroy/delete when no longer needed.
801-11  SPECIAL PROJECTS AND NON-STANDARD PRODUCTS
Unique, one-time production or special projects or non-standard products not covered elsewhere in this schedule and not mass produced with a record copy designated for permanent retention.

Superseded by:
DAA-0537-2004-001
DATE (MM/DD/YYYY): 3/27/18

a. Office responsible for the project or product: Recordkeeping copies (paper, electronic, or both).

Superseded by:
DAA-GA320L-001-002
DATE (MM/DD/YYYY): 7/25/18

b. Other offices: Recordkeeping copies (paper, electronic, or both).

d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

801-12  QUESTIONNAIRE SURVEYS
Questionnaires relating to surveys to determine user requirements or to evaluate products designed to satisfy previously determined requirements.

Superseded by:
DAA-GA320L-001-002
DATE (MM/DD/YYYY): 7/25/18

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

Superseded by:
DAA-GA320L-001-002
DATE (MM/DD/YYYY): 7/25/18

b. Paper records maintained separately from the recordkeeping system.

Superseded by:
DAA-GA320L-001-002
DATE (MM/DD/YYYY): 7/25/18

a. TEMPORARY
Cut off at end of survey period. Destroy when 5 years old or on discontinuance, whichever is first.

b. TEMPORARY
Destroy when 180 days old.
Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. Destroy/delete within 180 days after recordkeeping copy has been produced.

Superseded by: DAA-GA32-016-0016-0002

DATE (MM/DD/YYYY): 7/26/18
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/