

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 NI-537-03-3	
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY		Date Received 12/10/03	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6-25-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>3</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 8 May 2003	SIGNATURE (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 GRS OR SUPERSEDED JOB CITATION	10.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		

115-109

PREVIOUS EDITION NOT USABLE

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

5/14/03

22 copies sent to [unclear] ASW/ETM

208 Series - MANPOWER RESOURCES AND UTILIZATION FILES

These files relate to the basic provisions, such as financial management regulations for manpower supply by legislative or other competent authority.

Series	Type of File	Disposition
208-01	MANPOWER STRUCTURE FILES Documents related to the establishment or change in workforce, formulation of authorization or limitation on strength by rank, grade, or similar categories and manpower objectives.	
	a. Recordkeeping copies (paper, electronic, or both)	a. TEMPORARY Cut off at the end of 6 years. Retire to a records storage facility. Destroy/delete 10 years after cutoff.
	b. Paper records maintained separately from the recordkeeping system.	b. TEMPORARY Destroy/delete when 180 days old.
	c. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	c. TEMPORARY Destroy/delete within 180 days after record keeping copy has been produced.

Series	Type of File	Disposition
208-02	<p>ALLIED FORCE STRENGTH FILES. Documents reflecting military strength and manpower resources of friendly nations. Included are tables, charts, letters, and similar or related documents.</p>	<p>a. TEMPORARY Destroy when superseded, obsolete or no longer needed.</p> <p>b. TEMPORARY Destroy/delete within 180 days after record keeping copy has been produced.</p>
208-03	<p>MANPOWER AUTHORIZATION FILES Records and supporting papers reflecting manpower spaces allocated to successive echelons of NIMA. These files consist of the authorizations \$T (Pay and Manpower Division) grants to NIMA organizations, authorization vouchers, manning levels, or other instruments which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments, and similar or related documents.</p>	

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 recordkeeping copies.

a. **TEMPORARY** Transfer to a records storage facility when 6 years old. Destroy/delete when 10 years old.

b. **TEMPORARY** Destroy/delete when 180 days old.

c. **TEMPORARY** Destroy/delete within 180 days after record keeping copy has been produced.

NIMA RECORDS CONVERSION TABLE
208 SERIES

DMA FILE

NEW NIMA FILE

208-01	208-01
208-02	208-01
208-03	DELETED
208-04	208-02
208-05	208-03
208-06	DELETED
208-07	DELETED
208-08	DELETED
208-09	DELETED
208-10	DELETED
208-11	DELETED

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/>