

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-537-03-4	
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY		Date Received 12/19/02	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 7-29-03	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>7</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: (b)(3) <input type="checkbox"/> has been requested.			
DATE 14 May 03	SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	TITLE (b)(3)	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached sheets	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

5/19/03 115-109

PREVIOUS EDITION NOT USABLE

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

34 copies sent to Agency, NWMW

NIMA RECORD SCHEDULE

210 Series - INSPECTOR GENERAL FILES

These files relate to the planning and execution of external NIMA Inspector General audits, evaluations, investigations, intelligence oversight inspections of NIMA and other related functions.

Series	Type of File	Disposition
210-01	<p>INTELLIGENCE OVERSIGHT INSPECTION REVIEW FILES</p> <p>Documents related to the conduct of intelligence oversight inspections. Included are retained copies of reports sent to the inspected office or organization. Supporting papers essential to the inspection are filed with the report, along with correspondence from the inspected office or organization, indicating corrective action taken.</p>	
	<p>a. Recordkeeping copies (paper, electronic, or both)</p>	<p>a. TEMPORARY Retain the most current file until superseded by a follow-on inspection of the inspected organization.</p>
	<p>b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.</p>	<p>b. TEMPORARY Destroy/delete within 180 days after record keeping copy has been produced.</p>

NIMA RECORD SCHEDULE

210-02 INVESTIGATIVE AND COMPLAINT FILES.

Reports relating to complaints, possible violations or improper procedures concerning NIMA personnel, policies or programs. Also included are investigation reports, letters, memorandums and working papers developed or obtained as a result of investigations or complaints in which someone has made allegations of violations involving fraud, waste, abuse, mismanagement, reprisal, denial of due process pertaining to NIMA personnel, programs, or policies.

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** Cutoff and retire to a records storage facility when 15 years old. Destroy/delete 10 years after cutoff.

NOTE: Historically significant files must be brought to the attention of the National Archives and Records Administration for appraisal on a case-by-case basis.

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

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

NIMA RECORD SCHEDULE

Series	Type of File	Disposition
210-03	EXTERNAL AUDITING PROJECT FILES Records relating to project (case) files of external audits of NIMA programs, operations, and procedures by DoD, GAO, and other external audit agencies. Included are documents such as, pre-audit planning, scheduling, and correspondence, reports, work papers, and follow-up documentation that monitors actions on recommendations made in external audit reports.	
	a. Recordkeeping copies (paper, electronic, or both)	a. TEMPORARY Cutoff on resolution of audit and transfer to a records storage facility. Destroy/delete 20 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.

NIMA RECORD SCHEDULE

Series	Type of File	Disposition
210-04	EXTERNAL AUDITING CORRESPONDENCE FILES Records, related correspondence, memorandum and reports created when responding to requests concerning external auditing functions.	
	a. Recordkeeping copies (paper, electronic, or both)	a. TEMPORARY Destroy/delete when 2 years old.
	b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	b. TEMPORARY Destroy/delete within 180 days after record keeping copy has been produced.

NIMA RECORD SCHEDULE

210A Series - AUDIT AND EVALUATION PROGRAM FILES

These files relate to records created or maintained by the Audit and Evaluation Division where audit and evaluation duties and responsibilities are performed to prevent and reduce waste and fraud, and to enhance the efficiency and effectiveness of NIMA programs, operations, and policies.

Series	Type of File	Disposition
210A-01	AUDIT POLICY AND PROGRAM PROCEDURES Records that define and document the policies required for directing, controlling, and carrying out audit and evaluation operations.	
	a. Recordkeeping copies (paper, electronic, or both)	a. TEMPORARY Cutoff when the most recent record is 10 years old and transfer to a records storage facility. Destroy/delete 20 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 recordkeeping copy has been produced.

NIMA RECORD SCHEDULE

Series	Type of File	Disposition
210A-02	<p>AUDIT AND EVALUATION PLANNING FILES Records relating to audit and evaluation planning process to include procedures, justification, and documentation on selected projects.</p> <p>a. Recordkeeping copies (paper, electronic, or both)</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic recordkeeping copies.</p>	<p>a. TEMPORARY Cutoff when the most recent record is 10 years old and transfer to a records storage facility. Destroy/delete 20 years after cutoff.</p> <p>b. TEMPORARY Destroy/delete when 180 days old.</p> <p>c. TEMPORARY Destroy/delete within 180 days after recordkeeping copy has been produced.</p>
210A-03	<p>AUDIT AND EVALUATION PROJECT FILES Records related to audits, evaluations, and reviews of NIMA programs, operations, and policies, to include documentation related to project planning, work papers, correspondence, reports, and documentation related to plans and actions, taken to</p>	

NIMA RECORD SCHEDULE

implement the recommendations in the audit, evaluation, or review report.

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** Destroy/delete when 8 years old.

NOTE: Historically significant files must be brought to the attention of the National Archives and Records Administration for appraisal on a case-by-case basis.

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

c. **TEMPORARY** Destroy/delete within 180 days after record keeping 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/>