

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-537-03-5</i>	
1. FROM (Agency or establishment) <b>National Imagery and Mapping Agency</b>		Date Received <i>2/14/03</i>	
2. MAJOR SUB DIVISION (b)(3)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION (b)(3)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5. TELEPHONE	DATE <i>4/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>50</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 <i>10/25/02</i>	SIGNATURE OF AGENCY (b)(3)	TITLE	
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 GRS OR SUPERSEDED JOB CITATION	10.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  This series has been coordinated with and approved by the Agency General Counsel.		

*8/1 4/22/05 copies sent to Agency / ...*

**802 Series - GEOSPATIAL SPECIFICATION AND DESIGN FILES.** These files include data defining and delimiting areas to be worked and techniques used in preparation and production. Excluded from these files are publications, such as technical manuals, reports, and other reference data used by the producing activities.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
802-01	<p><b>GEOSPATIAL SPECIFICATIONS AND SYMBOLS</b> Includes specifications, format, and background data regarding preparation/production of geospatial products. Also data that prescribe and standardize the conformation, size, methods of presentation, and use of symbols to depict natural and man-made features. Included are specifications for placement of data; degrees of exaggeration for symbols; accuracy of horizontal/vertical control; accuracy of geodetic positioning of map/chart sheets in consonance with the horizontal and vertical datums; accuracy of source data for compilation; standard marginal data; allowable degree of error for matching sheet edges; standard formats; i.e., style sheets and similar items; standard numbering systems; edition coordination; statistical data and graphic presentations; correspondence; and related data.</p>	<p>a. <b>PERMANENT</b> Cutoff when superseded or obsolete. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.</p> <p>b. <b>TEMPORARY</b> Destroy/delete when superseded or obsolete.</p>
	<p>a. Office assigned functional program responsibility: Recordkeeping copies (paper, electronic or both).</p>	
	<p>b. Other offices: Recordkeeping copies (paper, electronic, or both).</p>	
	<p>c. Paper records maintained separately from</p>	<p>c. <b>TEMPORARY</b></p>

the recordkeeping system.

Destroy when 180 days old.

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

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

802-02

**GEOSPATIAL CONTRACT SPECIFICATIONS**

Specifications which define and control work to be done by contractors in the production of maps and charts. These specifications may pertain to any or all phases of production.

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

a. **TEMPORARY**  
Cutoff at conclusion of contract. Destroy 10 years after end of contract or when obsolete or superseded, whichever is later.

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

b. **TEMPORARY**  
Destroy/delete when superseded obsolete, or when no longer needed.

c. Paper records maintained separately from the recordkeeping system.

c. **TEMPORARY**  
Destroy when 180 days old.

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

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

802-03

**MAP AND CHART CORRECTIONS**

Documents reporting errors or omissions noted on military maps or charts.

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

a. **TEMPORARY**  
Destroy/delete 1 year after publication of corrected map or chart.

b. Paper records maintained separately from

b. **TEMPORARY**

the recordkeeping system.

Destroy 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.

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/>