

<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 <b>N1-537-03-6</b>	
1. FROM (Agency or establishment) <b>National Geospatial-Intelligence Agency</b>		Date Received <b>2/14/03</b>	
2. MAJOR SUB DIVISION <b>(b)(3)</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>(b)(3)</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>(b)(3)</b>	5. TELEPHONE <b>(b)(3)</b>	DATE: <b>6-21-04</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <input type="checkbox"/> has been requested.			
DATE <b>27 Apr 04</b>	SIGNATURE OF AGENCY <b>(b)(3)</b>		TITLE <b>(b)(3)</b>
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 GRS OR SUPERSEDED JOB CITATION	10.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  803 Series		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
PRESCRIBED BY NARA 36 CFR 1228**(5/3/04)**


*21 Copies sent to Agency, NARA MD, NARA E, NARA W*

NGA RECORDS SCHEDULE

803 Series - COLLECTION/ACQUISITION FILES. These files relate to the collection and/or acquisition of geospatial source materials, library functions, captured data, and similar records.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
803-01	<p><b>GEOSPATIAL COLLECTION GUIDANCE AND REQUIREMENTS</b></p> <p>Data created or acquired to assure the availability of current source materials for existing and anticipated geospatial programs. Included are manuals, instructions, guidance letters, correspondence, and data pertaining to assessment and collection actions.</p> <p>a. Office assigned functional responsibility of acquiring and maintaining source materials: 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 the recordkeeping system.</p> <p>d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. <b>PERMANENT</b> Cutoff when superseded or obsolete. Retire 2 years after cutoff to a records storage facility. Transfer to NARA 25 years after cutoff.</p> <p>b. <b>TEMPORARY</b> Destroy/delete when superseded or obsolete.</p> <p>c. <b>TEMPORARY</b> Destroy when 180 days old.</p> <p>d. <b>TEMPORARY</b> Destroy/delete within 180 days after recordkeeping copy has been produced.</p>

NGA RECORDS SCHEDULE

- 803-02 GEOSPATIAL REPORTING FILES**  
Data accumulated in reporting geospatial evaluations and findings. Included are feeder, consolidated, and special reports, and related information.
- a. Office assigned functional program responsibility:
- (1) Consolidated and special reports: Recordkeeping copies (paper, electronic or both).
- (2) Feeder reports and related information. 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.
- a.
- (1) **PERMANENT**  
Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.
- (2) **TEMPORARY**  
Destroy/delete when no longer needed.
- b. **TEMPORARY**  
Destroy/delete when 1 year old.
- c. **TEMPORARY**  
Destroy when 180 days old.
- d. **TEMPORARY**  
Destroy/delete within 180 days after recordkeeping copy has been produced.
- 803-03 CAPTURED GEOSPATIAL DOCUMENTS**  
Documents captured or confiscated in conflict or war time under the provisions of  Disposition not approved. Notify NARA when such collections exist so that an

NGA RECORDS SCHEDULE

international law, including records of appraisal may be conducted.  
foreign governmental, military, private, and  
other institutions. Maintain as separate  
entity to preserve administrative origin and  
arrangement to the fullest extent  
practicable. This description does not  
include captured cryptologic records.

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/>