

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 N1-537-03-7	
1. FROM (Agency or establishment) National Imagery and Mapping Agency		Date Received 2/14/03	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	DATE 6/2/07	ARCHIVIST OF THE UNITED STATES <i>Alan Wentz</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 10/25/02	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 GRS OR SUPERSEDED JOB CITATION	10.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. Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NGA establishes an electronic recordkeeping system, NARA and NGA will develop appropriate transfer instructions to cover the electronic records.		
<i>At 6/26/07 Copies sent to Agency, NWMD, NWME, NWML</i>			

804 Series - GEOGRAPHIC NAMES FILES

These files relate to place-name and linguistic studies and services to DoD and other Federal departments and agencies by the staff of the Congressionally mandated U.S. Board on Geographic Names (USBGN). The files also relate to the development and maintenance of the NGA/USBGN Geographic Names Data Base (GNDB).

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
804-01	GEOGRAPHIC NAMES WORKING FILES Working papers and related documentation used to support the business processes of the organization, particularly the creation and maintenance of the Geographic Names Project History Files (see Item 804-10). The records consist of a wide variety of documentary materials used as source and input information for the process of studying major issues pertaining to foreign place names and determining and defining foreign geographic place names.	
	a. Recordkeeping copies (paper, electronic, or both).	a. TEMPORARY Destroy/delete when 3 years old.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. TEMPORARY Destroy/delete within 180 days after recordkeeping copy has been produced.

GRS 20, Items 13d/14

**GEOGRAPHIC NAMES AGREEMENTS/CONFERENCES
FILES**

Documents relating to agreements and arrangements with US agencies and foreign governments and documents created by conferences having international or domestic interagency membership which are concerned with the USBGN. For example, relationships/agreements with BGN member agencies, legal structures, arrangements and agendas, interagency agreements pertaining to standardization of Antarctic place names as a service to the National Science Foundation, linguistics and toponymic activities agreements, world conferences, approved names by foreign boards/agencies.

a. Office of record: Recordkeeping copies (paper, electronic, or both).

b. Other offices or committee members: 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. PERMANENT

Cutoff at conclusion of program or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

b. TEMPORARY

Destroy/delete when no longer needed for current operations.

c. TEMPORARY

Destroy when 180 days old.

~~**d. TEMPORARY**~~

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

GRS 20, Items 13 & 14

**GEOGRAPHIC NAMES POLICIES AND PROCEDURES
FILES**

Documents relating to mandated US Board on Geographic Names general and specific principles, policies, and procedures for the standardization of foreign place names; guidance for the population and maintenance of the NGA/BGN Geographic Names Data Base; policies and procedures for the production of gazetteers and provision of geographic names guidance to other elements; and basic specifications for source materials and linguistic policies to be followed in the preparation of a foreign geographic names file.

a. Office of record: Recordkeeping copies (paper, electronic, or both).

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

a. **PERMANENT**

Cutoff at conclusion of program or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

~~b. **TEMPORARY**~~

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

GRS 20, Items 13414

804-06

GEOGRAPHIC NAMES COMMITTEE FILES

This file includes minutes and indexes of actions of the U.S. Board on Geographic Names and its committees. Included are standing and advisory committees such as Foreign Names Committee, Advisory Committees on Antarctic Names, and Advisory Committee on Undersea Features.

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

a. **PERMANENT**

Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

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

b. **TEMPORARY**

Destroy/delete when superseded or obsolete.

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 mail and used solely to generate recordkeeping copies.~~

~~d. **TEMPORARY**~~

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

GRS 20, Items 13 & 14

804-07

GEOGRAPHIC NAMES CORRECTION FILES

Documents reporting corrections, changes, editing notes on CIA base maps, texts, name lists, gazetteers, and similar or related materials.

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

a. **TEMPORARY**

Destroy/delete when 2 years old.

b. Documents generated through research of definitions of cultural and physical features including notation of those countries in which the defined features occurred. Recordkeeping copies (paper, electronic, or both).

b. **TEMPORARY**

destroy/delete when superseded or obsolete.

~~c. Electronic copies of records created using word-processing systems or electronic mail and used solely to create recordkeeping copies.~~

~~c. **TEMPORARY**~~

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

GRS 20, Items 13+14

804-08

GEOGRAPHIC NAMES STUDY FILES

Documents include technical studies prepared to furnish background information or solve problems in regards to Geographic Names activities. For example, agreements, BGN glossaries, correspondence, decisions, linguistic studies, name lists, conventional name studies, and database studies.

a. Office of record: Recordkeeping copies (paper, electronic, or both).

b. Other offices.

~~c. Electronic copies of records created using word processing systems or electronic mail and used solely to create recordkeeping copies.~~

a. **PERMANENT**

Cutoff at conclusion of program or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

b. **TEMPORARY**

Destroy/delete when no longer needed.

~~c. **TEMPORARY**~~

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

GRS 20, Items 13414

804-10

GEOGRAPHIC NAMES PROJECT HISTORY FILES

Documents produced for Geographic Names use which define agreements, contract specifications, correspondence cost analysis and estimate of time, directions for treatment of geographic names, glossaries, linguistics policy and systems, planning studies, procedures, production reports and project summaries and project assignment instructions.

a. Office of record: Recordkeeping copies: (paper, electronic, or both).

b. Other offices.

~~c. Electronic copies of records created using word processing systems or electronic mail and used solely to create recordkeeping copies.~~

a. **PERMANENT**

Cutoff at conclusion of program or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

b. **TEMPORARY**

Destroy/delete when no longer needed.

~~c. **TEMPORARY**~~

~~Destroy/delete within 180 days after recordkeeping copy has been produced~~

GRS 20, Items 13414

GEOGRAPHIC NAMES DATA BASE

The GNDB documents the official standard foreign geographic feature names approved by the BGN and maintained by the NGA. The GNDB contains information on approximately six million physical and cultural geographic features located worldwide, excluding the United States and Antarctica. The Federally recognized name of each feature described in the database is identified, and references are made to a feature's location by region, feature classification, geopolitical entity and administrative division, and geographic coordinates. The NGA provides online, public access to GNDB data through the GEONet Names Server (GNS).

a. Source Data. Input data, including microfilm, electronic, or paper inputs.

b. Stored Data. Data stored in GNDB relational tables.

c. Documentation. Technical documentation required to operate, maintain, and use the GNDB, including systems specifications, file specifications, codebooks, record layouts, user guides and manuals, and related records.

d. GEONet Names Server electronic data. Electronic extract data derived from the GNDB and supporting technical documentation.

a. TEMPORARY. Destroy when no longer needed for agency business or after source data has been edited for accuracy, verified, input, and stored in GNDB.

NOTE: This disposition does not apply to the Geographic Names Card Files (Item 804-13).

b. TEMPORARY. Destroy or delete data when no longer needed for agency business.

c. TEMPORARY. Destroy or delete when superseded, obsolete, or no longer needed for agency business.

d. PERMANENT. Cut off at end of calendar year every 5 years and transfer a snapshot to NARA with supporting technical documentation.

804-13

GEOGRAPHIC NAMES CARD FILES

This item covers a centralized card file of foreign place names accumulated by the U.S. Army Map Service and successor agencies, including the Defense Mapping Agency (DMA), for the period 1945 through 1995. The records consist of four-by-six-inch index cards documenting foreign place names and changes regarding particular place names over time. Each card provides information about the type of geographic feature, geographic coordinates, country information, sources of information about place names, and remarks about changes, decisions, actions, or related comments about particular place names. This card file represents the central source of primary U.S. Government information about foreign place names for the period covered. This is a non-recurring item designed to deal with legacy records, which are not being actively created or maintained in this format any longer.

Recordkeeping copy.

PERMANENT

Transfer to NARA immediately.

804-14

**GEOGRAPHIC NAMES AREA CLASSIFICATION/FIPS 10
FILE**

Documents pertaining to the Federal Information Processing (FIP) Standard No. 10 "Countries, Dependencies, Areas of Special Sovereignty, and their Principal Administrative Divisions" and associated codes and standards.

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

a. **TEMPORARY**
Destroy/delete when superseded or obsolete

~~b. Electronic copies of records created using word processing systems or electronic mail and used solely to create recordkeeping copies.~~

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

GRS 20, Items 13414

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/>