

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 <i>NI-537-03-8</i>	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency		Date Received <i>2/14/03</i>	
2. MAJOR SUB DIVISION <i>(b)(3)</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>(b)(3)</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>(b)(3)</i>			
5. TELEPHONE <i>(b)(3)</i>		DATE <i>1/16/06</i>	ARCHIVIST OF THE UNITED STATES <i>Adela Wawer</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 _____ 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>5 Dec 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>(b)(3)</i>	TITLE <i>(b)(3)</i>	
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 GRS OR SUPERSEDED JOB CITATION	10.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 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.		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228*(1/16/06)**SA 1/20/06 copies sent to [unclear], NWM, NWMG, NWM*

Unclassified

NGA RECORD SCHEDULE

805 Series - AERONAUTICAL CHARTING AND FLIGHT INFORMATION FILES

These files include various forms of aeronautical, targeting, and weather charts; projects; sensor simulation plates and similar products; and the various flight information products.

Series	Type of File	Disposition
805-01	AERONAUTICAL DATA Consists of flight planning documents, enroute charts, terminal flight information, publications airfield information (database elements, textual elements, and graphics), aeronautical source and data (electronic and hardcopy) used to establish, change, evaluate, or confirm safety of navigation elements, vertical obstructions, services and hazards, airfield descriptions, Notice to Airmen (NOTAM), both internally and externally produced, NFDDs FILs, data provided by other government agencies both foreign and domestic, and all related and similar data used in the maintenance and preparation of safety of navigation products and data.	

Unclassified

NGA RECORD SCHEDULE

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

a. **TEMPORARY.** Destroy/delete 10 years after current operations.

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 record keeping copy has been produced.

805-02

CHARTING SOURCE MATERIAL

This file includes geodetic control data; terrestrial and aerial photographs and charts; evaluated reports of prior mapping, hydrographic, magnetic, gravimetric, oceanographic, and meteorological data and descriptive or related intelligence reports.

a. Original or unique: Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY.** Destroy/delete 10 years after current operations.

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

b. **TEMPORARY.** Destroy/delete when no longer needed to support production programs.

c. Paper records maintained separately from the recordkeeping system.

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

d. Electronic copies of records

d. **TEMPORARY.** Destroy/delete within 180

Unclassified

NGA RECORD SCHEDULE

created using word processing systems and electronic mail and used solely to generate recordkeeping copies. days after recordkeeping copy has been produced.

805-03

AIR TARGET MATERIALS (ATM)

Data created during processing of ATM geospatial products and resulting n schedules, resources and use of new products; maintenance of inventory items; production and maintenance of horizontal and vertical positions for strategic and tactical uses as navigational and strike reference positions; and similar data.

a. Office assigned functional program responsibility: Recordkeeping copies (paper, electronic or both).

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

c. Paper records maintained separately from the recordkeeping system.

a. **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.

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

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

Unclassified

NGA RECORD SCHEDULE

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

d. **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/>