

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 N1-537-03-10	
1. FROM (Agency or establishment) National Imagery and Mapping Agency		Date Received 2/14/03	
2. MAJOR SUB DIVISION Analysis & Production Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
			ARCHIVIST OF THE UNITED STATES WITHDRAWN
<p>6. AGENCY CERTIFICATION</p> <p>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>20</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and the written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE 10/25/02	SIGNATURE OF AGENCY REPRESENTATIVE (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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See attached sheets</p> <p>This series has been coordinated with and approved by the Agency General Counsel.</p>		

re 4/4/08 copies sent to agency

807 Series - GRAVITY FILES

These files relate to gravity phenomenon, collectively considered, exhibited by the earth and its atmosphere, and by extension of the gravity phenomena in interplanetary space. (NIMA is responsible for maintaining the gravity database for DoD with over 44 million points on or near the Earth's surface where gravity has been measured.)

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
807-01	<p>GRAVITY DATA AUTOMATED FILES. These files contain gravity data recorded for interpretation.</p> <p>a. DoD Gravity Library 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 recordkeeping copies.</p>	<p>a. PERMANENT Retire to NARA on inactivation of the Agency.</p> <p>b. TEMPORARY Destroy/delete when superseded or obsolete.</p> <p>c. TEMPORARY Destroy when 180 days old.</p> <p>d. TEMPORARY Destroy/delete within 180 days after recordkeeping copy has been produced.</p>

807-02

SOURCE INDEX FILES

A file by subject, title, authority, and source number, providing recovery capabilities for DoD Gravity Library. Updated and distributed to other agencies and users.

a. Office of primary responsibility: 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 on inactivation of the Agency.

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

b. **TEMPORARY**
Destroy/delete 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.

807-03

BASIC AND/OR FIELD RECORDS OF THE GEODESY DATA FILES

Data derived from satellite tracking systems or conventional surveys, such as gravity, astronomic, traverse, triangulation, or observed data. Data may initially be processed by organization performing the survey.

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

a. **PERMANENT**
Cutoff when no longer needed for current operations. Retire to a records storage

facility on cutoff. Transfer to NARA 25 years after cutoff.

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

b. **TEMPORARY**
Destroy/delete when no longer needed for current operations.

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.

807-04

GRAVIMETRY AND ISOSTASY FILES

Data consisting of derived gravity products, historical reports, reports of results of specific gravimetric surveys, isostatic reductions, and positions determined for gravimetric surveys.

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

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. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY**
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/>