



NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

**Date:** June 17, 2019

**Reply to Attn of:** Ann Gillette, ACR2

**Subject:** Job number NC1-456-82-1 and N1-537-03-011

**To:** Memo to File

NGC has approved use of NC1-456-82-1, item 808-07 to allow transfer for permanent records to the National Archives and Records Administration. N1-537-03-011, item 808-07 should not be used to transfer permanent records to the National Archives, as these records were not approval under that schedule. NGA is encouraged to reschedule this records series as soon as possible, and is not authorized to take any action on temporary items that fall under the NC1-456-82-1 schedule.

<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 <u>N1-537-03-11</u>	
1. FROM (Agency or establishment) <b>National Geospatial-Intelligence Agency</b>		Date Received <u>2/14/03</u>	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <u>2/26/03</u>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>2</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 (b)(3)			
DATE <u>30 Aug 07</u>	SIGN <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.			

(9/10/07)

**808 Series - GEODETIC FILES**

These files relate to acquiring, analyzing, reducing, evaluating, and distributing geodetic and geophysical information required by NGA.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
808-01	<p><b>GEODETIC REFERENCE FILES</b> Data consisting of material which has repetitive or multiple applications. Included are published processed reports, studies, and other publications containing geodetic data usually maintained in library-type activities; maintenance copies of map overlays, indexes, list errata; electronic media data used for data storage; and similar items maintained in operating elements on a continuing basis.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. <b>TEMPORARY</b> Destroy/delete or offer to the Library of Congress when superseded or obsolete.</p> <p><del>b. <b>TEMPORARY GRS 20, Items 13+14</b> Destroy/delete within 180 days after recordkeeping copy has been produced.</del></p>
808-02	<p><b>FIELD SURVEY RECORDS</b> Field notebooks or other media recording data derived during the progress of satellite tracking surveys or conventional geodetic surveys. For example, Doppler, GPS, astronomic, triangulation, traverse trilateration, and leveling observations; horizontal control field survey books such as horizontal direction and angle, baseline data, distance measuring, and astronomic observation books; and vertical control</p>	

field survey books such as spirit level, altimeter leveling, and zenith distance observation books.

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

- (1) Microfilm, electronic or digital.
- (2) Tape files.
- (3) Field notebooks.

~~Disposition Not Approved  
(1) PERMANENT. Cutoff and retire to NARA when no longer required for current mission.~~

~~Disposition Not Approved  
(2) TEMPORARY. Destroy when superseded or obsolete.~~

~~Disposition Not Approved  
(3) TEMPORARY. Destroy after approval or archival microfilm or other media. Field notebooks pertaining to a foreign country should be returned to that country through the State Department.~~

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 mail and used solely to generate recordkeeping copies.

~~c. **TEMPORARY** GRS 20, Items 13 & 14  
Delete within 180 days after recordkeeping copy has been produced.~~

808-03

**CONTROL POINT DESCRIPTIONS**

Consists of location descriptions of geodetic control monuments to include drawings, sketches, photographs and other documents that aid in the recovery of geodetic control monuments.

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

b. **TEMPORARY**

Destroy/delete when no longer needed to support production.

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** GRS 20, Items 13+14~~

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

808-04

**CONTROL PHOTOGRAPHY FILES**

Field control photography, pinpricked in the field, which depicts exact location of horizontal or vertical ground control stations; picture points; and accuracy test points. Office control photography, pinpricked in the office which depicts exact location of horizontal or vertical ground control stations; location of pass points and exact location of nadir points.

a. Field control photographs

a. **PERMANENT**

Cutoff when superseded or obsolete. Retire to NARA 2 years after cutoff.

b. Office control photographs

b. **TEMPORARY**

Destroy/delete upon completion of mapping project if positions or points have been determined photogrammetrically.

c. All other photographs

c. **PERMANENT.**

Cutoff when superseded or obsolete. Retire to NARA 2 years after cutoff.

808-05

**PLANETABLE FIELD SURVEY DRAWINGS**

Manuscript maps covering a prescribed area prepared in the field from local observations and measurements. Included are uncontrolled maps made in connection with field reconnaissance, traverse surveys, and general sketches of areas.

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

b. Paper records maintained separately from the recordkeeping system.

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

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. **TEMPORARY**

Destroy when 180 days old.

~~c. **TEMPORARY** GRS 20, Items 13 + 14  
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-06

**PRELIMINARY GEODETIC CONTROL DATA**

Data initially processed by foreign countries and other U.S. Government Agencies performing the survey on computations, and are maintained in the DoD Geodetic Library. The data are maintained as sole source until completion of final computations or adjustments for a particular project. For example, data concerning engineer drawings; geographic positions; grid coordinates; leveling data; baseline measurements; astronomic data; tidal benchmark data; control diagrams; survey project reports; geodetic control cards; lists and abstracts of directions, computations, and adjustments of triangles; computations and conversions of geographic positions, conversions of rectangular coordinates; computations and

adjustments of traverses; observations; satellite data; terrain profile recorded data; electronic distance measurements.

a. 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. **TEMPORARY**

Destroy/delete when five years old.

~~b. **TEMPORARY GRS 20, Items 13 + 14**~~

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

808-07

**FINAL GEODETIC CONTROL DATA FILES**

Final adjusted or reduced values derived from satellite tracking systems or conventional geodetic surveys, such as GPS and Doppler observations, astronomic, triangulation, trilateration, or traverse, maintained in the DoD Geodetic Library. For example: Astronomic latitude, longitude, and azimuth records, limited to computations; summary and solution sheets; result cards; and radio and chronometer comparison sheets. Also electronic distance measurements, baseline measurements limited to reduce chord distances, mean sea level distances, and summary of results. Calibration data pertaining to tape,

instrument, or other equipment calibration/constants. Vertical control data limited to: abstracts of spirit leveling, zenith distances, and target heights; "C" factor determinations, final adjustment of elevations, tidal benchmark records, and final computations. Horizontal control data, limited to abstracts of directions, lists of directions, and final adjustments. Project reports, evaluation reports, and reconnaissance reports. Final diagrams of horizontal and vertical control

and control photograph plots. Final master control data cards and Doppler receiver geodetic summary cards. Satellite systems data including observed data on magnetic tape, precise ephemeris on magnetic tape, Doppler point position solutions, and orbit determinations.

6/26/19 - Transfer of permanent items authorized under NCI-456-82-1, 808-07. See memo to file 6/17/19. ASG

a. DoD Geodetic Library (except that listed in b. below). Paper, electronic or both.

~~a. PERMANENT Disposition Not Approved  
Cutoff when superseded or obsolete.  
Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.~~

b. Horizontal control data on abstracts of directions for third- and lower-order control measurements and satellite systems data.

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 mail and used solely to generate recordkeeping copies.

~~d. TEMPORARY GRS 20, Items 13 + 14  
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-08

**GEODETIC RESEARCH DATA FILES**

Research data obtained in the field of geodesy on satellite, lunar, occultation, experimental physics, datum geoid, and similar types of research projects.

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

~~a. PERMANENT Disposition Not Approved  
Cutoff on completion of project. Retire 1 year after cutoff to a records storage facility. Transfer to NARA 25 years after cutoff.~~

b. DoD Geodetic Library recordkeeping copies (paper, electronic or both).

~~b. **PERMANENT/TEMPORARY** *Disposition Not Approved*  
Records determined as unique will be offered to NARA when superseded or obsolete. Destroy/delete or offer to the Library of Congress all others 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** *GRS 20, Items 13 & 14*  
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-09

**PRELIMINARY GEODETIC COMPUTATION FILES**

Preliminary computations made prior to final computations, adjustment of triangulation, traverse, and leveling.

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

a. **TEMPORARY**  
Destroy/delete on completion of all final computations for a particular project.

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 mail and used solely to generate recordkeeping copies.

~~c. **TEMPORARY** *GRS 20, Items 13 & 14*  
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-10

**GEOGRAPHIC POSITION AND UNIVERSAL TRANSVERSE MECA TOR COORDINATE FILES (UTM)**

Listing of the geographic position, UTM coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas.

Tabulations are arranged by country and quadrangle areas and provide UTM coordinates and an index to the control established by the surveying organizations of each country.

a. DoD Geodetic Library recordkeeping copies (paper, electronic or both).

~~a. **PERMANENT** Disposition Not Approved  
Cutoff when superseded or obsolete.  
Retire to a records storage facility upon cutoff. Transfer to NARA 25 years after cutoff.~~

b. Other offices' recordkeeping copies (paper, electronic, or both).

b. **TEMPORARY**  
Destroy/delete 1 year after superseded or obsolete.

[REDACTED]

[REDACTED]

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

~~c. **TEMPORARY** GRS 26, Item 13 + 14  
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/>