

<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>N1-537-03-13</b>	
1. FROM (Agency or establishment) <b>National Imagery and Mapping 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)</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	DATE <b>6-5-03</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6. AGENCY CERTIFICATION</b> 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 <b>2</b> 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 <b>10/25/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>(b)(3)</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*Handwritten note:* 4 copies sent to Agency, NWMG, NWMNE, NWMWA

## NIMA RECORDS SCHEDULE

### 810 Series - GEOSPATIAL POLICY AND ARRANGEMENTS

These files relate to the general management and evolution of geospatial policy and arrangements. Included are files related to classification decisions and security policy in regards to the disclosure and release of geospatial data and products. Included are files pertaining to international and interagency arrangements.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
810-01	<b>GEOSPATIAL POLICY</b> Includes formal records of geospatial policy decisions based on product lines, data or information and formal delegation of authority correspondence.  a. Office responsible for preparation: 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.	<b>a. PERMANENT</b> Cutoff when no longer needed for current operations. Retire to a records storage area after cutoff. Transfer to NARA when 30 years old or when no longer needed for current operations, which ever is later.  <b>b. TEMPORARY</b> Destroy/delete when no longer needed for current operations.  <b>c. TEMPORARY</b> Destroy/delete when 180 days old.  <b>d. TEMPORARY</b> Destroy/delete within 180 days after recordkeeping copy has been produced.
810-02	<b>GEOSPATIAL SECURITY POLICY</b> Includes security policy with regards to disclosure or release of geospatial products (to include software), data or information to DoD and Intelligence Community customers, individual foreign governments, operational coalitions, international or multinational	

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organizations, U.S. federal civil agencies, first responders, and others covered by letter or memorandum of agreement, memorandum of understanding, or other appropriate correspondence.

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

a. **TEMPORARY**

Destroy/delete when superseded, obsolete, or when no longer needed for current operations, whichever is later.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY**

Destroy/delete 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**

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

810-03

### **GEOSPATIAL ARRANGEMENTS**

Files relating to agreements and arrangements with U.S. agencies and foreign governments concerning worldwide mapping, charting, and geodesy. Included are international cooperative agreements, international standardization agreements, exchange agreements, and specific operational arrangements (MOUs and MOAs) within the framework of ratified agreements.

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

a. **PERMANENT**

Cutoff when no longer needed for current operations. Retire to a records storage area after cutoff. Transfer to NARA when 30 years old or when no longer needed for current operations, which ever is later.

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

b. **TEMPORARY**

Destroy/delete when 2 years old or when no longer needed for current operations.

## NIMA RECORDS SCHEDULE

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.

c. **TEMPORARY**

Destroy when 180 days old.

d. **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/>