

<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>NI-537-03-14</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)(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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (b)(3)		DATE <b>6-18-03</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>5</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)(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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*24* copies sent to Agency, NWMD, NWME, NWMA

NIMA RECORDS SCHEDULE

**811 Series - DISTRIBUTION AND STORAGE FILES**

These files pertain to control of the worldwide DoD map, chart, and geodesy requirements, procurement, inventory management, cataloging, distribution, and operations of storage.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
811-01	<p><b>STORAGE IDENTIFICATION, INSPECTION, AND REPORTING FILES</b></p> <p>Data on the identification, classification, and inspection of items in storage or received for storage, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition. Included are surveillance inspection reports, quality history records, test data, stock discrepancy reports, classification reports, registers maintained for storage control purposes, and reports relating to overall storage operations.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Electronic copies or records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. <b>TEMPORARY</b> Destroy/delete when 2 years old.</p> <p>b. <b>TEMPORARY</b> Destroy/delete within 180 days after recordkeeping copy has been produced.</p>
811-02	<p><b>MAP SERIES AND STOCK LEVEL FILES</b></p> <p>Data created by map distribution activities in the establishment and maintenance of stock levels sufficient to satisfy requirements of elements serviced. Included is review of maps and map series to determine which will be maintained as active distribution items.</p>	

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 when superseded or obsolete.

b. **TEMPORARY**

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

**811-03**

**MAP REQUISITION FILES**

Compilation records and supporting papers containing job specifications and specific reference to aerial photos and other source materials used for cultural and natural features, place names, boundary lines, and similar data basic to the content, accuracy, and reliability of mapping and charting.

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 when 2 years old.

b. **TEMPORARY**

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

**811-04**

**ISSUE HISTORY AND SUPPLY REPORTING FILES**

Data reflecting the record of each material request release order and all supply actions taken on the request. Also included are reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status reports and reports on the status of equipment.

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

a. **TEMPORARY**

Put in inactive file when 1 year old. Destroy/delete 1 year later.

b. **TEMPORARY**

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

recordkeeping copies.

**811-05 PUBLIC SALE OF NIMA PRODUCTS**

Request for and issuance of NIMA products, such as copies of cash sale invoices, monthly statements of issues of sales to agents, quarterly statements, issue invoices, credit invoices for cancelled or obsolete charts and publications, and shipping orders. (See Series 300 for accounting and disbursing records.)

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 1 year after action has been completed.

b. **TEMPORARY**

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

**811-06 STOCK DUE-IN AND REQUISITION STATUS FILES**

Data reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for purposes of warehouse space utilization planning. Included are copies of requisitions and their status, purchase orders, shipping and delivery orders, requisition registers, and similar documents; but excluded are documents when filed with vouchers to the stock record account.

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

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

a. **TEMPORARY**

Destroy/delete 3 months after receipt of shipment, or when action has been completed, whichever is later.

b. **TEMPORARY**

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

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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.

811-07

**STOCK INVENTORY, RECONCILIATION AND CONTROL**

Stock establishment, balances, and amendment of stock levels. Data used for purposes of inventory, reconciliation, adjustment, or revision of stock balance or level.

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

a. **TEMPORARY**

Destroy/delete when 1 year old.

b. Electronic copies or 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.

811-08

**FOREIGN GOVERNMENT RECEIPTS**

Data bearing the signature of a representative of a foreign government or other duly authorized representative, such as freight forwarder, carrier, or in-country representative. Normally, files consist of, but are not limited to signed supply manifests including supporting manifest copies of shipping data, U.S. Postal Service receipts, and other types of records evidencing receipt of material from NIMA by a foreign country.

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

a. **TEMPORARY**

Cutoff and retire to a records holding facility when 2 years old.  
Destroy/delete 10 years after cutoff.

b. Paper records maintained separately from the recordkeeping copies.

b. **TEMPORARY**

Destroy when 180 days old.

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

c. **TEMPORARY**

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

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recordkeeping copies.

recordkeeping copy has been produced.

811-09

**LOCATOR RECORDS**

Data used as a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control, location identification, and similar data.

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

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

b. Electronic copies or 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.

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/>