

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-537-03-15</i>	
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY		Date Received <i>4/18/03</i>	
2. MAJOR SUB DIVISION (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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)			
5. TELEPHONE (b)(3)		DATE <i>8-4-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>5</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 not required <input type="checkbox"/> is _____; or <input type="checkbox"/> has been requested.			
DATE <i>14 Apr 03</i>	SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <i>See attached sheets</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

SH copy sent to Agency, NARA

206 Series - POLICY DOCUMENTS AND FORMS MANAGEMENT FILES

These records concern the development, administration and evaluation of policy documents and forms. They include the initiation, preparation, and coordination of these programs.

Series	Type of File	Disposition
206-01	INTERNAL POLICY RECORD SETS This file contains one copy of all policy documents or similar data issued by NIMA. Also included is the signed staff summary sheet indicating approval and coordination correspondence recording significant decisions affecting the policy. Each folder of the collection will be distinctly marked RECORD SET.	
	a. Recordkeeping copies (paper, electronic or both).	a. PERMANENT Cut off annually or when superseded or obsolete. Retire to a records storage facility. 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 mail and used solely to generate recordkeeping copies.	c. TEMPORARY (GRS 16/15)

206-02

~~FORMS POLICY, PROCEDURE AND GUIDANCE FILES~~

~~This file contains copies of internal and external directives, correspondence, comprehensive plans, and similar actions outlining policy and procedures to ensure compliance and prevent waste, fraud, and mismanagement.~~

~~a. Recordkeeping copies (paper, electronic or both). a. TEMPORARY (GRS 16/14a,b)~~

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. TEMPORARY (GRS 16/15)~~

206-03

~~FORMS TRACKING AND EVALUATION FILES~~

~~These files are used to ensure the completion and timeliness of submission of feeder reports including schedules of evaluation, interim reporting, lists of offices required to report, records that identify program internal control weaknesses, corrective actions taken to resolve weaknesses, and correspondence relating to program performance.~~

~~a. Recordkeeping copies (paper, electronic or both). a. TEMPORARY (GRS 16/14c)~~

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate b. TEMPORARY (GRS 16/15)~~

recordkeeping copies.

206-04

BIENNIAL FORMS SURVEY FILES

This file includes notification of visits, reports of visits, corrective actions taken, copies of surveys sent to offices, survey responses, consolidated report of survey results, and related data.

a. Recordkeeping copies (paper, electronic, or both). a. ~~TEMPORARY~~
(GRS 16/14e)

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. TEMPORARY (GRS 16/15)~~

206-05

FORMS NUMBER ASSIGNMENT REGISTER

This file includes data used to record and control the assignment of form numbers.

a. Recordkeeping copies (paper, electronic, or both). a. ~~TEMPORARY~~ Destroy when no longer required for management control purposes.

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. TEMPORARY (GRS 16/15)~~

206-06

HISTORICAL INTERNAL FORMS

This file contains approvals for creation, revision, consolidation or cancellation of a

form; information regulating its control during existence; one copy of each edition of the form; the original artwork and negatives used for reproduction purposes; print requisitions and related correspondence.

a. Recordkeeping copies (paper, electronic, or both). a. **TEMPORARY**
(GRS 16/3a)

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. **TEMPORARY**
(GRS 16/15)~~

206-07

FUNCTIONAL FORMS FILE

Included are copies of internal and external forms, arranged by category of function.

a. Recordkeeping copies (paper, electronic, or both). a. **TEMPORARY**
(GRS 16/3b)

~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. **TEMPORARY**
(GRS 16/15)~~

206-08

EXTERNAL FORMS FILE

This file contains documents relating to forms created by other agencies and used within the jurisdiction of the Agency forms management office. Included are copies of forms, authority to use and/or print

~~locally, instructions for use, and
coordination papers.~~

a. ~~Recordkeeping copies (paper, electronic,
or both).~~ a. **TEMPORARY**
(GRS 16/3b)

b. ~~Electronic copies of records created
using word processing systems and electronic
mail and used solely to generate
recordkeeping copies.~~ b. **TEMPORARY**
(GRS 16/15)

206-09

ACCOUNTABLE FORMS

a. Included are documents reflecting the receipt or issue of accountable blank forms; e.g., receipt forms, listings, and registers. a. **TEMPORARY**
Destroy when forms are accounted for, or one year after issue, whichever is first.

b. Signature cards or other identification of individuals authorized to receive accountable forms. b. **TEMPORARY**
Destroy when authorization is withdrawn.

c. ~~Electronic copies of records created
using word processing systems and electronic
recordkeeping copies.~~ c. **TEMPORARY**
(GRS 16/15)

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/>