

<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	NI-537-03-17
1. FROM (Agency or establishment) <b>NATIONAL IMAGERY AND MAPPING AGENCY</b>		Date Received	7/9/03
2. MAJOR SUB DIVISION (b)(3)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)		5. TELEPHONE	
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>3</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 attached; or <input type="checkbox"/> has been requested.		DATE	ARCHIVIST OF THE UNITED STATES
		11-21-03	<i>J. W. Paul</i>
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
6/30/03	(b)(3)		
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 GRS OR SUPERSEDED JOB CITATION	10.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  Office of General Counsel concurs.		

*See* Copies sent to Agency, NARA

**209 Series - PRINTING, COPIER, AND DISTRIBUTION MANAGEMENT**

These records concern the development, administration and evaluation of the printing, binding, copier, and distribution programs. They include reproduction, binding, printing and printing equipment, copiers, contract printing, distribution and similar matters.

(NOTE: Distribution and storage files concerning geospatial intelligence are included in the 811 series.)

<b>Series</b>	<b>Type of File</b>	<b>Disposition</b>
<b>209-01</b>	<b>PROJECT FILES</b>	
	Included are job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.	
	<del>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents including records relating to services obtained outside the agency.</del>	a. <b>TEMPORARY</b> <del>(GRS 13/2a)</del>
	<del>b. Files pertaining to planning and other technical matters.</del>	b. <b>TEMPORARY</b> <del>(GRS 13/2b)</del>
	<del>e. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</del>	c. <b>TEMPORARY</b> <del>(GRS 13/7)</del>

209-02

**CONTROL OR DATABASE FILES**

**TEMPORARY**

Control registers or databases pertaining to ~~(GRS 13/3)~~  
~~requisitions, work orders, or distribution~~  
~~lists.~~

209-03

**JOINT COMMITTEE ON PRINTING (JCP) REPORTS**

This file includes reports to Congress and related records.

a. Agency report to JCP regarding operation of Class A and B Plants and inventories of ~~(GRS 13/5a)~~  
~~printing, binding, and related equipment in~~  
Class A and B Plants or in storage. a. **TEMPORARY**

~~b. Copies in subordinate reporting units and related work papers.~~ b. **TEMPORARY**  
~~(GRS 13/5b)~~

c. ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ c. **TEMPORARY**  
~~(GRS 13/7)~~

209-04

**SYSTEMS AND EQUIPMENT CONTROL FILES**

Data relating to granting authority to issue, purchase, rent/lease, exchange, transfer, or dispose of printing, binding, copying, and related equipment. Also, data relating to the standardization and control of copying equipment, filing equipment and procedures. This includes requests, studies, approvals, disapprovals, and

related information pertinent to obtaining and using the equipment, system, or space.

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

a. **TEMPORARY**

Destroy/delete 2 years after disposal of equipment or disapproval of acquisition request.

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

b. **TEMPORARY**

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

209-05

**PUBLICATION REQUISITION FILES**

~~Documents or data used in requisitioning publications; e.g., requisitions, shipping orders, transfer requests, correspondence, and related papers.~~

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

~~a. **TEMPORARY**  
(GRS 13/2a)~~

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

~~b. **TEMPORARY**  
(GRS 13/7)~~

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/>