

<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>N1-537-03-18</b>	
1. FROM (Agency or establishment) <b>NATIONAL IMAGERY AND MAPPING AGENCY</b>		Date Received <b>8/27/03</b>	
2. MAJOR SUB DIVISION <b>(b) (3)</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>(b) (3)</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>1-5-04</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <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 <b>31 Aug 03</b>	<b>(b) (3)</b>		TITLE <b>(b) (3)</b>
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 GRS OR SUPERSEDED JOB CITATION	10.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		

*24 copies sent to Agency, NWMND, NWMW*

### 203 Series – PLANNING FILES

These files relate to the preparation of plans involving mobilization, emergency, unconventional warfare, organizational, and operational procedures, planning, and readiness programs.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
203-01	<b>JOINT PLANNING COMMENT FILES</b> These files contain documents commenting on, establishing the NIMA view on, or providing input for JCS and CINC deliberate and crisis planning, as well as service planning documents.  a. Recordkeeping copies (paper, electronic, or both).  b. Papers 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. <b>PERMANENT.</b> Cutoff biannually following revision or discontinuance of the plan. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.  b. <b>TEMPORARY.</b> Destroy when 180 days old.  c. <b>TEMPORARY.</b> Destroy/delete within 180 days after recordkeeping copy has been produced.
203-02	<b>AGENCY AND COMPONENT PLANNING FILES</b> Documents that relate to the preparation, review and approval of operational, contingency, and capabilities plans and Key Components that support, complement, or provide input for DOD, NIMA, or other agencies' plans.  a. NIMA office responsible for preparation of the plan or documents that relate to the NIMA Continuity of Operations Plan (COOP). Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY.</b> <del>REMOVED</del>

b. All other supporting Business Continuity Plans and related data, by NIMA Directorates and offices/components. Recordkeeping copies (paper, electronic or both).

b. **TEMPORARY.** Destroy/delete when superseded, or when no longer needed for reference. Destroy/delete other data after 3 years or on discontinuance, whichever is first.

c. Papers 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.** ~~Destroy when 180 days old.~~

203-03

**EMERGENCY TEST AND EXERCISE FILES**

Documents that support the NIMA Continuity of Operations Plan (COOP), and Business Continuity Plans that relate to testing of various emergency plans. This includes announcements concerning tests to be conducted; instructions to participating personnel; staffing assignments, test messages; estimates of simulated damages, the costs, and available resources required to repair them, critique sheets; reports; and related correspondence.

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

a. **TEMPORARY.**  
(GRS 18/28)

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

b. **TEMPORARY.**  
(GRS 18/30)

203-04

**ORGANIZATION PLANNING FILES**

Documents relating to the establishment of, and changes in, organizational functions and relationships of NIMA, Key Components/Directorates and their subordinate organizations, and non-IC agencies when such action affects or potentially affects NIMA. For example, staff studies/reports of working groups, minutes of committee meetings and staff conferences, documents relating to overall functions and missions, copies of organization and function plans, manuals, and charts, copies of published directives implementing establishment or change, and related or similar documents.

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

a. **PERMANENT.**

Cut off annually. Plans, charts, and manuals or portions thereof will not be cut off until superseded or rescinded. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

b. Papers 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.**

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/>