

<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-537-04-1</b>	
1. FROM (Agency or establishment) <b>National Geospatial-Intelligence Agency</b>		Date Received <b>3/16/04</b>	
2. MAJOR SUB DIVISION <b>Enterprise Directorate</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>(b)(3)</b>	DATE <b>8/24/04</b>
		ARCHIVIST OF THE UNITED STATES <i>John Carlan</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 <b>(b)(3)</b> s attached; or <input type="checkbox"/> has been requested.			
DATE <b>5/24/04</b>	SIGNATURE <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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See attached sheets</b>		

(6/9/04) 115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
PRESCRIBED BY NARA 36 CFR 1228

SA Copies Sent to Agency, NARA

**201 Series - COMMON MISSION FILES**

These records document performance of the assigned mission of an office. NOTE: These categories are for offices that do not have similar files in their mission area. Also, most temporary files that would otherwise fit in these categories should be filed and disposed of as outlined in 101-05

Series	Type of File	Disposition
201-01	<p><b>MISSION PROGRAM AND POLICY FILES</b> Correspondence, reports, messages and similar papers that document mission, policy, decisions, organizational, management or historic actions which are important or of significant value. NOTE: Do NOT use this file if covered in your mission area or if covered in 101-05 of this schedule.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.</p>	<p>a. <b>PERMANENT</b> Cut off on suppression, obsolescence, or when no longer needed. Retire to a records storage facility. Transfer to NARA 25 years after cutoff.</p> <p>b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.</p>

201-02

**AGREEMENT FILES**

These files relate to Agency agreements within NGA, Military Departments, other government agencies, and non-government agencies or organizations. These agreements are negotiated to provide understanding between or among the parties concerned. They may be one-time or continuing agreements. Included are checklists, amendments, comments, and related correspondence. NOTE: Excluded are agreements with foreign countries. Do NOT use this file if a similar file is covered in your mission area of this schedule (e.g., 700, 800).

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. **PERMANENT** Cutoff after suppression, termination, or cancellation of the agreement. Retire to a records storage facility. Transfer to NARA 25 years after cutoff.

b. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

201-03

**COMMITTEE FILES**

Documents relating to establishing, operating, and dissolving committees, which consider, advise, take action and report on specifically assigned functions. This includes membership, notices, agenda, minutes, committee reports and meetings, and related documents.

NOTE: Geospatial and Imagery use your designated mission file. All others, use your mission file if available.

a. **PERMANENT** Master files of records relating to establishment, organization, membership, and policy of committees maintained by committee sponsor or secretariat. Recordkeeping copies (paper, electronic, or both).  
Cutoff on conclusion of program or when no longer needed in the committee. Retire to a records holding area. Transfer to NARA 25 years after cutoff.

b. Records maintained by individual members. **TEMPORARY** (GRS 16/8b(1))

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. **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/>