

700 Series - Imagery and Intelligence Files

(U) The files in this (700) series accumulate in NGA offices responsible for carrying out imagery analysis and reporting, intelligence functions, imagery policy, and maintaining imagery and imagery library related materials in support of the Intelligence Community, Secretary of Defense, Military Departments, Joint Chiefs of Staff, and other DOD components. Preservation of imagery and intelligence records shall be in accordance with 36 CFR 1234.30 and 36 CFR 1228 Sections 186, 188 and 222.

701 Series -PROGRAM FILES

These files relate to the general management of Imagery Intelligence Programs. Included are programs, studies, conferences, publication record sets, projects, and reporting files. Contact the records management office for instruction on files relating to agreements.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
701-01	RESERVED	
701-02	PROGRAM FILE Includes studies, requirements, plans and projects. Studies prepared to furnish background information or solve problems in intelligence and imagery activities, including studies of technical, procedural, and production problems; sources and methods used; and background information on reports. Files can consist of plans to carry out intelligence and imagery functions, including published copy of the POM, assessment graphics, and quarterly progress graphics. Also directives, statutes, correspondence, reports, surveys, studies, investigations, prototypes and project history data. NOTE: Maintain a separate file for any records used as a basis for initiating, modifying, updating, or discontinuing intelligence and	

imagery programs. These files may acquire historical significance.

701-02-a Office responsible for the program or project. The recordkeeping copy is paper.

(1) Paper: printed record copies

(1) PERMANENT. Cut off when 2 years old. Retire to records holding area 1 year after cutoff. Transfer to the National Archives when 30 years old in 5 year blocks.

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

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

701-02-b Other offices: Paper and electronic copies maintained separately from the record-keeping system for reference.

TEMPORARY. Destroy/delete when no longer needed for reference.

701-03

PRIORITY FILES.

Files created in the establishment and maintenance of imagery projects. Included are change orders to operating program directives, establishment of priorities, and related data.

701-03-a Office responsible for the program or project. The record keeping copy is paper.

(1) Paper: printed record copies

(1) PERMANENT. Cutoff on completion of project. Retire to holding area 1 year after project completion. Transfer to NARA 30 years after cutoff.

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

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

701-03-b

Other offices: Paper and electronic copies maintained separately from the record-keeping system for reference.

TEMPORARY Destroy/delete when no longer needed for reference.

1-04

CONFERENCES

Conference files of international or domestic interagency membership which concern the imagery and intelligence member organizations. Included are conference reports, operational relationships and areas of responsibility, standardization of procedures, and decisions on imagery and intelligence matters. The record keeping copy is paper.

701-04-a

All NGA sponsored conferences.

PERMANENT Cutoff files annually. Transfer to NARA when 30 years old in 5 year blocks.

701-04-b

Conferences sponsored by foreign states with important deliberations and reports which affect NGA or IC policy or procedures

PERMANENT Cutoff files annually. Transfer to NARA when 30 years old in 5 year blocks.

701-04-c

Conferences sponsored by other U.S. Intelligence Agencies.

TEMPORARY Cutoff files annually. Destroy when 5 years old or are no longer needed for reference.

701-04-d

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

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

- 701-04-e Other offices: Paper and electronic copies maintained separately from the record-keeping system for reference. **TEMPORARY** Destroy/delete when no longer needed for reference.
- 701-05 **PUBLICATION RECORD SET**
Record copies of NGA imagery and intelligence publications, technical publications, production reports, technical reports on newly developed or improved techniques, guides for production of all imagery products, and editions of each printed or digital publication in any media. Maintained by the office responsible for preparation and issue of the NGA publications.
- 701-05-a **RECORD SET: The record keeping copy is paper.** Final version, previous versions, coordination documents, email responses, annotated pages which document reason for changes, and establishing and terminating documentation. (a) **PERMANENT.** Cutoff files when publication is replaced or cancelled. Transfer to NARA when 30 years old in 5 year blocks.
- 701-05-b Electronic copies of records created using word processing systems and electronic mail and used solely to generate record keeping copies. (b) **TEMPORARY** Delete from the word processing system when no longer needed for updating or revision and after the record keeping copy has been produced.
- 701-05-c **PUBLICATION REFERENCE SET.** Other offices: copies maintained for reference separate from the recordkeeping system. (c) **TEMPORARY** Destroy/delete when no longer needed.

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/>