

<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 N1-537-05-1	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency (NGA)		Date received <b>4/23/04</b>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 NUMBER <b>(b)(3)</b>	DATE <b>12/16/06</b>	ARCHIVIST OF THE UNITED STATES <b>Allen W...</b>
<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 ___ page(s) are not needed now for the business for 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>3 OCT 2006</b>	SIGNATURE <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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	NGA Record Schedule section 702-Imagery. Revisions included for final approval.  Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NGA establishes an electronic recordkeeping system, NARA and NGA will develop appropriate transfer instructions to cover the electronic records.		

*(10/12/06)*

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

*12/15/06*

*copies sent to Agency, NOME, NICS, NACTM*

## **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.

## **702 Series IMAGERY**

The imagery identified in the following file series apply to National Geospatial-Intelligence Agency (NGA) offices that manage and maintain imagery. This retention schedule applies only to imagery received for use in NGA operations and mission. Other intelligence and DoD components must schedule their unique imagery with the National Archives and Records Administration (NARA) under their own records retention schedules. Imagery from other Agencies, Services, or organizations transferred to NGA holdings will be managed in accordance with this schedule. As the functional manager for imagery, NGA will provide for the long-term storage of imagery and associated attributes in accordance with this retention schedule. All NGA offices and systems maintaining imagery will identify collections by the following record series numbers, comply with the associated disposition instructions, and maintain associated metadata and indexing to all imagery in their collections. All systems will maintain system documentation such as codebooks, record layout, operating system and application descriptions and any other information necessary to retrieve and use the records. Preservation of imagery shall be in accordance with 36 CFR 1234.30 and 36 CFR 1228 Sections 186, 188 and 222.

### **NOTE ON SPECIAL MEDIA RECORDS**

Special media records are fragile and subject to inevitable deterioration over time. They must be maintained and stored at the right temperature and relative humidity to ensure their long term preservation. Earlier rather than later transfer to NARA, where optimum conditions are available for the storage of permanent media, is highly recommended. A primary records management responsibility for every federal agency is to store and "house" permanent special media records in its custody in accordance with the requirements in the Code of Federal Regulations covering Audiovisual Records Management, specifically, 36 CFR, Part 1232.26(b) and (c).

Because the CFR mandates that each federal agency is responsible for maintaining its records properly, when unable to store or house them as specified, a federal agency should transfer the records as soon as possible to NARA to ensure their long term preservation. It is imperative, if NGA will be maintaining its permanent special media records (still, aerial, motion picture photography, and magnetic audio and video recordings) for as long as is stated in this schedule (30 years), that the records, particularly the older ones dating as early as 1940, be housed in appropriate containers and enclosures, and be immediately transferred to the storage conditions described above. If these requirements cannot be met, the permanent historical special media records should be transferred to NARA prior to the 30 years indicated on the schedule.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
702-01	<p><b>NATIONAL TECHNICAL MEANS (NTM) HARDCOPY IMAGERY.</b></p> <p>Photographic film created from digital NTM satellite sensors and legacy film return/recovery systems.</p>	
702-01-a	<p><b>ORIGINAL NEGATIVE (ON).</b></p> <p><b>Film-based</b> copy of digital imagery created to produce duplicate positives and duplicate negatives for dissemination of hardcopy imagery and legacy film return/recovery film.</p> <p>(1). Imagery that meets the following criteria:                      * includes Exploitation Support Data (ESD);                      * includes graphic positioning data in a machine-readable format;                      * less than 90 percent cloud coverage;</p>	<p>(1). PERMANENT: Transfer to NARA when 30 years old. Metadata (Note 1) and indexing information(Note 2) must be sent to NARA with the ON.</p>

(2). Imagery that meets the following criteria:

- \* without Exploitation Support Data (ESD);
- \* without graphic positioning data in a machine-readable format;
- \* 90 percent cloud coverage or greater;
- \* significantly blurred or distorted due to system anomalies.

Note 1: Metadata is the associated data received with the imagery e.g. Exploitation Support Data (ESD) and Mensuration Parameter Files (MPF).

Note 2: Indexing information is the finding aid information.

(2). TEMPORARY: Destroy within one year. Waivers for destroying imagery may be obtained for extenuating circumstances from the records management office on a case-by-case basis. Retain minimal metadata for audit purposes.

**702-01-b DUPLICATE POSITIVES AND NEGATIVES.**

The positive or negative copies created from an original negative and used to produce multiple copies of imagery. This category includes flats and other copies created for analysis or reference purposes.

TEMPORARY. Dispose of duplicate positives, negatives and flats when 3 years old or when no longer needed for analysis or production. Dispose of film in accordance with silver recovery procedures.

**702-01-c INDEXES AND METADATA**

- (1) Indexes and metadata for permanent imagery.
- (2) Indexes and metadata for temporary imagery.

(1) **PERMANENT**. Transfer to the National Archives with related imagery.

(2) **TEMPORARY**. Destroy when no longer needed.

702-02

**NTM DIGITAL IMAGERY.**

Digital imagery and data from NTM satellite sensors, maintained in electronic format. This category includes all types of NTM digital imagery and data received by NGA including imagery used to develop Geospatial Intelligence.

**702-02-a ELECTRONIC DATABASE, LIBRARY OR REPOSITORY.**

Digital NTM imagery held in any electronic media or system (on-line, near-line and off-line).

All digital NTM imagery will be retained by NGA until properly migrated by the appropriate NGA authority.

(1). Imagery that meets the following criteria:

- \* includes Exploitation Support Data (ESD);
- \* includes graphic positioning data in a machine-readable format;
- \* less than 90 percent cloud coverage;

(2). Imagery that meets the following criteria:

- \* without Exploitation Support Data (ESD);
- \* without graphic positioning data in a machine-readable format;
- \* 90 percent cloud coverage or greater;
- \* significantly blurred or distorted due to system anomalies.

(1) **PERMANENT.** Transfer to the National Archives when 30 years old. Metadata (Note 1) and indexing information (Note 2) must be sent to NARA with the imagery.

(2) **TEMPORARY:** Destroy within one year. Waivers for destroying imagery may be obtained for extenuating circumstances from the records management office on a case-by-case basis. Retain minimal metadata for audit purposes.

Note 1: Metadata is the associated data received with the imagery e.g. Exploitation Support Data (ESD) and Mensuration Parameter Files (MPF).

Note 2: Indexing information is the finding aid information.

**702-02-b DUPLICATE COPIES.**

Digital imagery downloaded to workstations, servers, or magnetic media to carry out office mission functions. This includes imagery received by other offices as a distribution copy and used as reference material, for training, or non-analytical and other purposes.

**TEMPORARY.**

Delete duplicate copies within 1 year if no longer needed for analysis or production.

**702-02-c INDEXES AND METADATA.**

- (1) Indexes and metadata for permanent imagery.
- (2) Indexes and metadata for for temporary imagery.

- (1) **PERMANENT.** Transfer to the National Archives with related imagery.
- (2) **TEMPORARY.** Destroy when no longer needed.

**702-03 AIRBORNE STILL IMAGERY.**

Digital and photographic film still imagery collected from manned and unmanned aerial sensors. This section includes imagery derived from National and Department of Defense sensors.

**702-03-a AIRBORNE STILL IMAGERY.** Digital or hardcopy imagery from all nationally tasked missions and other missions, that are used in NGA-

generated geospatial intelligence analysis and production e.g. used in a product or provided to a customer.

Mission tracks must be retained as well as metadata and indexing information.

(1). Imagery that meets the following criteria:

- \* includes Exploitation Support Data (ESD);
- \* includes graphic positioning data in a machine-readable format;
- \* less than 90 percent cloud coverage;

(2). Imagery that meets the following criteria:

- \* without Exploitation Support Data (ESD);
- \* without graphic positioning data in a machine-readable format;
- \* 90 percent cloud coverage or greater;
- \* significantly blurred or distorted due to system anomalies;
- \* ingress and egress imagery not related to mission.

(1). PERMANENT: Transfer to NARA when 30 years old. Metadata (Note 1) and indexing information (Note 2) must be sent to NARA with the ON.

(2). TEMPORARY: Destroy within one year. Waivers for destroying imagery may be obtained for extenuating circumstances from the records management office on a case-by-case basis. Retain minimal metadata for audit purposes.

**702-03-b DUPLICATE COPIES.**

Digital imagery downloaded to workstations, servers, or magnetic media to carry out office mission functions. This includes imagery received by other offices as a distribution copy and used as reference material, for training, or non-analytical and other purposes.

**TEMPORARY.**

Delete duplicate copies within 1 year if no longer needed for analysis or production.

**702-03-c INDEXES, METADATA, AND MISSION TRACKS**

(1) Indexes, metadata, and mission tracks for permanent imagery.

(1) **PERMANENT.** Transfer to the National Archives with related imagery.

(2) Indexes, metadata, and mission tracks for temporary imagery.

(2) **TEMPORARY.** Destroy when no longer needed.

**702-04 AIRBORNE MOTION IMAGERY.**

Digital or hardcopy imagery from all nationally tasked missions and other missions that are used in NGA-generated geospatial intelligence analysis and production e.g. used in a product or provided to a customer.

**702-04-a AIRBORNE MOTION IMAGERY USED IN SUPPORT OF NGA GEOSPATIAL ANALYSIS AND PRODUCTION.**  
Imagery used for geospatial intelligence. Mission tracks must be preserved as well as metadata and indexing information.

**PERMANENT:** Transfer to NARA when 30 years old. Metadata and indexing information must be sent to NARA.

**702-04-b AIRBORNE MOTION IMAGERY NOT USED IN SUPPORT OF NGA GEOSPATIAL ANALYSIS AND PRODUCTION.**  
Imagery not used for geospatial intelligence. Mission tracks must be preserved as well as metadata and indexing information.

**TEMPORARY.** Destroy when no longer needed.

**702-04-c DUPLICATE COPIES.**  
Duplicate copies of airborne motion imagery.

**TEMPORARY.** Delete duplicate copies within 1 year if no longer needed for analysis or production.



702-04-d INDEXES AND METADATA.

- (1) Indexes and metadata for permanent imagery.
- (2) Indexes and metadata for temporary imagery.

- (1) **PERMANENT.** Transfer to the National Archives with related imagery.
- (2) **TEMPORARY.** Destroy when no longer needed.

702-05 **COMMERCIAL IMAGERY.**

Imagery purchased from commercial companies for the analysis and production of geospatial intelligence. This section includes both airborne and space-based commercial systems.

~~702-05-a **COMMERCIAL IMAGERY USED IN NGA PRODUCT.**~~

~~This category is specific to commercial imagery used in NGA-generated geospatial intelligence products that are identified elsewhere in the schedule as permanent records.~~

**PERMANENT:** Transfer to NARA when 30 years old. Metadata (Note 1) and indexing information (Note 2) must be sent to NARA with the imagery.

Note 1: Metadata is the associated data received with the imagery e.g. Exploitation Support Data (ESD) and Mensuration Parameter Files (MPF).

Note 2: Indexing information is the finding aid information.

Superseded by job / item number:

DAA-0537-2015-0002-0001

Date (MM/DD/YYYY):

01/14/2016

~~702-05-b **COMMERCIAL IMAGERY NOT USED IN NGA PRODUCT.**~~

~~If not in conflict with the license agreement, follow this disposition. Commercial imagery not used in NGA products.~~

**TEMPORARY.**  
Delete imagery when 5 years old.

Superseded by:

DAA-0537-2015-0002-0001

DATE (MM/DD/YYYY):

01/14/2016

~~702-05-c INDEXES AND METADATA.~~

- ~~(1) Indexes and metadata for permanent imagery.~~
- ~~(2) Indexes and metadata for temporary imagery.~~

- ~~(1) PERMANENT. Transfer to the National Archives with related imagery.~~
- ~~(2) TEMPORARY. Destroy when no longer needed.~~

702-06

**GROUND PHOTOGRAPHY FILE COLLECTION.**

Imagery produced from a hand-held camera, to include Human Intelligence (HUMINT) imagery and imagery-derived data, surveillance system, video, 35mm slides, or other ground-based photography maintained as a master copy for analysis.

**NOTE:** This category is subject to the requirements of the CIA/NGA MOUs on ground photography and transfer of records. Threshold determination of whether this imagery is a NGA record is required.

702-06-a

Master Print File.

**PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-06-b

Master Negative File.

**PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-06-c

Slides (35 mm)

**PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-06-d

Master Digital Image File: Digitally-born photographs or scanned versions of conventional photographs.

**PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-06-e Original TD Photo Attachments Source File. **PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-06-f Finding Aids for Print, Negative, Slide, Digital Image Files. Indexes and captioning data in hard-copy and/or electronic database form. **PERMANENT:** Transfer to NARA when 30 years old in 10 year blocks along with corresponding finding aids containing captioning and/or indexing data.

702-07 **INTERNATIONAL IMAGERY.**

Imagery collected from a foreign state aerial platform that is received from a foreign source by the United States government. Imagery collected from an aerial platform flown over a foreign state party by the United States acting in accordance with an agreement or other authority. Imagery collected from a foreign state satellite and shared with the United States.

702-07-a **INTERNATIONAL IMAGERY.**

This section includes imagery derived from space-based, airborne, and hand-held systems.

(1). Imagery that meets the following criteria:

- \* includes Exploitation Support Data (ESD);
- \* includes graphic positioning data in a machine-readable format;
- \* less than 90 percent cloud coverage;

(1) **PERMANENT:** Transfer to NARA when 30 years old. Metadata (Note 1) and indexing information (Note 2) must be sent to NARA with the ON.

(2). Imagery that meets the following criteria:

- \* without Exploitation Support Data (ESD);
- \* without graphic positioning data in a machine-readable format;
- \* 90 percent cloud coverage or greater;
- \* significantly blurred or distorted due to system anomalies.

(2) **TEMPORARY:** Destroy within one year. Waivers for destroying imagery may be obtained for extenuating circumstances from the records management office on a case-by-case basis. Retain minimal metadata for audit purposes.

**702-07-b DUPLICATE COPIES.**

Duplicate copies of international imagery.

**TEMPORARY.**

Delete duplicate copies within 1 year if no longer needed for analysis or production.

**702-07-c INDEXES, METADATA, AND MISSION TRACKS**

- (1) Indexes, metadata, and mission tracks for permanent imagery.
- (2) Indexes, metadata, and mission tracks for temporary imagery.

(1) **PERMANENT.** Transfer to the National Archives with related imagery.

(2) **TEMPORARY.** Destroy when no longer needed.

**702-08 EXPERIMENTAL IMAGERY.**

Imagery received from experimental sensors.

**702-08-a EXPERIMENTAL IMAGERY USED IN SUPPORT OF NGA GEOSPATIAL INTELLIGENCE ANALYSIS AND PRODUCTION.**

Imagery used in support of the NGA mission.

(1). Imagery that meets the following criteria:

- \* includes Exploitation Support Data (ESD);
- \* includes graphic positioning data in a machine-readable format;

(1) **PERMANENT:** Transfer to NARA when 30 years old. Metadata (Note 1) and indexing information (Note 2) must be sent to NARA with the ON.

\* less than 90 percent cloud coverage;

(2). Imagery that meets the following criteria:

- \* without Exploitation Support Data (ESD);
- \* without graphic positioning data in a machine-readable format;
- \* 90 percent cloud coverage or greater;
- \* significantly blurred or distorted due to system anomalies.

(2) **TEMPORARY**: Destroy within one year. Waivers for destroying imagery may be obtained for extenuating circumstances from the records management office on a case-by-case basis. Retain minimal metadata for audit purposes.

**702-08-b DUPLICATE COPIES.**

Duplicate copies of experimental imagery.

**TEMPORARY.**

Delete duplicate copies within 1 year if no longer needed for analysis or production.

**702-08-c INDEXES AND METADATA.**

- (1) Indexes and metadata for permanent imagery.
- (2) Indexes and metadata for temporary imagery.

(1) **PERMANENT**. Transfer to the National Archives with related imagery.

(2) **TEMPORARY**. Destroy when no longer needed.

**702-09 ADVANCED GEOSPATIAL INTELLIGENCE (AGI) - SPECTRAL DATA.**

Spectral data collected from any source and used to provide imagery-derived Measurement and Signature Intelligence. This category includes the input digital spectrum, the signature generated, the ephemeral data needed to identify a target signature and a product.

- 702-09-a **ADVANCED GEOSPATIAL INTELLIGENCE (AGI) USED IN SUPPORT OF NGA GEOSPATIAL INTELLIGENCE ANALYSIS AND PRODUCTION.**  
Data used in support of the NGA mission. **PERMANENT.** Transfer to the National Archives when 30 years old. Metadata and indexing information must be sent to NARA with the imagery.
- 702-09-b **ADVANCED GEOSPATIAL INTELLIGENCE (AGI) NOT USED IN SUPPORT OF NGA GEOSPATIAL INTELLIGENCE ANALYSIS AND PRODUCTION.**  
Data not used in support of the NGA mission. **TEMPORARY.** Dispose of AGI when 10 years old or when no longer needed for analysis or production, whichever is later.
- 702-09-c **DUPLICATE ADVANCED GEOSPATIAL INTELLIGENCE (AGI).**  
Duplicate AGI. **TEMPORARY.** Delete duplicate copies within 1 year if no longer needed for analysis or production.
- 702-09-d **METADATA.**  
(1) Metadata for permanent AGI. (1) **PERMANENT.** Transfer to the National Archives with related imagery.  
(2) Metadata for temporary AGI. (2) **TEMPORARY.** Destroy 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/>