

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-537-05-2	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency (NGA)		Date received 4/23/04	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME (b)(3)			
5. TELEPHONE NUMBER		DATE 12/14/02	ARCHIVIST OF THE UNITED STATES <i>Allen [Signature]</i>
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 ___ 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 attached; or <input type="checkbox"/> has been requested			
DATE 10/17/2007	(b)(3)	(b)(3)	(b)(3)
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 GRS OR SUPERSEDED JOB CITATION	10.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 703-Imagery Analysis. (Revisions incorporated) 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.		
<i>Re 12/20/07 Copies sent to agency, NWMB, NWMC, NWMW, NWCS, NWCTM, NWCTF</i> <i>(10/29/07)</i>			

703 Series - IMAGERY ANALYSIS

These files are used to produce NGA imagery products. They are often referred to as working files, case files, area or regional files, target folders, and working group files.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
703-01	WORKING FILES Imagery analyst files (sometimes called shoebox files) containing background material used in the production of imagery and intelligence products. These files may contain long term collections of information, photographs and source material, on specific targets, locations, or areas of interest and may be both in hardcopy and electronic form. These files may also be maintained at various levels and locations to facilitate daily operations. See note under 703-06.	NOTE: Working files containing substantial collections of information that add to a proper understanding of the development and production of imagery and intelligence products or related to significant events and crises may be worthy of longer retention. Contact the records management office before destroying such records.
703-01-a	Recordkeeping copies (paper, negatives, positives, electronic).	TEMPORARY. Destroy/delete superseded or obsolete items within a collection if no longer needed for analysis. Retain outdated or obsolete items if they provide historical or long-term analysis benefits. Destroy/delete file only if determined to have no historical value. See note above.
703-01-b	Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 20, Items 13 & 14)
703-02	FINISHED INTELLIGENCE REPORTS AND PRODUCTS All finished imagery intelligence reports. Includes such products as: NGA Intelligence Brief, NGA First Look, NGA Intelligence Memorandum, NGA Intelligence Report, Imagery Analysis Memorandum, Interoffice Memorandum, Annotated Prints, Operational	

Support/Targeting Materials, Inspection Support Package, Annotated Maps/Graphics/Line Drawings, Perspective Transformation Products and Anaglyphs, as well as others that may be created over time.

703-02-a Office or system maintaining the recordkeeping copies: keep either (1) or (2) or both:

PERMANENT. Cut off annually. Transfer to the National Archives when 30 years old in 5 year blocks.

(1) Hardcopy reports: print and file one copy of each report.

(2) Electronic reports: preserve the report, imagery and associated data used in the product.

703-02-b Paper copies maintained separately from the recordkeeping system.

TEMPORARY. Destroy when 2 years old.

~~**703-02-c** Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~

~~**TEMPORARY.** Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 20, Items 13 & 14)~~

703-03 CABLE REPORTS

Any consolidated cable report types such as AIRBREATHER Missions Assessment Report and Mission Summary Report, Critic Cable, Spot Cable, Indications and Warning Cable, NGA Report, and Staff Cable.

703-03-a Office or system maintaining the recordkeeping copies: either (1) or (2) or both:

PERMANENT. Cut off annually. Transfer to the National Archives when 30 years old in 5 year blocks.

(1) Hard copy reports: print and file one copy of each report

(2) Electronic reports: preserve the report, imagery and associated data used in the product.

- 703-03-b** Other offices: copies maintained for reference separate from the recordkeeping system. **TEMPORARY.** Destroy/delete when superseded, obsolete, or no longer needed for reference.
- 703-03-c** ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ ~~**TEMPORARY.** Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 20, Items 13 & 14)~~
- 703-04** **DATABASE REPORTS**
Formatted database entries of routine exploitation findings for imagery and all-source analysis such as No Reportable Change, Remark, and Description/Baseline.
- 703-04-a** Office or system maintaining the recordkeeping copies: either (1) or (2) or both:

(1) Hard copy reports: print and file one copy of each report

(2) Electronic reports: preserve the report, imagery and associated data used in the product.
- 703-04-b** ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ ~~**TEMPORARY.** Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 20, Items 13 & 14)~~
- 703-05** **BRIEFINGS**
Formal presentations of analytical findings, normally with illustrative imagery evidence, in response to customer information needs.
- 703-05-a** Briefings on support to military operations or intelligence activities. Office responsible for preparation and issue. Keep either (1) or (2) **PERMANENT.** Cut off annually. Transfer to the National Archives when 30 years old in 5 year blocks.

(1)Hardcopy: paper, slides, etc.

(2)Electronic: preserve the imagery and associated data used in the product.

703-05-b Briefings prepared for program operations, training or similar activities.

TEMPORARY. Destroy/delete when 2 years old.

703-05-c Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY. Destroy/delete when 2 years old

703-05-d ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~

~~**TEMPORARY.** Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 20, Items 13 & 14)~~

703-06 SPECIAL COLLECTIONS

Imagery case, target folders or working files categorized as a special collection tasking or target. These files may be ongoing or one time special collections.

NOTE: This includes drafts, electronic copies, and other work papers that contain information that adds to a proper understanding of the development and production of imagery and intelligence products.

703-06-a Office assigned functional program responsibility. Keep either (1) or (2)

(1) Paper: printed record copies

(2) Electronic: preserve the imagery and associated data used.

PERMANENT. Maintain all original documentation. Retire to NGA records holding area or electronic records repository when no longer needed for current operations. Transfer to the National Archives when 30 years old in 5 year blocks.

703-07 IMAGERY DERIVED PRODUCTS (IDP)

As distinguished from a variety of intelligence products that derive from imagery, this category applies to a class of

imagery products prepared by NGA and a small number of other USG organizations under the authority of the ODNI IDP policy and formally recognized as such. Products may be either literal (image-like) or non-literal, and are limited to those that have been approved by the Intelligence Community for use at an unclassified level. Products requested but not approved by the IC remain classified.

703-07-a Office assigned functional program responsibility. Recordkeeping copies: either (1) or (2)

(1) Paper: printed record copies

(2) Electronic: preserve the imagery and associated data used in the product.

703-07-b Other offices: copies maintained for reference separate from the recordkeeping system.

PERMANENT. Cut off annually. Transfer to the National Archives when 30 years old in 5 year blocks.

TEMPORARY Destroy/delete when 2 years old.

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/>