

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	NI-537-05-3
1 FROM (Agency or establishment) (NGA) National Geospatial-Intelligence Agency		Date Received	4/23/04
2 MAJOR SUB DIVISION Enterprise Operations Directorate (E)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION b(3)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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(3)	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION		<p>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 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.</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>	
DATE 5 Apr 04	SIGNATURE OF AGENCY REPRESENTATIVE b(3)	TITLE b(3)	
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 GRS OR SUPERSEDED JOB CITATION	10.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 NGA 700 Series-Imagery and Intelligence Files (See Attached Sheets)		

704 Series - INTELLIGENCE

These files relate to intelligence information used to produce NGA products.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
704-01	SPECIAL PROJECT FILES Special project management files. 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. Included are project documents, change orders to operating program directives, establishment of priorities, and related data.	
1. 704-01-a 1.a.	The office responsible for the establishment of the project will maintain either (1) or (2) (1) Paper: printed record copies (2) Electronic: preserve the files and associated data.	PERMANENT Transfer to NARA when 25 years old.
1.b. 704-01-b	Other offices: copies maintained for reference separate from the recordkeeping system.	TEMPORARY Destroy when 2 years old.
1.c. 704-01-c	Electronic copies of records created using	TEMPORARY Destroy/delete within 180 days

~~word processing systems and electronic mail and used solely to generate record keeping copies.~~

~~after recordkeeping copy has been produced.~~ GRS 20, Item 14

704-02 **ANALYSIS FILES**

Documents and materials used in the analysis and reporting and creation of intelligence products. Maintain by subject category or other system used to identify the intelligence products they relate to.

2. 704-02-a The office responsible for analysis will maintain either (1) or (2)

TEMPORARY.

2.a.1. (1) Paper:
printed record copies

(1) Cutoff on completion of analysis and reporting. Retire 1 year after cutoff to a records storage facility. Destroy 10 years after cutoff.

2.a.2. (2) Electronic:
preserve the file, imagery and associated data used in analysis.

(2) Cutoff yearly or on termination of the program. Delete 10 years after cutoff.

2.b.
704-02-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy when 2 years old.

~~704-02-c Electronic copies of records created using word processing systems and electronic mail and used solely to generate record keeping copies.~~
2.c.

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

GRS 20, Item 14

3. ~~704-03 INTELLIGENCE COLLECTION~~
Results of analysis of missile and space

~~NOTE: Files containing substantial collections of information that adds to~~

vehicles, electronic intelligence missions, and other authorized missions, used for analysis, contributions to, or preparation of finished intelligence. This collection contains collected and used data, e.g., data tapes, computer listings, magnetic tapes, 33-mm film, and telemetry analogs in paper or microfilm form.

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.

704-03-a Office or system maintaining the recordkeeping copies: either (1) or (2)

3.a.1 (1) Paper: printed record copies

3.a.2. (2) Electronic

3.b.

704-03-b Other offices: copies maintained for reference separate from the recordkeeping system.

704-03-c Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

3.c.

TEMPORARY

- (1) Cutoff at the end of completion of a collection. If files do not contain historically significant information, destroy 3 years after cutoff.
- (2) Cutoff at the end of completion of a collection. If files do not contain historically significant information, delete 3 years after cutoff.

~~TEMPORARY~~ Destroy/delete when 1 year old.

Withdrawn. Covered under existing schedule.

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

GRS 20, Item 14

704-04

PRESENTATION FILE

Local or office level briefings, report texts, report attachments, graphic overlays, and mission plots used as internal working briefings, in the preparation and issuance of official reports, or have recurring value

in the development of new presentations.

704-04-a Office or system maintaining the recordkeeping copies: either (1) or (2)

4.a.1

(1) Paper: printed record copies

4.a.2.

(2) Electronic:

704-04-b Other offices: copies maintained for reference separate from the recordkeeping system.

4.b.

~~704-04-c Electronic copies of records created using word processing and electronic mail and used solely to generate recordkeeping copies.~~

~~4.c.~~

TEMPORARY

(1) Destroy when superseded or no longer needed.

(2) Delete when superseded or no longer needed.

TEMPORARY Destroy when 1 year old.

~~TEMPORARY~~ Destroy/delete within 180 days after recordkeeping copy has been produced. **GRS 20, Item 14**

704-05 **EXPLOITATION PRODUCTS DATA FILE**
Computer listing containing all photographic interpretation reports and other selected materials. These documents are accessible through an on-line catalog and are arranged by title, control number and originator.

S.

PERMANENT Transfer to NARA when 25 years old.

704-06 **FINISHED PRODUCTS**
One copy of each finished product will be maintained as the official file copy. Offices or systems producing a final product are responsible for preserving the product, imagery and associated data.

704-06-a Office or system maintaining the recordkeeping copies: either (1) or (2)

6.a.1.

(1) Paper: printed record copies

PERMANENT

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

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

6.5. 704-06-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy/delete when 2 years old.

6.C. ~~704-06-c~~ Electronic copies of records created using word processing and electronic mail and used solely to generate recordkeeping copies.

~~TEMPORARY~~ Destroy/delete within 180 days after recordkeeping copy has been produced. **GRS 20, Item 14.**

7. 704-07 **INTELLIGENCE REFERENCE FILES**
Information such as intelligence reports, publications, articles, studies, and general information on any subject gathered from intelligence sources, open sources such as newspapers or the internet, and used as a library for reference. Do not mix records with the reference collection.

TEMPORARY Destroy/delete when superseded or obsolete.

8. 704-08 **CAPTURED DOCUMENTS**
Documents captured or confiscated in wartime under the provisions of international law including records of foreign governmental, military, private, and other institutions. Maintain as separate entity to preserve administrative origin and arrangement to the fullest extent possible. This does not include captured cryptologic records.
NOTE: Immediately after an organization has completed analysis or other exploitation of captured documents, it will request disposition instructions from the records management office.

DISPOSITION NOT AUTHORIZED.
Submit an SF 115: Request for Disposition Authority, to NARA when operational use ends, but not later than 30 years after acquisition.

NOTE: DO NOT MIX WITH OTHER RECORDS OR

FILES. PROTECT ORIGINAL DOCUMENTS IN
APPROVED ACID FREE FOLDERS/BOXES.

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/>