

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-537-05-4	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (b)(3)	DATE 4/23/04	ARCHIVIST OF THE UNITED STATES <i>John W. ...</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 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 <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5 Apr 04	SIGNATURE OF AGENCY (b)(3)	ESENT (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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;">See attached sheets NGA 700 Series-Imagery and Intelligence Files (See Attached Sheets)</p> <p>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.</p>		

SA 11/21/05 copies sent to Agency, NWD, NWM, NWS, NWT

705 Series - IMAGERY POLICY

These files relate to the general management and evolution of policy and procedures adopted to implement imagery intelligence programs. Included are policies, proposals, records of formal interagency coordination involving both the IC and other elements of the USG, studies, reviews, minutes of formal interagency conferences and meetings, special projects and reporting files.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
705-01	POLICY MISSION AND FUNCTIONS Includes policy missions and functions, responsibilities and authorities, formal records of national satellite imagery policy decisions. Also directives, statutes, correspondence, reports, investigations, other records used as the basis for initiating new policy and modifying existing policies, and meeting minutes of the Remote Sensing Committee and the Imagery Policy and Security Committee.	
705-01-a	Office responsible for imagery policy will maintain paper recordkeeping copies.	PERMANENT When no longer needed for current operations, retire to records storage area in three year blocks. Transfer to NARA when 30 years old.
705-01-b	Other offices: copies maintained for reference separate from the recordkeeping system.	TEMPORARY Destroy/delete when 2 years old.
705-01-c	Electronic copies of records created using word processing systems and electronic mail	TEMPORARY Destroy/delete within 180 days after recordkeeping copy has been

and used solely to generate record keeping copies. produced.

705-02 NATIONAL SATELLITE IMAGERY POLICY

Includes narrative records dealing with obsolete satellite film-return systems, current imaging systems, Sensitive Analytical Techniques (SAT) Panel records, US Commercial satellite systems and foreign systems.

705-02-a Office responsible for imagery policy will maintain paper recordkeeping copies.

PERMANENT When no longer needed for current operations, retire to records storage area in three year blocks. Transfer to NARA when 30 years old.

705-02-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy/delete when 2 years old.

705-02-c 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.

705-03 NATIONAL AIRBORNE IMAGERY POLICY

Includes narrative records dealing with national airborne imagery programs and the attendant security policy to include release

and disclosure of select imagery to foreign governments and international organizations. Also policy matters related to OLIVE HARVEST

NGA Instruction 8040.1 Appendix 7, May 2003

NGA RECORDS CONTROL SCHEDULE

and OLIVE BRANCH missions, other airborne collection programs, UAV and Open Skies.

705-03-a Office responsible for imagery policy will maintain paper recordkeeping copies.

PERMANENT When no longer needed for current operations, retire to records storage area in three year blocks. Transfer to NARA when 30 years old.

705-03-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy/delete when 2 years old.

705-03-c 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.

705-04 **FOREIGN ARRANGEMENTS**

Documents the approval, evolution and security precautions concerning the DCI's imagery-sharing programs. Includes records related to authorities and responsibilities; security assessments, reviews and inspections; requests and decisions for release and disclosure of imagery; and guidance provided for the unique marking and control of imagery that is provided to authorized foreign recipients. Specific records dealing with countries to which the DCI agrees to provide imagery are classified.

705-04-a Office responsible for imagery policy will maintain paper recordkeeping copies.

PERMANENT When no longer needed for current operations, retire to records

NGA Instruction 8040.1 Appendix 7, May 2003

NGA RECORDS CONTROL SCHEDULE

storage area in three year blocks.
Transfer to NARA when 30 years old.

705-04-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy/delete when 2 years old.

705-04-c 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.

705-05 **OTHER APPLICATIONS OF IMAGERY**

Documents the receipt and disposition concerning requirements by non-traditional users of the DCI's imagery for agency-specific support. Records can include such other applications of imagery as Domestic Imaging Requests, support to Law Enforcement, Environmental Use, Disaster

Relief, CAC Requests and other uniquely Sensitive Requests.

705-05-a Office responsible for imagery policy will maintain paper recordkeeping copies.

PERMANENT When no longer needed for current operations, retire to records storage area in three year blocks. Transfer to NARA when 30 years old.

705-05-b Other offices: copies maintained for reference separate from the recordkeeping system.

TEMPORARY Destroy/delete when 2 years old.

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705-05-c 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.

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/>