


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 N1-537-06-1	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency (NGA)		Date received <i>2/6/06</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE NUMBER	DATE <i>2/6/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Womack</i>
<p>6. AGENCY CERTIFICATION</p> <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 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 3 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 <i>1/9/2007</i>	SIGNATURE <i>[Redacted]</i>	TITLE <i>Agency Records Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.			

(1/29/07)

2/12/07 copy sent to Alan

National Geospatial-Intelligence Agency
File Series 506 Changes

Series	Type of File	Disposition
506-03 (Revised)	TRAVEL ACTIVITIES DATABASES Files that are created in systems requiring special accountability, e.g. those containing information that may be needed for audit or investigative purposes and those that contain classified records. Includes data maintained in TravelNet and similar databases and paper printouts generated.	TEMPORARY  Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.
506-04 (New)	PRELIMINARY INQUIRIES Files accumulated on personnel who are suspected of: having a clandestine relationship with agents of a foreign power or with individuals associated with terrorist organizations; failing to report unauthorized contacts with a foreign intelligence service; making threats directed against NGA facilities; failing to report unofficial request for classified information regardless of source of request. They include electronic files, databases or paper printouts.	TEMPORARY Retain locally and review annually. Destroy/delete 2 years after completion of final action. If still needed for agency business, records may be retained for up to 10 years.

N1-537-06-1

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/](http://www.archives.gov/foia/)