

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-537-09-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/3/09</i>	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency (NGA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Acquisition		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)	4. TELEPHONE NUMBER (b)(3)	DATE 2 February 2009 <i>6/4/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Shomer</i>
<p>5. 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 <u>1</u> 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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE 2 February 2009	(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 GRS OR SUPERSEDED JOB CITATION	10.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>See Attached.</p> <p>Subject: See attachment titles "Changes to Contract and SE files attachment from National Geospatial-Intelligence Agency (NGA)" and "Changes to NGA's Systems Engineering Files"</p>		

**Changes to Contract and SE files attachment from  
National Geospatial-Intelligence Agency (NGA)**

Item Number	Description of Items and Proposed exceptions	GRS or Superseded Job Citation	Action taken (NARA use only)
1.	<p><b><u>Contracting Officer (CO) Files</u></b> Records reflecting the designation of contracting officer that include specific procurement authorities delegated.</p> <p><b><u>DISPOSITION:</u></b> Destroy/delete three years after employee's termination of Contracting Officer's position.</p>		
2.	<p><b><u>Contracting Officer Representative (COR) Files</u></b> Records reflecting the designation of contracting officer's representative that include specific procurement authorities delegated.</p> <p><b><u>DISPOSITION:</u></b> Destroy/delete three years after employee's termination of Contracting Officer's Representative position.</p>		
3.	<p><b><u>Committees</u></b> Records relating to NGA's participation in or relationship with the various S&amp;T coordinating or steering committees and engineering review and configuration management boards. Included are agendas, minutes of meetings, reports and similar documents pertaining to projects, tasks, subtasks, operations of the committee or board; briefings, advice and guidance; membership lists, attendee lists; nominations of NGA members seeking to serve on the committee or panel; and NGA's position on matters considered by the committees. Also included are briefing invitations, announcements, and registration documents.</p> <p><b><u>DISPOSITION:</u></b> Destroy/delete <b>6</b> years after termination of committee.</p>	GRS 26 item 3	
4.	<p><b><u>Technical Files</u></b> These records relate to new methods</p>	GRS 24 item 11	1302-05

	<p>and techniques, developments by others, requirement verification traceability matrix, white papers, and concept papers. Other records include Request for Change (RFCs), Specifically, RFCs baseline additions or deletions of configuration items, new capabilities, new systems requirements, removal or deletion of TBDs/TBRs, deviation and waivers for specified requirements, technology changes, product improvements, operational process improvements and documentation only changes.</p> <p><b>DISPOSTION:</b> Destroy when 10 years old</p>		
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## Summary Sheet of the proposed changes

### 1201-05 CONTRACTING OFFICER WARRANT PROGRAM

Changing the disposition from "Destroy/delete upon termination" to "Destroy/delete three years after employee's termination of Contracting Officer's position."

### 1201-06 Contracting Officer Representative (COR) Files

We want to add a sub-series of contracting officer representative (COR) to our schedule; its description is listed above and has a disposition of -

"Destroy/delete three years after employee's termination of Contracting Officer's Representative position."

### 1301-01 COMMITTEES

Under the description, add the words, "engineering review and configuration management boards" after the first sentence. In addition, under the disposition under section 1 & 2, change from 3 years to 6.

### 1302-05 TECHNICAL FILES

Under the description, after the first clause add the words, "Other records include Request for Change (RFCs), Specifically, RFCs baseline additions or deletions of configuration items, new capabilities, new systems requirements, removal or deletion of to be determined (TBD) and to be resolved(TBR), deviations and waivers for specified requirements, technology changes, product improvements, operational process improvements and documentation only changes" In addition, change the disposition from six years to 10 years.

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/>