

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-537-09-2</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>3/30/09</b>	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency (NGA) 1200 1 <sup>st</sup> Street SE, Mail Stop N-042 Washington, DC 20303-0001		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)			
4. TELEPHONE NUMBER (b)(3)		DATE <b>10-30-09</b>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
<b>5. AGENCY CERTIFICATION</b> 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>30 March 2009</b>		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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See Attached.</b>  <b>Subject: See attachment titles "submission to NARA for approval to NGA schedule".</b>		

**1300 SERIES - SYSTEMS/TECHNOLOGIES FILES**

(Approved by Archivist of the United States 11 April 2000, #N1-537-99-2)

These records document research and development (R&D); technology; analytical tests and evaluations of various systems; the design and engineering for suitable, producible, reliable, and maintainable systems, as well as the modifications of existing systems. These records accumulate at various agency organizational levels.

**~~1301 SERIES - PLANNING & PROGRAM MANAGEMENT~~**

~~These records as accumulated by offices responsible for the development of long range planning for systems/technology (S&T). They include guidance development of procedures and rules, control over R&D projects, and the direction and supervision of the overall S&T program.~~

~~SERIES                    Type of File                    Disposition~~

**~~1301 01                    R&D PROGRAM MANAGEMENT~~**

~~Description, Records of activities                    Disposition Not  
that define, acquire, implement                    Authorized  
and sustain the means to deliver  
imagery, imagery intelligence and  
geospatial information in support  
of customer needs and technology capabilities.~~

**~~DISPOSITION:~~**

~~a. Recordkeeping copies (paper, electronic, or both)~~

~~— Destroy/delete 3 years after Program has ended. —~~

~~b. Paper records maintained separately from the recordkeeping system.~~

~~— Destroy when 180 days old.~~

~~e. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~

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

**SERIES      Type of File      Disposition**

**1301-02      COMMITTEES**

Description, Records relating to NGA's participation in or relationship with various S&T coordination or steering committees, 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.

**TEMPORARY**

**Note: These are internal agency committees and excluded from the Federal Advisory Committee Act (FACA).**

**DISPOSITION:**

- a. Records relating to established organization, membership, and policy of internal committees.

**Destroy/delete 3 years after termination of committee.**

- b. Records created by committees including agendas, minutes, final reports, related records documenting the accomplishments of official boards and committees and all other committee records.

**Destroy/delete when 6 years old.**

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

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

**GRS 20, Items 13-14**

**1302 SERIES - RESEARCH & DEVELOPMENT (R&D), & EVALUATION FILES**

These records Support the research and evaluation of new technology and integration of hardware and software services.

<b>SERIES</b>	<b>Type of File</b>	<b>Disposition</b>
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<b>1302-04</b>	<b><u>SYSTEMS ENGINEERING FILES</u></b>	
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Description, Records relating to systems engineering, architecture, systems interfaces, programmatic policies and guidelines, Services Level Agreements (SLAs). Service specifications, service profiles, Configuration Management (CM) audits, developments, specifications, standards, services, computing requirements, environmental assessment, the development of maintenance support plans or maintenance packages for S&T items, mainframes, draft maintenance allocations, test and evaluation program schedules, production engines, external support, history of circuits, internal lab environment, infrastructure design of system engineering, and interoperability profiles governing the infrastructure.		<b>TEMPORARY</b>
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**DISPOSITION:**

- a. Recordkeeping copies (paper, electronic, or both).

Destroy when equipment is obsolete, or no longer needed, whichever is longer.

(supersedes N1-537-99-2, File Series 1302-04a)

- b. Paper records maintained separately from the recordkeeping system.

Destroy when 180 days old.

(supersedes N1-537-99-2, File Series 1302-04b)

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

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

SERIES	Type of File	Disposition
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**1302-05      TECHNICAL FILES**

Description, These records relate to new methods and techniques by others, requirement verification traceability matrix, white papers, and concept papers. Others 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, deviations and waivers for specified requirements, technology changes, product improvements, operational process improvements and documentation only changes.

**TEMPORARY**

**DISPOSITION:**

- a. Recordkeeping copies (paper, electronic, or both).

Destroy when 10 years old.

(supersedes N1-537-99-2, File Series 1302-05a)

- b. Paper records maintained separately from the recordkeeping system.

Destroy when 180 days old.

(supersedes N1-537-99-2, File Series 1302-05b)

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

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

GRS 20, Items 13-14

<del>SERIES</del>	<del>Type of File</del>	<del>Disposition</del>
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~~**1302-07      R&D ITEM CASE FILES**~~

~~Description, Records created, leading up to and including the authorization in connection with specific project, task, or subtask. This standard and file number may be used when it is impractical, or desirable to file the segments of the~~

~~Disposition Not~~

~~Authorized~~

~~item case file separately. Included are project proposals; copies of DoD/NGA requirements and technical characteristics; technical committee minutes; related correspondence, and other records as determined by the project, task, or subtask.~~

**DISPOSITION:**

~~a. Recordkeeping copies (paper, electronic, or both).~~

~~—Destroy/delete 3 years after project has ended.~~

~~b. Paper records maintained separately from the recordkeeping system.~~

~~—Destroy/delete within 180 days.~~

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

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

**SERIES** \_\_\_\_\_ **Type of File** \_\_\_\_\_ **Disposition**

**1302-09 R&D PHOTOGRAPHIC & FILM FILES**

<del>Description, Copies of photographs and color transparencies, films exposed and printed during research, development, test, and evaluation relating to a project, task, or subtask which are routine in value, or in which the original or permanent negatives have been forwarded to the Director for Defense Information.</del>	<del>Disposition Not Authorized</del>
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**DISPOSITION:**

~~a. Recordkeeping copies (paper, electronic, or both).~~

~~—Destroy/delete 3 years after project has ended.~~

~~b. Paper records maintained separately from the recordkeeping system.~~

~~Destroy/delete within 180 days.~~

~~e. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~

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

SERIES	Type of File	Disposition
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1303-01	<u>CONTRACT FILES</u>	
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Description, Records relating to R&D, acquisitions contracts, and related data, including past, current, proposed, and support contracts, proposals, Statements of Work (SOW), Engineering Change Proposals (ECP), technical data, cost data, schedule, deliverables, Government Furnished Equipment (GFE), Government Furnished Information (GFI), status reports, financial reports, monthly reports, procurement and licensing of software and hardware for NGA, procurement of vendor maintenance and agreement contracts for hardware, network support contracts, consolidation and monitoring of existing hardware maintenance contracts, software and hardware requirements, preferred products lists and administrative contract support. Other records include logistics planning, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, maintenance analysis, support for NGA hardware and software acquisition contracts, resource identity, budget requirements, and internal and external customers for NGA hardware and software maintenance, proposals for new systems, contract support for consolidated repair and maintenance facility for deployed systems, technical assistance teams, and engineering support.	
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TEMPORARY

DISPOSITION:

~~a. Recordkeeping copies (paper, electronic, or both).~~

~~Destroy 6 years after expiration of the contract.~~

b. Paper records maintained separately from the recordkeeping system.

Destroy when 180 days old.

(supersedes N1-537-99-2, File Series 1303-01b)

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

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

GRS 20, Items 13-14



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/>