

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-537-09-3</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/23/09</i>	
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Geospatial-Intelligence Agency (NGA)		In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Inspector General			
4. NAME OF PERSON WITH WHOM TO CONFER	4 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
<b>(b) (3)</b>	<b>(b) (3)</b>	<i>22 April 10</i>	<i>[Signature]</i>
5 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 <i>4</i> 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>(b) (3)</b>		TITLE
04/18/09			Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 ORS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached.  Title: NGA Office of Inspector General Revised Inspector General File Series		

## NGA Office of Inspector General Files

**1500 Series – Inspector General Files.** These files relate to the planning and the execution of internal and external NGA Inspector General audits, inspections (to include intelligence oversight inspections and evaluations), investigations, and other related functions.

**1502 Series – Audit Program Files.** These files relate to records created or maintained by the Audit Division, where audit duties and responsibilities are performed to improve the efficiency and effectiveness of NGA policies, programs, and operations.

1502-01	<p><b>AUDIT POLICY AND PROGRAM PROCEDURES</b></p> <p>Records that define and document the policies required for directing, controlling, and carrying out audit operations</p> <p>a Recordkeeping copies (paper, electronic, or both) (supersedes N1-537-03-4, item 210A-01a)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off when superseded and/or obsolete and retire to a records storage facility Destroy/delete 10 years after cutoff</p>
1502-02	<p><b>AUDIT PLANNING FILES</b></p> <p>Records relating to the audit planning process, to include procedures, justification, and documentation, and drafts on selected projects</p> <p>a Recordkeeping copies (paper, electronic, or both) (supersedes N1-537-03-4, item 210A-02a)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off when superseded and/or obsolete and retire to a records storage facility Destroy/delete 10 years after cutoff</p>

**1503 Series – Inspection Program Files** These files relate to records created or maintained by the Inspections Division, where inspection duties and responsibilities are performed to improve the efficiency and effectiveness of NGA policies, programs, and operations.

1503-01	<p><b>INSPECTION POLICY AND PROGRAM PROCEDURES</b></p> <p>Records that define and document the policies required for directing, controlling, and carrying out inspection operations</p> <p>a Recordkeeping copies (paper, electronic, or both) (supersedes N1-537-03-4, Item 210A-01a in part)</p> <p>b Paper records maintained separately from the recordkeeping system. (supersedes N1-537-03-4, Item 210A-01b, in part)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off when superseded and/or obsolete and retire to a records storage facility Destroy/delete 10 years after cutoff</p> <p>b Destroy/delete when 180 days old</p>
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1503-02	<p><b>INSPECTION PLANNING FILES</b></p> <p>Records relating to the inspection planning processes, to include procedures, justification, and documentation on selected projects</p> <p>a Recordkeeping copies (paper, electronic, or both) (supersedes N1-537-03-4, Item 210A-02a in part)</p> <p>b Paper records maintained separately from the recordkeeping system (supersedes N1-537-03-4, Item 210A-02b in part)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off when superseded and/or obsolete and retire to a records storage facility Destroy/delete 10 years after cutoff</p> <p>b Destroy/delete when 180 days old</p>
1503-03	<p><b>INSPECTION PROJECT FILES</b></p> <p>Records relating to inspections (to include intelligence oversight inspections) of NGA programs, operations, and policies, to include documentation on project planning, work/ concept plans, work papers, correspondence, surveys, referrals, reports, reference indexes, and documentation related to plans and actions taken to implement the recommendations in inspection, evaluation, or review reports Mandatory or special interests items documents accumulated in processing requests for certain items to be inquired into by the conduct of an inspection, evaluation, or review in certain functional areas or certain types of activities</p> <p>a Recordkeeping copies (paper, electronic, or both) (supersedes N1-537-03-4, Item 210-01a and Item 210A-03a in part)</p> <p>b Paper records maintained separately from the recordkeeping system (supersedes N1-537-03-4, Item 210-01b and Item 210A-03b in part)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off upon resolution of audit and retire to a records storage facility Destroy/delete 8 years after cutoff</p> <p><b>NOTE:</b> Historically significant files must be brought to the attention of the National Archives and Records Administration for appraisal on a case-by-case basis</p> <p>b Destroy/delete when 180 days old</p>

1505 Series – **Inspector General Reporting Files**. These files relate to records created or maintained by the Office of Inspector General to document current and ongoing IG activities and accomplishments.

<p>1505-01</p>	<p><b>INSPECTOR GENERAL REPORTING FILES</b></p> <p>Periodic formal reports relating to the accomplishments and ongoing conduct of internal and external audits, inspections, evaluations, reviews, and investigations pertaining to NGA personnel, programs, or policies</p> <p><b>SEMIANNUAL REPORTS TO CONGRESS/ QUARTERLY INPUTS</b></p> <p>Thematic discussion of important issues and trends, and highlights of specific audits, inspections, investigations, and other products of particular interest to the Congress as a whole</p> <p>a Recordkeeping copies (paper, electronic, or both)</p> <p>b Paper records maintained separately from the recordkeeping system</p> <p><del>c Electronic copies of records created using word processing systems and electronic recordkeeping copies- (GRS 20, Items 13 and 14)</del></p>	<p><b>TEMPORARY</b></p> <p>a Cut off at end of fiscal year in which report is made and retire to a records storage facility Destroy/delete 10 years after cutoff</p> <p>b Destroy/delete when 180 days old</p> <p><del>c Destroy/delete within 180 days after recordkeeping copy has been produced</del></p>
<p>1505-02</p>	<p><b>ANNUAL IG AND BUDGET REPORTS TO CONGRESS</b></p> <p>Annual reporting to Congressional committees of OIG fiscal year activities involving personnel and funding, planning activities, including reviews, an assessment of current ability to hire and retain qualified personnel, and any matters regarding the independence and effectiveness of the office of an IG</p> <p>a Recordkeeping copies (paper, electronic, or both)</p> <p>b Paper records maintained separately from the recordkeeping system</p> <p><del>c Electronic copies of records created using word processing systems and electronic recordkeeping copies- (GRS 20, Items 13 and 14)</del></p>	<p><b>PERMANENT</b></p> <p>a Cut off at end of fiscal year Retire to a records storage facility 10 years after cutoff Transfer to NARA 12 years after cutoff</p> <p>b Destroy/delete when 180 days old</p> <p><del>c Destroy/delete within 180 days after the recordkeeping copy has been produced</del></p>

1505-03	<p><b>REPORTS OF ACCOMPLISHMENTS</b> Internal agency annual reporting of important issues and trends, and highlights of specific audits, inspections, investigations, and other products of particular interest to the Congress as a whole</p> <p>a Recordkeeping copies (paper, electronic, or both)</p> <p>b Paper records maintained separately from the recordkeeping system</p> <p><del>c Electronic copies of records created using word processing systems and electronic recordkeeping copies</del> (GRS 20, Items 13 and 14)</p>	<p><b>TEMPORARY</b></p> <p>a Cut off at end of fiscal year in which report is made and retire to a records storage facility Destroy/delete 10 years after cutoff</p> <p>b Destroy/delete when 180 days old</p> <p><del>c Destroy/delete within 180 days after recordkeeping copy has been produced</del></p>
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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/>