(See Instructions on reverse) IN NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 I. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY (NIMA) 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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10. I. NAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) I. ARAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE JOSEPH LANBERT OR (D)(3) JOSEPH LANBERT OR (D)(4) JOSEPH LANB	BE	QUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)					
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115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

JUN 14 1999 MAY

copy to: NWMD NWME

100 Series - Office Administrative Files

These files relate to the performance of internal or housekeeping activities within an office.

101 Series - GENERAL ADMINISTRATION

These files are for routine administrative operations or procedures that do not pertain to the direct mission of the office.

Type of File Disposition Series OFFICE FILE PLAN (RECORDS MANAGEMENT FILES) 101-01 **TEMPORARY** Office file plan used to identify records created, received, and maintained in an office. a. Recordkeeping copies (paper, electronic, a. Destroy when superseded, obsolete, or or both) no longer needed for reference. b. Electronic copies of records created b. Destroy/delete within 180 days after using word processing systems and electronic recordkeeping copy has been produced. mail and used solely to generate recordkeeping copies 101-02 RECORDS TRANSMITTAL AND RECEIPT (RECORDS TEMPORARY GRS 16/2(a)(2) & DISPOSITION FILES) GRS 16/15 Basic documentation of records transferred to a records holding area, records center, another office or organization (SF 135, Records Transmittal and Receipt or similar).

101-03 SUSPENSE FILE

Information arranged in chronological order as a reminder that an action is required on a given date or that a reply or action is expected and, if not received, should be traced on a given date.

a. A note or other reminder to take action.

GRS 23/6a & GRS 23/10

TEMPORARY

b. The file copy or extra copy of an b. GRS 23/6b outgoing communication, filed by the date on which a reply is expected.

- (1) If suspense copy is an extra copy
- (2) If suspense copy is the file copy

101-04 SCHEDULES OF DAILY ACTIVITIES

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, EXCLUDING materials determined to be personal.

- a. NIMA Director
- (1) Recordkeeping copies (paper,
 electronic, or both)
- (2) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies
- b. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files.
- c. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.

TEMPORARY

- a. (1) Destroy when 2 years old.
- (2) Destroy/delete within 180 days after recordkeeping copy has been produced.
- b. GRS 23/5a & GRS 23/10
- c. GRS 23/5b & GRS 23/10

101-05 OFFICE ADMINISTRATION

GRS 23/1 &

TEMPORARY

Records relating to the internal administration or housekeeping activities of GRS 23/10 an office. Files may include: organization, staffing, procedures, notices, issuances, communications, expenditures, budget, safety, mail, supplies, receipts, forms and publications requests, meeting minutes, office equipment, office space and utilities, internal activity reports, reference files, and other non-mission activities.

101-06 CREDIT CARD PURCHASES (ROUTINE PROCUREMENT)

TEMPORARY

Routine office credit card purchase receipts, including correspondence, account statement, and related papers. (This applies only to transactions dated on or after July 3, 1995, at or below the simplified acquisition threshold and all construction contracts at or below \$2000.)

GRS 3/3 & GRS 3/18

101-07 INSPECTION AND SURVEY

recordkeeping copies

TEMPORARY

Reports/findings on inspections, assistance visits, or surveys of your office.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic recordkeeping copy has been produced. mail and used solely to generate
- a. Destroy after next comparable inspection.
 - b. Destroy/delete within 180 days after

101-08 READING FILE

TEMPORARY

Copies of data of short term interest having no documentary or evidential value.

- a. Recordkeeping copies (paper, electronic, a. Destroy when 1 year old. Earlier or both)
 - destruction is authorized.
- b. Electronic copies of records created using word processing systems and electronic recordkeeping copy has been produced. mail and used solely to generate recordkeeping copies
 - b. Destroy/delete within 180 days after

102	Corios		PERSONNEL
$\perp \cup Z$	series .	- OFFICE	PERSONNEL

These files are used in the administration of personnel in all organizational segments

Type of File Series

Disposition

102-01 SUPERVISORS' PERSONNEL FILE

(Privacy Act Applies) Correspondence, forms and other records relating to authorizations, positions, pending actions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel File.

TEMPORARY

GRS 1/18a & GRS 1/43

102-02 TIME AND ATTENDANCE

(Privacy Act Applies) Records in either paper or machine readable form used to input time and attendance data into a payroll system, including overtime.

TEMPORARY

GRS 2/8 & GRS 2/31

102-03 POSITION DESCRIPTIONS

Copies of position descriptions that include information on title, series, grade, duties, responsibilities, and related data.

- a. Recordkeeping copies (paper, electronic, a. Destroy after position is abolished or both)
- b. Electronic copies of records created mail and used solely to generate recordkeeping copies

TEMPORARY

- or description is superseded.
- b. Destroy/delete within 180 days after using word processing systems and electronic the recordkeeping copy has been produced. .

102-04 GENERAL TRAVEL (AND TRANSPORTATION FILES)

(Privacy Act Applies) Routine administrative records including correspondence, forms and related records

TEMPORARY

GRS 9/4a & GRS 9/8

pertaining to commercial and noncommercial travel and transportation. (E.g., Requests and authorizations for military and civilian personnel temporary duty and PCS travel itineraries, travel vouchers and trip reports.)

102-05 TRAINING (Office Administrative Files)

TEMPORARY

(Privacy Act Applies)

GRS 23/1 & GRS 23/10

Correspondence, reports, training forms, and other records relating to the availability of training and employee participation in training programs.

102-06 PERSONNEL LOCATOR

TEMPORARY

(Privacy Act Applies)

Data reflecting the name, address, telephone number, and similar information for each employee.

- a. Recordkeeping copies (paper, electronic, or both)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies
- a. Destroy on separation or transfer of the individual.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.

103 Series - OFFICE SECURITY

This series covers internal security and data control files common to most offices.

Series Type of File

Disposition

103-01 CLASSIFIED MATERIAL ACCOUNTING AND ACCESS CONTROL

a. Forms or lists maintained at control points to indicate accountability of data. Also correspondence, receipts, destruction certificates, inventories, and access files pertaining to the administration of security classification, control and accounting for classified material, reflecting the receipt, dispatch, or destruction of the materials. Included are forms and similar documents used for control:

- (1) Accountable SCI documents (NIMA Form 5211-41 or similar)
- (a) Recordkeeping copies (paper, electronic, or both)
- (b) Paper records maintained separately from the recordkeeping system
- (c) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies
 - (2) COSMIC Top Secret
 - (a) Recordkeeping copies (paper,

TEMPORARY

a.

(1)

- (a) Retire to RHA 1 year after destruction of document or 1 year after document is no longer retained by NIMA. Destroy 20 years after retirement to RHA.
- (b) Destroy 1 year after destruction of document or 1 year after document is no longer retained by NIMA.
- (c) Destroy/delete within 180 days after recordkeeping copy has been produced.

(2)

(a) Destroy when 10 years old.

electronic, or both)

- (b) Paper records maintained separately (b) Destroy when 5 years old. from the recordkeeping system
- (c) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies
- (c) Destroy/delete within 180 days after recordkeeping copy has been produced.

(3) NATO Secret and all other

(3)

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

- (a) Destroy when 2 years old.
- (b) Electronic copies records created using word processing systems and electronic after recordkeeping copy has been produced. mail and used solely to generate recordkeeping copies
 - (b) Destroy/delete within 180 days
- b. Materials authorizing the regrading of security classified documents; e.g., forms, circulars, and other authorizing documents.

- (1) Recordkeeping copies (paper, electronic, or both)
- (1) Destroy in CFA 3 years after materials shown on forms have been annotated.
- (2) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies
- (2) Destroy/delete within 180 days after recordkeeping copy has been produced.

103-02 — CLASSIFIED AREA/CONTAINER CONTROL

TEMPORARY

- a. Forms or lists used to record combinations, names of individuals knowing combinations, and comparable data used to control access into classified areas or containers.
- a. GRS 18/7a & GRS 18/30
- b. Forms placed on safes, cabinets, or vaults containing security classified materials that record opening, closing, and routine checking of the security of the containers, such as activating alarms.
- b. GRS 18/7b & GRS 18/30

103-03 SECURITY ADMINISTRATION

TEMPORARY

Correspondence and other security files pertaining to the administration of classified materials not covered elsewhere in this schedule.

GRS 18/1 & GRS 18/30

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/