

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)

2. MAJOR SUBDIVISION
CORPORATE AFFAIRS

3. MINOR SUBDIVISION
b(3)

4. NAME OF PERSON WITH WHOM TO CONFER
JOSEPH LAMBERT OR b(3)

5. TELEPHONE
b(3)

LEAVE BLANK (NARA use only)

JOB NUMBER NI-537-98-1

DATE RECEIVED 3/29/99

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 5-25-99 ARCHIVIST OF THE UNITED STATES
John W. Paul

6. 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 _____ page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE 17 Mar 99 SIGNATURE OF AGENCY REPRESENTATIVE *Joseph Lambert* 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 GRS OR SUPERSEDED JOB CITATION | 10.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>The National Imagery and Mapping Agency (NIMA) is developing its Records Schedule and submits Series 100, Office Administrative Files, for approval by the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible.</p> <p>The attached 100 Series (Enclosure 1) has been coordinated with NIMA General Counsel and major program offices of the Agency. Enclosure 2 is a list of abbreviations used in Series 100. Enclosure 3 is a conversion table of Defense Mapping Agency (DMA) approved file numbers to the proposed NIMA file numbers. An outline of the proposed NIMA Records Schedule is Enclosure 4.</p> <p>NIMA records (formerly Defense Mapping Agency and others) will continue to be transferred to the Washington National Records Center (WNRC), Suitland, MD, and the National Personnel Records Center (NPRC), St. Louis, MO, for storage as appropriate.</p> | | |

JUN 14 1999 MPR

copy to: NWMD
NWME
NWMMW

NIMA RECORDS CONTROL SCHEDULE

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.

| Series | Type of File | Disposition |
|--------|---|---|
| 101-01 | OFFICE FILE PLAN (RECORDS MANAGEMENT FILES) Office file plan used to identify records created, received, and maintained in an office. 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 | TEMPORARY a. Destroy when superseded, obsolete, or no longer needed for reference. b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 101-02 | RECORDS TRANSMITTAL AND RECEIPT (RECORDS DISPOSITION FILES) Basic documentation of records transferred to a records holding area, records center, another office or organization (SF 135, Records Transmittal and Receipt or similar). | TEMPORARY GRS 16/2(a)(2) & GRS 16/15 |
| 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. | TEMPORARY a. GRS 23/6a & GRS 23/10 |

NIMA RECORDS CONTROL SCHEDULE

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

b. GRS 23/6b

~~(1) If suspense copy is an extra copy~~

~~(2) If suspense copy is the file copy~~

101-04

SCHEDULES OF DAILY ACTIVITIES

TEMPORARY

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

a.

(1) Destroy when 2 years old.

(2) Destroy/delete within 180 days after recordkeeping copy has been produced.

~~b. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files.~~

~~b. GRS 23/5a &
GRS 23/10~~

~~c. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.~~

~~c. GRS 23/5b &
GRS 23/10~~

NIMA RECORDS CONTROL SCHEDULE

| | | |
|--------|---|---|
| 101-05 | OFFICE ADMINISTRATION Records relating to the internal administration or housekeeping activities of 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. | TEMPORARY GRS 23/1 & GRS 23/10 |
| 101-06 | CREDIT CARD PURCHASES (ROUTINE PROCUREMENT) 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.) | TEMPORARY GRS 3/3 & GRS 3/18 |
| 101-07 | INSPECTION AND SURVEY 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 mail and used solely to generate recordkeeping copies | TEMPORARY a. Destroy after next comparable inspection. b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 101-08 | READING FILE Copies of data of short term interest having no documentary or evidential value. | TEMPORARY |

NIMA RECORDS CONTROL SCHEDULE

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

NIMA RECORDS CONTROL SCHEDULE

102 Series - OFFICE PERSONNEL

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

| Series | Type of File | 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, or both) b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies | TEMPORARY a. Destroy after position is abolished or description is superseded. b. Destroy/delete within 180 days after 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 |

NIMA RECORDS CONTROL SCHEDULE

~~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 &

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

GRS 23/10

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)

a. Destroy on separation or transfer of the individual.

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

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

NIMA RECORDS CONTROL SCHEDULE

electronic, or both)

(b) Paper records maintained separately from the recordkeeping system

(b) Destroy when 5 years old.

(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 mail and used solely to generate recordkeeping copies

(b) Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Materials authorizing the regrading of security classified documents; e.g., forms, circulars, and other authorizing documents.

b.

(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.

NIMA RECORDS CONTROL SCHEDULE

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/>