

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)
b(3)

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-537-98-2
DATE RECEIVED	9/17/99
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
10-22-99	<i>John W. Paul</i>

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 9 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: 16 SEP 99
SIGNATURE OF AGENCY REPRESENTATIVE: FOR JOSEPH LAMBERT
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 GRS OR SUPERSEDED JOB CITATION	10.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 resubmits Series 1000, Training 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 1000 Series (Enclosure 1) has been coordinated with NIMA College, General Counsel, and major program offices of the Agency. Enclosure 2 is a conversion table of Defense Mapping Agency approved file numbers and CIA DDS&T classified Schedule file numbers to the proposed NIMA file numbers.</p>		

copy to: agency, NWME 11/3/99 cbc

NIMA Records Schedule

1000 Series - TRAINING FILES

These files relate to planning, conducting, supervising, and administering training programs provided by NIMA. Offices responsible for training and education will use these files to identify, maintain, and dispose of records accumulated in documenting training courses and programs, student evaluations, requests for training aids, and other supporting material.

1001 Series - COLLEGE CURRICULUM FILES

These files pertain to the administration and academic curriculum of the Training College.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
1001-01	COLLEGE REQUIREMENTS Data related to determining requirements for NIMA training college or school. Included are requirements for acquisition, activation, promotion, retention, utilization, expansion, consolidation, inactivation, or disposition; studies; justifications; waivers; maps; and related information.	TEMPORARY
	a. Recordkeeping copies (paper, electronic, or both).	a. Destroy/delete when 5 years old.
	b. Paper records maintained separately from the recordkeeping system.	b. Destroy when 2 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.
1001-02	OPERATING FILES Records related to planning and conducting resident and nonresident training for NIMA geospatial and imagery program areas.	TEMPORARY
	a. Recordkeeping copies (paper, electronic, or both).	a. Cutoff when superseded or obsolete and retire to a records storage facility. Destroy/delete 10 years after cutoff.

NIMA Records Schedule

b. Paper records maintained separately from the recordkeeping system. b. Destroy when 2 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.

1001-03

COURSE AND TRAINING DOCUMENTATION

TEMPORARY

Data related to the establishment, maintenance, revision, and discontinuance of courses of instruction. Included are programs of instruction, course content documents, syllabuses, accreditation documentation, coordination actions, task lists, recommendations or requirements for course revision or discontinuance, and similar information. Also, course catalogs, self-paced instruction, training literature, schedules of instruction, lesson plans, memos, and related data.

a. Recordkeeping copies (paper, electronic, or both). a. Cut off when superseded or obsolete. Destroy/delete 3 years after cut off.

b. Paper records maintained separately from the recordkeeping system. b. Destroy when 2 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.

NIMA Records Schedule

1001-04	COLLEGE PLANNED INPUT AND QUOTA FILES Relates to the planning, execution, and revision of personnel inputs for school courses. Included are planned inputs, allocations of school quotas to input agencies, coordinating documents, requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and similar 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/delete when 3 years old. b. Destroy/delete within 180 days after recordkeeping copy has been produced.
1001-05	CLASS SCHEDULES Reflects scheduled classes, starting dates, and related data. a. Recordkeeping copies (paper, electronic, or both). b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	TEMPORARY a. Destroy/delete when 1 year old. b. Destroy/delete within 180 days after recordkeeping copy has been produced.
1001-06	TRAINING AND TESTING REPORT FILES Includes data on training status of participants, enrollment statistics, graduation, failures, training evaluation reports, test data and attendance reports. a. Recordkeeping copies (paper, electronic, or both).	TEMPORARY a. Destroy/delete when 5 years old or when superseded or obsolete, whichever is sooner.

NIMA Records Schedule

- b. Paper records maintained separately from the recordkeeping system.
- c. Electronic copies of records created using word processing systems and electronic mail used solely to generate recordkeeping copies.

- b. Destroy when 2 years old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

1001-07

FACULTY DEVELOPMENT PROGRAM

Information regarding qualifications, experience, effectiveness, and comparable information on potential instructors, assigned instructors, and guest speakers. Included are instructor evaluation forms, qualification data, biographies, and similar data.

TEMPORARY

- 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 used solely to generate recordkeeping copies.

- a. Place in inactive file on transfer or separation of instructor. Destroy/delete 3 years thereafter.
- b. Destroy when 2 years old.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

1001-08

TRAINING AID REQUESTS

Requests for construction or manufacture of training aids, including work orders, cost estimates, sample illustrations, photographs, clippings, correspondence and related information.

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

b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.

TEMPORARY

a. Destroy/delete 1 year after completion or on discontinuance, whichever is first.

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

NIMA Records Schedule

1002 Series - STUDENT SELECTION AND ACADEMIC RECORDS

These files cover the selection, attendance, proficiency, and evaluation of individuals participating in various types of training conducted by the College and training centers.

Series	Type of Files	Disposition
1002-01	<p>COURSE EVALUATION AND FACULTY BOARD REVIEW Evaluation of individual students attending training courses including report summary sheets, rating sheets, summary evaluation reports, reaction test observations, and leadership evaluation. Also, data on class standing, rating, classification, proficiency of students, minutes of school faculty board meetings, and related information.</p>	<p>TEMPORARY</p>
	<p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. Destroy/delete when 1 year old.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>
1002-02	<p>INTERNATIONAL TRAINING PROGRAM (Privacy Act Applies) Information on training of foreign nationals, international student records of training, and reports such as selection of nationals to be trained, and related data.</p>	<p>TEMPORARY</p>
	<p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. Destroy/delete when 3 years old.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>

NIMA Records Schedule

1002-03

STUDENT SELECTION

TEMPORARY

Selection of personnel for attendance at NIMA college. Included are requests for and allocations of quotas; waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for training, availability of funds, transfer or relief of students, and related data.

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

a. Destroy/delete 2 years after transfer or separation 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.

1002-04

INDIVIDUAL ACADEMIC RECORD

TEMPORARY

Records include courses of attendance, length of each course, extent of completion of courses, and results thereof; aptitudes, personal qualities, and data relating to extension courses.

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

a. Cut off annually. Retire to a records storage facility when no longer needed for current operations. Destroy/delete 40 years after cut off.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 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.

NIMA Records Schedule

1002-05

COLLATERAL INDIVIDUAL TRAINING RECORD

TEMPORARY

Data relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee reports, progress reports of individuals, delinquency reports, registration forms, examination papers, and similar 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.

a. Destroy/delete after 1 year.

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

NIMA Records Schedule

1003 Series - GENERAL TRAINING RECORDS

These files cover training of civilian employees of NIMA by various methods of on-the-job and off-the-job training. The General Training Records EXCLUDE the records of the NIMA college.

Series	Type of Files	Disposition
1003-01	<p>AGENCY SPONSORED GENERAL TRAINING</p> <p>a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.</p> <p>b. Background and working files.</p>	<p>TEMPORARY</p> <p>a. GRS 1/29a(1) and GRS 1/43</p> <p>b. GRS 1/29a(2) and GRS 1/43</p>
1003-02	<p>NON-NIMA SPONSORED EMPLOYEE TRAINING</p> <p>Correspondence, memoranda, waivers, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government agencies or non-government institutions.</p>	<p>TEMPORARY</p> <p>GRS 1/29b and GRS 1/43</p>

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/>