

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-537-00-6
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)		DATE RECEIVED	8/15/2000
2. MAJOR SUBDIVISION INFORMATION SERVICES DIRECTORATE		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION CHIEF INFORMATION OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
			Withdrawn

**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 60 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	REPRESENTATIVE	TITLE
12 July 2000		

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 GRS OR SUPERSEDED JOB CITATION	10.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 800, Geospatial Files, for approval by the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule (GRS) were considered but do not apply to these records.</p> <p>The attached 800 series (Enclosure 1) has been coordinated with NIMA General Counsel, Inspector General, National Policy, and major offices using this series. Enclosure 2 is a conversion table of Defense Mapping Agency approved file numbers to the proposed NIMA file numbers.</p>		

# NIMA RECORDS SCHEDULE

## 800 Series - Geospatial Files

These files relate to the mission of the National Imagery and Mapping Agency in support of the Intelligence Community, Secretary of Defense, Military Departments, Joint Chiefs of Staff, and other DoD components, as appropriate. Geospatial files accumulate in offices responsible for functions pertaining to mapping, charting, geodesy, and Inter-American Geodetic Survey.

- 801 Geospatial Project Files
- 802 Geospatial Specification and Design
- 803 Collection/Acquisition Files
- 804 Geographic Names Files
- 805 Aeronautical Charting and Flight Information Files
- 806 Nautical and Navigational Files
- 807 Gravity Files
- 808 Geodetic Files
- 809 Hydrographic Files
- 810 Photographic Files
- 811 Topographic Files
- 812 Geomagnetic Files
- 813 Production Files
- 814 Distribution and Storage Files

NARA RECORDS SCHEDULE

**801 Series - GEOSPATIAL PROJECT FILES**

These files relate to the general management of the Geospatial Program. Included are mapping agreements, studies, conferences, publication record sets, projects, and reporting files.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
801-01	<p><b>GEOSPATIAL AGREEMENTS</b></p> <p>Files relating to agreements and arrangements with U.S. agencies and foreign governments concerning worldwide mapping, charting, and geodesy. Included are: international cooperative agreements, international standardization agreements, exchange agreements, and specific operational arrangements (MOUs and MOAs) within the framework of ratified agreements.</p> <p>a. Office responsible for consummation of agreement: Recordkeeping copies (paper, electronic or both).</p> <p>b. Other offices: Recordkeeping copies (paper, electronic, or both).</p> <p>c. Paper records maintained separately from the recordkeeping system.</p> <p>d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. <b>PERMANENT</b> Cutoff on termination of agreement or when no longer needed and retire to a records storage facility. Transfer to NARA 25 years after cutoff.</p> <p><b>TEMPORARY</b></p> <p>b. Destroy/delete when superseded or obsolete.</p> <p>c. Destroy when 180 days old.</p> <p>d. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>

## NINA RECORDS SCHEDULE

801-02

### GEOSPATIAL STUDIES, REQUIREMENTS, AND PLANS

Studies prepared to furnish background information or solve problems in geospatial activities, including digests of facts pertaining to geospatial matters; studies of technical, procedural, and production problems; sources of methods used; and background information or reports. Files include published copy of the POM, assessment graphics, quarterly progress graphics, directives, statutes, reports, correspondence, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing geospatial programs.

a. Office responsible for preparation:  
Recordkeeping copies:

(1) Paper

(2) Electronic

b. Other offices: Recordkeeping copies  
(paper, electronic, or both).

c. Paper records maintained separately from  
the recordkeeping system.

a. **PERMANENT**

(1) Cutoff on completion and retire  
2 years later to a records storage  
facility. Transfer to NARA 25 years  
after cutoff.

(2) Retain in electronic form as a  
permanent record. Migrate to new  
software versions immediately. Off-line  
storage must transfer to new media every  
3-5 years or as new media becomes  
available. Transfer to NARA on  
completion.

**TEMPORARY**

b. Destroy/delete when superseded or  
obsolete.

c. Destroy when 180 days old.

NIMA RECORDS SCHEDULE

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

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

801-03

**GEOSPATIAL CONFERENCES**

Files created by conferences having international or domestic interagency membership which concern the geospatial activities of member organizations. Included are conference reports, operational relationships and areas of responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

a. Office assigned functional program responsibility: Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cutoff on termination of conference or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination of conference or when no longer needed.

## NIMA RECORDS SCHEDULE

### TEMPORARY

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

801-04

### GEODESY PROJECT HISTORY FILES

Project history data which can define and delimit areas charted, contents of charts, and delimit areas. May also include methods used, compilation reports, job specifications, specific references, and other data basic to the content, accuracy, and reliability of charts, maps and publications.

a. Office responsible for preparation:  
Recordkeeping copies:

(1) Paper

a. **PERMANENT**

(1) Cutoff on termination of project or when no longer needed. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination of conference or when no

## NIMA RECORDS SCHEDULE

longer needed.

### TEMPORARY

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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.

801-05

### GEOSPATIAL PROGRAM PRIORITY FILES

### TEMPORARY

Documents relating to the establishment of priorities for programs and projects established by the NIMA Mapping Committee, including periodic changes or revisions.

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

a. Destroy/delete when 5 years old or when no longer needed for reference or updating.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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.

801-06

### GEOSPATIAL PUBLICATION RECORD SET

Record copies of military grids, grid tables, trig lists, glossaries, gazetteers, topographic symbols and mapping specifications, reading aids, periodic bulletins, memoranda, technical publications, exchange and publication lists, production reports, technical reports on newly developed or improved techniques,

## NIMA RECORDS SCHEDULE

guides for production of all maps or products, edition of each printed or digital map or chart in any media (NOTE: material from this file will not be loaned out. Directors will ensure these files are retired.)

a. Office responsible for preparation and issue: Recordkeeping copies (paper, electronic or both).

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

a. **PERMANENT**

Retire to NARA when published.

**TEMPORARY**

b. Destroy/delete when no longer needed.

c. Destroy when 180 days old.

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

801-07

### **QUESTIONNAIRE SURVEYS**

Individual and summary questionnaires relating to surveys to determine user requirements or to evaluate products designed to satisfy previously determined requirements.

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

b. Paper records maintained separately from the recordkeeping system.

**TEMPORARY**

a. Cutoff at end of survey period. Destroy when 5 years old or on discontinuance, whichever is first.

b. Destroy when 180 days old.

NIMA RECORDS SCHEDULE

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. generated.

801-08

**GEOSPATIAL PROGRAM FILES.**

Data created in the establishment and maintenance of comprehensive programs for mapping, charting, and geodesy. Included are operating directives and program documents, change orders to operating program directives, and related data.

a. Office responsible for the establishment of the program: Recordkeeping copies:

a. **PERMANENT**

(1) Paper

(1) Cutoff on termination of directive or related data or when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on completion of directive or related data.

b. Other offices: Recordkeeping copies (paper, electronic, or both).

**TEMPORARY**

b. Destroy/delete when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

## NIMA RECORDS SCHEDULE

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

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

801-09

### **GEOSPATIAL INDEX**

### **TEMPORARY**

Base maps and charts maintained as guides in planning, annotated to show the extent or order of surveying, charting, and mapping operations.

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

a. Destroy 1 year after superseded.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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.

801-10

### **SPECIAL PROJECTS AND NON-STANDARD PRODUCTS**

Unique, one-time production or special projects or non-standard products not covered elsewhere in this schedule and not mass produced with a record copy designated for permanent retention. Example: peace accord maps for the Baltic area.

a. Office responsible for the project or product.

### **a. PERMANENT**

Furnish 3 copies to NIMA Library (Bethesda) for retention. One copy will be retired to a records storage facility (to be transferred to NARA.)

NIMA RECORDS SCHEDULE

- |   | <b>TEMPORARY</b>  |
|---|---|
| b. Other offices: Recordkeeping copies (paper, electronic, or both).                                      | b. Destroy/delete when superseded, obsolete, or when no longer needed.        |
| c. Paper records maintained separately from the recordkeeping system.                                     | c. Destroy when 180 days old.   |
| d. Electronic copies of records created using word processing systems and electronic recordkeeping copies | d. Destroy/delete within 180 days after recordkeeping copy has been produced. |

NIMA RECORDS SCHEDULE

**802 Series - GEOSPATIAL SPECIFICATION AND DESIGN FILES.** These files include data defining and delimiting areas to be worked and techniques used in preparation and production. Excluded from these files are publications, such as technical manuals, reports, and other reference data used by the producing activities.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
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802-01	<p><b>GEOSPATIAL SPECIFICATIONS AND SYMBOLS</b>            Includes specifications, format, and background data regarding preparation/production of geospatial products. Also data that prescribe and standardize the conformation, size, methods of presentation, and use of symbols to depict natural and man-made features. Included are specifications for placement of data; degrees of exaggeration for symbols; accuracy of horizontal/vertical control; accuracy of geodetic positioning of map/chart sheets in consonance with the horizontal and vertical datums; accuracy of source data for compilation; standard marginal data; allowable degree of error for matching sheet edges; standard formats; i.e., style sheets and similar items; standard numbering systems; edition coordination; statistical data and graphic presentations; correspondence; and related data.</p>	
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a. Office assigned functional program responsibility: Recordkeeping copies:

(1) Paper

a. **PERMANENT**

(1) Cutoff when superseded or obsolete. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

NIMA RECORDS SCHEDULE

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when superseded or obsolete.

b. Other offices: Recordkeeping copies (paper, electronic, or both).

**TEMPORARY**

b. Destroy/delete when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

802-02

**GEOSPATIAL CONTRACT SPECIFICATIONS**

**TEMPORARY**

Specifications which define and control work to be done by contractors in the production of maps and charts. These specifications may pertain to any or all phases of production.

a. Office responsible for preparation: Recordkeeping copies (paper, electronic, or both)

a. Cutoff at conclusion of contract. Destroy 10 years after end of contract or when obsolete or superseded, whichever is later.

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when superseded obsolete, or when no longer needed.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

NIMA RECORDS SCHEDULE

d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.<sup>3</sup>

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

802-03

**MAP AND CHART CORRECTIONS**

**TEMPORARY**

Documents reporting errors or omissions noted on military maps or charts.

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

a. Destroy/delete 1 year after publication of corrected map or chart.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

**803 Series - COLLECTION/ACQUISITION FILES.** These files relate to the collection and/or acquisition of geospatial source materials, library functions, captured data, and similar records.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
803-01	<b>GEOSPATIAL COLLECTION GUIDANCE AND SUPPORT</b> Data created or acquired to assure the availability of current source materials for existing and anticipated geospatial programs. Included are manuals, instructions, and guidance letters.  a. Office assigned functional responsibility of acquiring and maintaining source materials: Recordkeeping copies:  (a) Paper  (b) Electronic    b. Other offices: Recordkeeping copies (paper, electronic, or both).	<b>PERMANENT</b>  (a) Cutoff when superseded or obsolete. Retire 2 years after cutoff to a records storage facility. Transfer to NARA 25 years after cutoff.  (b) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when superseded or obsolete.    <b>TEMPORARY</b> b. Destroy/delete when superseded or obsolete.

NIMA RECORDS SCHEDULE

c. Paper records maintained separately from the recordkeeping system. c. Destroy when 180 days old.

d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. d. Destroy/delete within 180 days after recordkeeping copy has been produced.

803-02

**COLLECTION REQUIREMENTS**

Correspondence and data pertaining to assessment and collection actions.

a. Office assigned functional program responsibility: Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cutoff and retire to records storage facility when no longer needed. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

**TEMPORARY**

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete 1 year after cancellation or completion.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

803-03

**GEOSPATIAL REPORTING FILES**

Data accumulated in reporting geospatial evaluations and findings. Included are feeder, consolidated, and special reports, and related information.

a. Office assigned functional program responsibility:

(1) Feeder reports and related information:

(2) Consolidated and special reports: Recordkeeping copies:

(a) Paper

(b) Electronic

(1) **TEMPORARY**

Destroy/delete when no longer needed.

(2) **PERMANENT**

(a) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(b) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination of agreement or when no longer needed.

**TEMPORARY**

b. Destroy/delete when 1 year old.

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

## NIMA RECORDS SCHEDULE

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

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

803-04

### **CAPTURED DOCUMENT FILES**

Documents captured or confiscated in conflict or war time under the provisions of international law, including records of foreign governmental, military, private, and other institutions. Maintain as separate entity to preserve administrative origin and arrangement to the fullest extent practicable. This description does not include captured cryptologic records.

### **PERMANENT**

Cutoff when no longer needed for current operations. Retire to NARA upon cutoff.

NIMA RECORDS SCHEDULE

**804 Series - GEOGRAPHIC NAMES FILES**

These files relate to linguistic and geographic names advice and services to the DoD and other agencies; technical staff services for the Board on Geographic Names (BGN); development and maintenance of the DoD Foreign Place Names Files.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
804-01	<p><b>GEOGRAPHIC NAMES GENERAL FILES</b></p> <p>Data relating to the routine administration of geographic names; such as, the preparation of informational material name inquiries, but exclusive of specific files listed in this section.</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><b>TEMPORARY</b></p> <p>a. Destroy/delete when 2 years old.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>
804-02	<p><b>GEOGRAPHIC NAMES REFERENCE AND AREA CLASSIFICATION NUMBERS</b></p> <p>Data which has repetitive or multiple applications. Included are reports, studies, and other data containing geographic names, maintenance copies of indexes, list errata, and similar items maintained in operating elements on a continuing basis.</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</p>	<p><b>TEMPORARY</b></p> <p>a. Destroy/delete when superseded or obsolete.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>

NIMA RECORDS SCHEDULE

recordkeeping copies.

804-03

**GEOGRAPHIC NAMES SOURCE AND DEFINITION DATA      TEMPORARY**

Geographic names information on intelligence reports, map availability announcements, advisory letters, newspaper clippings, extracts from periodicals, glossaries, language place names lists, and transliteration systems. Also date generating research of definitions of cultural and physical features including notations of those countries in which the defined features occurred. Used to facilitate search by the designated term or code word.

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

a. Destroy/delete when no longer needed.

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.

804-04

**GEOGRAPHIC NAMES AGREEMENTS, CONFERENCES, AND COMMITTEES**

Data relating to agreements and arrangements with U.S. agencies and foreign governments; data created by conferences having international or domestic interagency membership concerned with geographic names; and minutes of and indexes to actions on geographic names or committees.

a. Office of record: Recordkeeping copies:

a. **PERMANENT**

(1) Paper

(1) Cutoff at conclusion of program or when no longer needed. Retire to a

NIMA RECORDS SCHEDULE

records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on conclusion of program.

**TEMPORARY**

b. Other offices or committee members: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when no longer needed for current operations.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

804-05

**GEOGRAPHIC NAMES CORRECTION FILES**

**TEMPORARY**

Data reporting corrections, changes, or editing notes on base maps, texts, name lists, gazetteers, or similar or related materials.

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

a. Destroy/delete 1 year after published correction.

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.

NTMA RECORDS SCHEDULE

804-06

**GEOGRAPHIC NAMES POLICIES, PROCEDURES,  
STUDIES, SPECIFICATION AND HISTORY FILES**

Data relating to procedures, policy, and guidance for the production of DoD foreign names files, gazetteers, maps, charts, and related products. Technical studies prepared to furnish background information or solve problems concerning geographic names activities. Basic specifications for source materials and linguistic policies to be followed in the preparation of or revision of a foreign geographic names file. Data produced for geographic names use which define agreements, contract specifications, cost analysis and time estimates, instructions for treatment of geographic names, glossaries, linguistics policy and systems, planning studies, procedures, production reports, project summaries, and project assignment instructions.

a. Office assigned functional program responsibility: Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

NIMA RECORDS SCHEDULE

**TEMPORARY**

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

## NIMA RECORDS SCHEDULE

### 805 Series - AERONAUTICAL CHARTING AND FLIGHT INFORMATION FILES

These files include various forms of aeronautical, targeting, and weather charts; projects; sensor simulation plates and similar products; and the various flight information products.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
805-01	<b>AERONAUTICAL INFORMATION</b> Information in any media of flight planning, enroute altitude charts, terminal flight information, foreign clearance guides, 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.	<b>TEMPORARY</b>  a. Destroy/delete when superseded or obsolete.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
805-02	<b>AIRFIELD DATA</b> Airfield plotting information, textual and graphic, used in the precise geographic positioning and in plotting airfields and seaplane stations on charting products. Records also consist of source data used to establish, change, or confirm an evaluation of airfield description, vertical obstructions, equipment, or services, including navigational aids, communications, maintenance, special purpose equipment, transportation, meteorological data, and related information.	<b>TEMPORARY</b>

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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 upon deletion of airfield from the AIF/AAFIF.

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

805-03

### AERONAUTICAL DATA

Consists of flight planning documents; altitude charts; terminal flight information publications; foreign clearance guides; airfield/aerial photographs and charts; hard copy NOTAMS; engineer drawings; communications from AF and other government agencies; domestic/foreign charts, maps, atlases, evaluation reports; and related data.

a. Original or unique: Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. All others: Recordkeeping copies

b. Destroy/delete when no longer needed to support production.

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(paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system. c. Destroy when 180 days old.

d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. d. Destroy/delete within 180 days after recordkeeping copy has been produced.

805-04

**CHARTING SOURCE MATERIAL**

Includes geodetic control data; terrestrial and aerial photographs and charts; evaluated reports of prior mapping, hydrographic, magnetic, gravimetric, oceanographic, and meteorological data and descriptive or related intelligence reports.

a. Original or unique: Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Other copies: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete or offer to the Library of Congress when no longer

## NIMA RECORDS SCHEDULE

needed to support production programs.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

805-05

### **NOTICE TO AIRMEN (NOTAM)**

### **TEMPORARY**

Worldwide NOTAM summaries received over the COMED System; records, notices; NFDDs; and FILs relating to establishment, condition, or change in aeronautical facility, service, procedure, or hazard.

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

a. Destroy/delete when 2 years old.

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.

805-06

### **AIR TARGET MATERIALS (ATM)**

Data created during processing of ATM geospatial products and resulting from changes in schedules, resources and use of new products; maintenance of inventory items; production and maintenance of horizontal and vertical positions for strategic and tactical uses as navigational and strike reference positions; and similar data.

a. Office assigned functional program responsibility: Recordkeeping copies:

a. **PERMANENT**

NIMA RECORDS SCHEDULE

(1) Paper

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

## NIMA RECORDS SCHEDULE

### 806 Series - NAUTICAL AND NAVIGATIONAL FILES

These files are created in connection with the production of nautical charts and publications, and the preparation and evaluation of marine safety information.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
806-01	<b>NAUTICAL/NAVIGATIONAL FILES</b> Data created or required in connection with the production of nautical charts and publications; the preparation and evaluation of marine safety information; and related reports and publications (regardless of media) including listings generated in support of nautical or navigational operations.  a. Office assigned functional program responsibility: Recordkeeping copies:  (1) Paper  (2) Electronic  b. Other offices: Recordkeeping copies (paper, electronic, or both).	<b>PERMANENT</b>  a. (1) Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.  (2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.  <b>TEMPORARY</b> b. Destroy/delete when superseded or obsolete.

## NIMA RECORDS SCHEDULE

c. Paper records maintained separately from the recordkeeping system. c. Destroy when 180 days old.

d. Electronic copies of records created using word processing systems and electronic recordkeeping copies. d. Destroy/delete within 180 days after recordkeeping copy has been produced.

806-02

### **AIDS AND HAZARDS TO NAVIGATION**

Reports, publications, and data collected, evaluated, and prepared to provide marine safety information to military and civilian communities. Included are Notices to Mariners, sailing directions, worldwide data on lighted aids, fog signals, radio and electronic stations providing navigational and weather data, advisories and warnings, and related data.

a. Record copy of published data:

(1) Paper

(2) Electronic

b. Duplicate record copies:

a. **PERMANENT**

(1) Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

**TEMPORARY**

b. Destroy/delete when no longer needed.

## NIMA RECORDS SCHEDULE

c. Paper records maintained separately from the recordkeeping system. c. Destroy when 180 days old.

d. Electronic copies of records created using word processing systems and electronic recordkeeping copies. d. Destroy/delete within 180 days after recordkeeping copy has been produced.

806-03

### **DOD NAUTICAL CHART LIBRARY FILES**

### **TEMPORARY**

Nautical and special purpose charts, automated tape files of holdings, catalogs, library accession listings, and other related reference materials.

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

a. Destroy/delete or offer to the Library of Congress when obsolete, superseded, or no longer needed.

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

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

806-04

### **NAUTICAL/NAVIGATIONAL SOURCE FILES**

Data of any type acquired in the process of producing charts and publications, or used in updating related databases, and the operation and evaluation of navigational systems. Included are observation reports, weather and wind data, standards for wreck charts, ship obstructions, aerial and terrestrial photographs, and other data.

a. Unpublished source data determined unique or to have continuing value:

(1) Paper

a. **PERMANENT**

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after

NLMA RECORDS SCHEDULE

cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

**TEMPORARY**

b. Source data that is no longer required for reference or other purposes since publication or complete duplications:

b. Destroy/delete 1 year after publication of corrected map or chart.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

**807 Series - GRAVITY FILES**

These files relate to gravity phenomenon, collectively considered, exhibited by the earth and its atmosphere, and by extension of the gravity phenomena in interplanetary space. (NIMA is responsible for maintaining the gravity database for DoD with over 35 million points on Earth where gravity has been measured.)

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
807-01	<b>GRAVITY DATA AUTOMATED FILES</b> These files contain gravity data recorded for interpretation.	
	a. DoD Gravity Library: Recordkeeping copies:	a. <b>PERMANENT</b>
	(1) Paper	(1) Retire to NARA on inactivation of the Agency.
	(2) Electronic	(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on inactivation of the Agency.
	b. Other offices: Recordkeeping copies (paper, electronic, or both).	<b>TEMPORARY</b> b. Destroy/delete when superseded or obsolete.
	c. Paper records maintained separately from the recordkeeping system.	c. Destroy when 180 days old.
	d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	d. Destroy/delete within 180 days after recordkeeping copy has been produced.

NTMA RECORDS SCHEDULE

807-02

**AUTHOR INDEX FILES**

A file of authors by subject, title, authority, and source number. Provides recovery capabilities for DoD Gravity Library. Updated and distributed to other agencies and users.

a. Office of primary responsibility:  
Recordkeeping copies:

(1) Paper

(2) Electronic

b. Other offices: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

a. **PERMANENT**

(1) Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

**TEMPORARY**

b. Destroy/delete when no longer needed.

c. Destroy when 180 days old.

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

807-03

**BASIC AND/OR FIELD RECORDS OF THE GEODESY DATA FILES**

Data derived from satellite tracking systems or conventional surveys, such as gravity, astronomic, traverse, triangulation, or

NIMA RECORDS SCHEDULE

observed data. Data may initially be processed by organization performing the survey.

a. Office of Record: Recordkeeping copies: a. **PERMANENT**

(1) Paper

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Other offices: Recordkeeping copies (paper, electronic, or both).

b. Destroy/delete when no longer needed for current operations.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 6 months old.

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

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

807-04

**GRAVIMETRY AND ISOSTASY FILES**

Data consisting of historical reports, reports of results of specific gravimetric surveys, isostatic reductions, and positions determined for gravimetric surveys.

a. Recordkeeping copies:

a. **PERMANENT**

(1) Paper

(1) Cutoff when no longer needed

NJMA RECORDS SCHEDULE

for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days old.

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

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

## NIMA RECORDS SCHEDULE

### 808 Series - GEODETIC FILES

These files relate to acquiring, analyzing, reducing, evaluating, and distributing geodetic and geophysical information required by NIMA.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
808-01	<b>GEODETIC REFERENCE FILES</b> Data consisting of material which has repetitive or multiple applications. Included are published processed reports, studies, and other publications containing geodetic data usually maintained in library-type activities; maintenance copies of map overlays, indexes, list errata; electronic media data used for control; and similar items maintained in operating elements on a continuing basis.  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.	<b>TEMPORARY</b>  a. Destroy/delete or offer to the Library of Congress when superseded or obsolete.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
808-02	<b>FIELD SURVEY RECORDS</b> Field notebooks or other media recording data derived during the progress of satellite tracking surveys or conventional geodetic surveys. For example, Doppler, astronomic, triangulation, traverse trilateration, and leveling observations; horizontal control field survey books such as horizontal direction and angle, baseline data, distance measuring, and astronomic	

## NIMA RECORDS SCHEDULE

observation books; and vertical control field survey books such as spirit level, altimeter leveling, and zenith distance observation books.

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

(1) Microfilm, electronic or digital.

(1) **PERMANENT**. Cutoff and retire to NARA when no longer required for current mission.

(2) Tape files.

(2) **TEMPORARY**. Destroy when superseded or obsolete.

(3) Field notebooks.

(3) **TEMPORARY**. Destroy after approval of archival microfilm or other media. Field notebooks pertaining to a foreign country should be returned to that country through the State Department.

b. Paper records maintained separately from the recordkeeping system.

### **TEMPORARY**

b. Destroy when 180 days 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.

808-03

### **CONTROL POINT DESCRIPTIONS**

Consists of flight planning documents; altitude charts; terminal flight information publications; foreign clearance guides; airfield/aerial photographs and charts; hard copy NOTAMS; engineer drawings; communications from AF and other government

NIMA RECORDS SCHEDULE

agencies; domestic/foreign charts, maps, atlases, evaluation reports; and related data.

a. Original or unique: Recordkeeping copies:

(1) Paper

(2) Electronic

b. All others: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

a. **PERMANENT**

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Destroy/delete when no longer needed to support production.

c. Destroy when 180 days old.

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

808-04

**CONTROL PHOTOGRAPHY FILES**

Field control photography, pinpricked in the field, which depicts exact location of horizontal or vertical ground control stations; picture points; and accuracy test

NIMA RECORDS SCHEDULE

points. Office control photography, pinpricked in the office which depicts exact location of horizontal or vertical ground control stations; location of pass points and exact location of nadir points.

a. Office control photographs

a. **TEMPORARY** Destroy/delete upon completion of mapping project if positions or points have been determined photogrammetrically.

b. Field control photographs

b. **PERMANENT** Cutoff when superseded or obsolete. Retire to NARA 2 years after cutoff.

c. All other photographs

c. **PERMANENT**. Cutoff when superseded or obsolete. Retire to NARA 2 years after cutoff.

808-05

**PLANETABLE FIELD SURVEY DRAWINGS**

Manuscript maps covering a prescribed area prepared in the field from local observations and measurements. Included are uncontrolled maps made in connection with field reconnaissance, traverse surveys, and general sketches of areas.

a. Recordkeeping copies:

a. **PERMANENT**

(1) Paper

(1) Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line

## NIMA RECORDS SCHEDULE

storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed.

### TEMPORARY

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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.

808-06

### PRELIMINARY GEODETIC CONTROL DATA

Data initially processed by foreign countries and other U.S. Government Agencies performing the survey on computations and are maintained in the DoD Geodetic Library. The data are maintained as sole source until completion of final computations or adjustments for a particular project. For example, data concerning engineer drawings; geographic positions; grid coordinates; leveling data; baseline measurements; astronomic data; tidal benchmark data; control diagrams; survey project reports; geodetic control cards; lists and abstracts of directions, computations, and adjustments of triangles; computations and conversions of geographic positions, conversions of rectangular coordinates; computations and adjustments of traverses; observations; satellite data; terrain profile recorded data; electronic distance measurements.

NLMA RECORDS SCHEDULE

a. Records determined to be unique.

(1) Paper

(2) Electronic

b. Ordinary items: Recordkeeping copies (paper, electronic, or both).

c. Paper records maintained separately from the recordkeeping system.

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

a. **PERMANENT**

(1) Cut off when no longer needed for current operations. Offer to NARA after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

**TEMPORARY**

b. Destroy/delete when superseded, obsolete, or no longer needed for computations or adjustments for a particular project. Refer to 808-07 for final geodetic control data files.

c. Destroy when 180 days old.

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

## NIMA RECORDS SCHEDULE

808-07

### FINAL GEODETIC CONTROL DATA FILES

Final adjusted or reduced values derived from satellite tracking systems or conventional geodetic surveys, such as Doppler observations, astronomic, triangulation,, trilateration, or traverse, maintained in the DoD Geodetic Library. For example: Astronomic latitude, longitude, and azimuth records, limited to computations; summary and solution sheets; result cards; an radio and chronometer comparison sheets. Electronic distance measurements, baseline measurements limited to reduce chord distances, mean sea level distances, and summary of results. Calibration data pertaining to tape, instrument, or other equipment calibration/constants. Vertical control data limited to: abstracts of spirit leveling, zenith distances, and target heights; "C" factor determinations, final adjustment of elevations, tidal benchmark records, and final computations. Horizontal control data, limited to abstracts of directions, lists of directions, and final adjustments. Project reports, evaluation reports, and reconnaissance reports. Final diagrams of horizontal and vertical control and control photograph plots. Final master control data cards and Doppler receiver geodetic summary cards. Satellite systems data including observed data on magnetic tape, precise ephemeris on magnetic tape, Doppler point position solutions, and orbit determinations.

## NIMA RECORDS SCHEDULE

a. DoD Geodetic Library (except that listed a. **PERMANENT** in b. below).

(1) Paper

(1) Cutoff when superseded or obsolete. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when superseded or obsolete.

### **TEMPORARY**

b. Horizontal control data on abstracts of directions for third- and lower-order control measurements and satellite systems data.

b. Destroy/delete when no longer needed for current operations.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

NLM RECORDS SCHEDULE

808-08

**GEODETTIC RESEARCH DATA FILES**

Research data obtained in the field of geodesy on satellite, lunar, occultation, experimental physics, datum geoid, and similar types of research projects.

a. Office of record: Recordkeeping copies: a. **PERMANENT**

(1) Paper

(1) Cutoff on completion of project. Retire 1 year after cutoff to a records storage facility. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on completion of project.

**TEMPORARY**

b. Dod Geodetic Library recordkeeping copies (paper, electronic, or both).

b. Records determined as unique will be offered to NARA when superseded or obsolete. Destroy/delete or offer to the Library of Congress all others when superseded or obsolete.

c. Paper records maintained separately from the recordkeeping system

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

808-09

**PRELIMINARY GEODETIC COMPUTATION FILES**

**TEMPORARY**

Preliminary computations made prior to final computations, adjustment of triangulation, traverse, and leveling.

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

a. Destroy/delete on completion of all final computations for a particular project.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 180 days 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.

808-10

**GEOGRAPHIC POSITION AND UNIVERSAL TRANSVERSE MECA TOR COORDINATE FILES (UTM)**

Listing of the geographic position, UTM coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas. Tabulations are arranged by country and quadrangle areas and provide UTM coordinates and an index to the control established by the surveying organizations of each country.

a. DoD Geodetic Library recordkeeping copies:

a. **PERMANENT**

(1) Paper

(1) Cutoff when superseded or obsolete. Retire to a records storage facility upon cutoff. Transfer to NARA 25 years after cutoff.

NIMA RECORDS SCHEDULES

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when superseded or obsolete.

**TEMPORARY**

b. Other offices' recordkeeping copies (paper, electronic, or both).

b. Destroy/delete 1 year after superseded or obsolete.

c. Destroy when 180 days old.

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

**809 Series - HYDROGRAPHIC FILES**

These files relate to the measurement and description of the physical features of oceans, seas, rivers, and their adjoining coastal areas, and serve as an informational source data for NIMA.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
809-01	<b>HYDROGRAPHIC SOURCE DATA</b> Data of any type collected or accumulated for the production of hydrographic maps and charts. Included are hydrographic maps and charts, sketches, drawings, observations, computations, manuscript compilations, intelligence data, reports, and related data.  a. Data not published or completely duplicated in resultant product and determined to be unique and to have continuing value.  (1) Paper  (2) Electronic	a. <b>PERMANENT</b>  (1) Cutoff when superseded, obsolete, or no longer needed. Retire to a records storage facility upon cutoff. Transfer to NARA 25 years after cutoff.  (2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when superseded, obsolete, or no longer needed.

NIMA RECORDS SCHEDULE

**TEMPORARY**

- b. Data published and completely duplicated in resultant product and no longer required for reference.
  - c. Paper records maintained separately from the recordkeeping system.
  - d. Electronic copies of records created using word processing systems and electronic recordkeeping copies.
- b. Destroy/delete when superseded or obsolete.
  - c. Destroy when 180 days old.
  - d. Destroy/delete within 180 days after recordkeeping copy has been produced.

809-02

**HYDROGRAPHIC CONTROL DATA**

Geographic positions and plane coordinates of triangulation and traverse stations and the elevations of benchmarks which are used as the basis for hydrographic surveys of the coastal waters and other related items.

a. Recordkeeping copies:

(1) Paper

(2) Electronic

a. **PERMANENT**

(1) Cut off when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination when no longer needed.

**TEMPORARY**

- b. Paper records maintained separately from the recordkeeping system.
- b. Destroy when 180 days old.

NIMA RECORDS SCHEDULE

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

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

809-03

**DOD BATHYMETRIC LIBRARY FILES**

Data resulting from the establishment and maintenance of procedures for the acquisition of bathymetric data and for supplying evaluated data to users.

a. Original data of continued value.

a. **PERMANENT**

(1) Paper

(1) Cutoff when no longer needed for current operations. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA when no longer needed for current operations.

b. Other data and related information.

**TEMPORARY**  
b. Destroy/delete when superseded, obsolete, or no longer needed for current operations

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

**810 Series - PHOTOGRAPHIC FILES**

These files relate to obtaining, evaluating, indexing, storing, and servicing photography.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
810-01	<b>AERIAL PHOTOGRAPHY FILES</b> Data created for use in preparation of maps, either by contract, by NIMA, or by other agencies. Included are vertical and oblique aerial film and prints made from the film, and horizontal or vertical ground control stations or points.	
	a. Film or imagery created under contract.	a. <b>PERMANENT</b> Cutoff on publication of map or chart. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.
	b. Film or imagery from other agencies.	<b>TEMPORARY</b> b. Return to other agency on publication of the map or chart.
	c. Prints.	c. Destroy/delete when superseded or obsolete.

## NIMA RECORDS SCHEDULE

810-02

### **PHOTO INDEX AND MOSAIC FILES**

Overlays, keyed to base maps, indicating the location and area covered by individual photographs and flight strips. Also record sets of aerial mosaics and similar data.

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 recordkeeping copies.

### **a. PERMANENT**

Cut off when no longer needed. Retire to a records storage facility upon cutoff. Transfer to NARA 25 years after cutoff.

### **TEMPORARY**

b. Destroy when 180 days old.

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

810-03

### **VIDEO MASTER NEGATIVE AND VIDEOTAPES**

Motion picture film used to create master video tapes and video disk. Included are still video images of maps and/or imagery; video tape used to create video disks.

### **PERMANENT**

Cutoff when no longer needed for current operations. Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.

NIMA RECORDS SCHEDULE

**811 Series - TOPOGRAPHIC FILES**

These files consist of raw or basic information required in the compilation of maps.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
811-01	<b>SOURCE DATA FILES</b> Geographic information covering cultural and physical aspects of a country or regional area for support of map programs maintained as an Area Research Data Bank. Included are area documents of boundaries sovereignty, cities, towns, communications, culture features (industries, public works, landmarks, military data), drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather and climate, park lands, forests, search requirements (gaps in information and sources to be exploited) and related data. Also included are data reflecting current information necessary for map compilation, tourist information, and diplomatic facility information.	<b>TEMPORARY</b>
	a. Recordkeeping copies (paper, electronic, or both).	a. Destroy, delete or offer to the Library of Congress when superseded, obsolete, or no longer needed.
	b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	b. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA RECORDS SCHEDULE

811-02

**MANUSCRIPT FILES**

**TEMPORARY**

Manuscripts created by map compilation or stereocompilation methods wherein information from photography, maps, or documents is combined to become the original drawing of a new map. Included are overlays, photographic negatives, proof copies, hand pulls, and other media created in the preparation of final reproduction manuscript negatives. Also included is data pertaining to the procurement, use, transfer, and loan of reproduction manuscript material and data officially canceling reproduction manuscript material which forms the basis for destruction of such material.

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

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

a. Destroy/delete or offer to the Library of Congress when superseded, obsolete, or no longer needed.

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

NIMA RECORDS SCHEDULE

**812 Series - GEOMAGNETIC FILES**

These files relate to measurements of the earth's magnetic field, its relationship with the outer atmosphere and its interaction with interplanetary magnetic fields.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
812-01	<b>GEOMAGNETIC DATA FILES</b> Data pertaining to measurements of the earth's magnetic field and its relationship to the outer atmosphere and interplanetary magnetic fields. This includes source information containing parameters such as track spacing, platform type, instrumentation and navigation aids. Also included are product information describing charts produced from geomagnetic surveys. Information describing publications or evaluations which may have been produced as a result of a geomagnetic survey are included. Magnetic intensity values from geomagnetic surveys conducted worldwide are included.  a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.	<b>TEMPORARY</b>  a. Destroy/delete when superseded or obsolete.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.

## NIMA RECORDS SCHEDULE

- 812-02 MODEL OF THE EARTH'S MAGNETIC FIELD TEMPORARY**  
This file contains a set of spherical harmonic coefficients and provides the basis for the geomagnetic information portrayed on all nautical and aeronautical charts published by NIMA. Data is furnished directly or by computer programs for computing values from the coefficients.
- a. Recordkeeping copies (paper, electronic, or both).
  - b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.
- a. Update coefficients every 5 years. Destroy/delete data when obsolete.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.
- 812-03 RESIDUAL FILES TEMPORARY**  
This file contain values of residual declination and portrays anomalous values of declination by showing differences between observed and computed values.
- a. Recordkeeping copies (paper, electronic, or both).
  - b. Electronic copies of records created using word processing systems and electronic recordkeeping copies.
- a. Update every 5 years in conjunction with the production of new geomagnetic field models. Destroy/delete when obsolete.
- b. Destroy/delete within 180 days after recordkeeping copy has been produced.
- 812-04 HARD COPY FILES TEMPORARY**  
Contains hard copies of charts and publications produced by various organizations involved in geomagnetic surveys (foreign and domestic) on a world-wide basis. Also indexes, reproductions and other supporting information.
- Destroy when obsolete.

NIMA RECORDS SCHEDULE

**813 Series - PRODUCTION FILES**

These files pertain to map, chart, and geodetic preparation and are created from the process of specifying the mapping, charting, and geodetic work to be done and the sequence of actions to be taken to accomplish that work.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
813-01	<p><b>WORK ASSIGNMENT FILES</b> Assignment of map and chart projects including assignments to units under operational control.</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><b>TEMPORARY</b></p> <p>a. Destroy/delete 1 year after completion of assignment.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p>
813-02	<p><b>MAP PROJECT ASSIGNMENT AND ORDER FILES</b> Data that initiates map and chart projects and specifies work to be done and the sequence of operations. Also data prepared as supplements to amplify, modify, or clarify requirements, or treat subjects not covered in a map and chart project assignment instruction.</p> <p>a. Office of primary responsibility: Recordkeeping copies</p> <p>(1) Paper</p>	<p>a <b>PERMANENT</b></p> <p>(1) Cutoff and retire to records holding facility on completion of assignment or project. Transfer to NARA 25 years after cutoff.</p>

NIPFA RECORDS SCHEDULE

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on completion of assignment or project.

b. Other Offices' recordkeeping copies (paper, electronic, or both).

**TEMPORARY**  
b. Destroy/delete 1 year after completion of assignment or project.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

813-03

**MAP AND CHART PREPARATION GUIDE**

Compilation records and supporting papers containing job specifications and specific reference to aerial photos and other source materials used for cultural and natural features, place names, boundary lines, and similar data basic to the content, accuracy, and reliability of mapping and charting.

a. Office of primary responsibility recordkeeping copies.

a. **PERMANENT**

(1) Paper

(1) Cut off on completion of the project. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

## NIA RECORDS SCHEDULE

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on completion of project.

b. All other offices' recordkeeping copies.

**TEMPORARY**  
b. Destroy/delete 1 year after completion of the project.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

813-04

### **PRODUCTION AND REPRODUCTION CONTROL AND REPORTS**

### **TEMPORARY**

Data which controls and reflects the progress of geodesy projects. Included are priorities and schedules, manuscript checks, deficiency reporting, and related papers.

a. Office of primary responsibility recordkeeping copies.

a. Destroy/delete when 5 years old.

b. All other offices recordkeeping copies.

b. Destroy/delete when 1 year old.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

NIMA RECORDS SCHEDULE

recordkeeping copies.

813-05

**QUALITY SURVEILLANCE AND SURVEY FILES**

**TEMPORARY**

Contains production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, quality inspections, and related data. Also included are special survey records, staff summary reports, 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.

a. Destroy/delete 1 year after action has been completed.

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

NIMA RECORDS SCHEDULE

**814 Series - DISTRIBUTION AND STORAGE FILES**

These files pertain to control of the worldwide DoD map, chart, and geodesy requirements, procurement, inventory management, cataloging, distribution, and operations of storage.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
814-01	<b>MAP DISTRIBUTION POLICY</b> Data specifying the condition and authority for release and issue of maps and related publications. Included are authority for automatic distribution, specific release authority for issuing maps and publications to certain individuals and organizations, and general release authority specifying conditions under which maps and publications will be released.  a. Office responsible for formulating policy.  (1) Paper  (2) Electronic	a. <b>PERMANENT</b>  (1) Cutoff when superseded or obsolete. Retire to a records storage facility 1 year after cutoff. Transfer to NARA 25 years after cutoff.  (2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination of agreement or when no longer needed.

NIAA RECORDS SCHEDULE

**TEMPORARY**

- b. All other offices' recordkeeping copies (paper, electronic, or both). b. Destroy/delete when superseded or obsolete.
- c. Paper records maintained separately from the recordkeeping system. c. Destroy when 180 days old.
- d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. d. Destroy/delete within 180 days after recordkeeping copy has been produced.

814-02

**MAP SERIES AND STOCK LEVEL FILES**

**TEMPORARY .**

Data created by map distribution activities in the establishment and maintenance of stock levels sufficient to satisfy requirements of elements serviced. Included is review of maps and map series to determine which will be maintained as active distribution items.

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

814-03

**MAP REQUISITION FILES**

**TEMPORARY**

Compilation records and supporting papers containing job specifications and specific reference to aerial photos and other source materials used for cultural and natural features, place names, boundary lines, and similar data basic to the content, accuracy, and reliability of mapping and charting.

NIMA RECORDS SCHEDULE

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 2 years old.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. Destroy/delete 180 days after recordkeeping copy has been produced.

814-04

**ISSUE HISTORY AND SUPPLY REPORTING FILES**

**TEMPORARY**

Data reflecting the record of each material request release order and all supply actions taken on the request. Also included are reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status reports and reports on the status of equipment.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy/delete 1 year after determination.
- 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.

814-05

**PUBLIC SALES POLICY FILES**

Data received and issued on procedural guidance for release, sale, and non-reimbursable supply of NIMA products to the general public, other U.S. Government agencies, foreign governments and nationals, treaty organizations, and other organizations.

- a. Office of primary record. a. **PERMANENT**

NIMA RECORDS SCHEDULE

(1) Paper

(1) Cutoff 1 year after action has been completed. Retire to a records holding facility on cutoff. Transfer to NARA 25 years after cutoff.

(2) Electronic

(2) Retain in electronic form as a permanent record. Migrate to new software versions immediately. Off-line storage must transfer to new media every 3-5 years or as new media becomes available. Transfer to NARA on termination of agreement or when no longer needed.

b. All other offices' recordkeeping copies (paper, electronic, or both).

**TEMPORARY**  
b. Destroy/delete 1 year after action has been completed.

c. Paper records maintained separately from the recordkeeping system.

c. Destroy when 180 days old.

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

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

814-06

**PUBLIC SALE OF NIMA PRODUCTS**

**TEMPORARY**

Request for and issuance of NIMA products, such as copies of cash sale invoices, monthly statements of issues of sales to agents, quarterly statements, issue invoices, credit invoices for cancelled or obsolete charts and publications, and shipping orders. (See Series 300 for accounting and disbursing records.)

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

a. Destroy/delete 1 year after action has been completed.

NLMA RECORDS SCHEDULE

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.

814-07

**STOCK DUE-IN AND REQUISITION STATUS FILES**

**TEMPORARY**

Data reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for purposes of warehouse space utilization planning. Included are copies of requisitions and their status, purchase orders, shipping and delivery orders, requisition registers, and similar documents; but excluded are documents when filed with vouchers to the stock record account.

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

a. Destroy/delete 6 months after receipt of shipment, or when action has been completed, whichever is first.

b. Electronic copies or 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.

814-08

**STOCK INVENTORY, RECONCILIATION AND CONTROL**

**TEMPORARY**

Stock establishment, balances, and amendment of stock levels. Data used for purposes of inventory, reconciliation, adjustment, or revision of stock balance or level.

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

a. Destroy/delete when 1 year old.

**NIMA RECORDS SCHEDULE**

b. Electronic copies or 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.

**814-09**

**FOREIGN GOVERNMENT RECEIPTS**

**TEMPORARY**

Data bearing the signature of a representative of a foreign government or other duly authorized representative, such as freight forwarder, carrier, or in-country representative. Normally, files consist of, but are not limited to signed supply manifests including supporting manifest copies of shipping data, U.S. Postal Service receipts, and other types of records evidencing receipt of material from NIMA by a foreign country.

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

a. Cutoff and retire to a records holding facility when 2 years old. Destroy/delete 10 years after cutoff.

b. Paper records maintained separately from the recordkeeping copies.

b. Destroy when 180 days old.

c. Electronic copies or 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.

**814-10**

**LOCATOR RECORDS**

**TEMPORARY**

Data used as a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control, location identification, and similar data.

NIMA RECORDS SCHEDULE

- a. Recordkeeping copies (paper, electronic, or both).
- a. Destroy/delete when superseded or obsolete.
- b. Electronic copies or 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.

814-11

**STORAGE IDENTIFICATION, INSPECTION, AND REPORTING FILES**

**TEMPORARY**

Data on the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition. Included are surveillance inspection reports, quality history records, test data, stock discrepancy reports, classification reports, registers maintained for storage control purposes, and reports relating to overall storage operations.

- a. Recordkeeping copies (paper, electronic, or both).
- a. Destroy/delete when 2 years old.
- b. Electronic copies or 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.

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/>