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REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)		
		JOB NUMBER N 1-537-03-16		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 4/22/03		
1. FROM (Agency or establishment)		NOTIFICATION	NOTIFICATION TO AGENCY	
NATIONAL	JIMAGERY AND MAPPING AGENCY	In accordance with the provisi	ons of 44 U.S.C. 3303a like	
2. MAJOR SUB DIVISION (b)(3)		disposition request, including amendments is approved except for items that may be marked disposition not		
3. MINOR SUBDI (b)(3)	VISION	approved" or "withdrawn" in column 10.		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE (b)(3)		DATE ARCHIVIST OF THEUNITED STATES		
<sup>B.</sup> AGENCY CERTIFICATION				
	ertify that I am authorized to act for this agency in matters pertaining	to the disposition of its records a	und that the	
records proposed for disposal on the attachedpage(s) are not needed now 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,				
				provision
DATE SIC		TITLE		
6/19/03	(b)(3)			
		9. GRS OR	10. ACTION TAKEN	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPERSEDED JOB CITATION	(NARA USE ONLY)	
	See attached sheets			
	-			
115-	109 PREVIOUS EDITION NOT USABLE	ETANDAD	D FORM 115 (REV. 3-91)	
6/25/03			BY NARA 36 CFR 1228	

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## 205 Series - RECORDS MANAGEMENT FILES

These records concern the development, administration and evaluation of the records management program.

Series Type of File

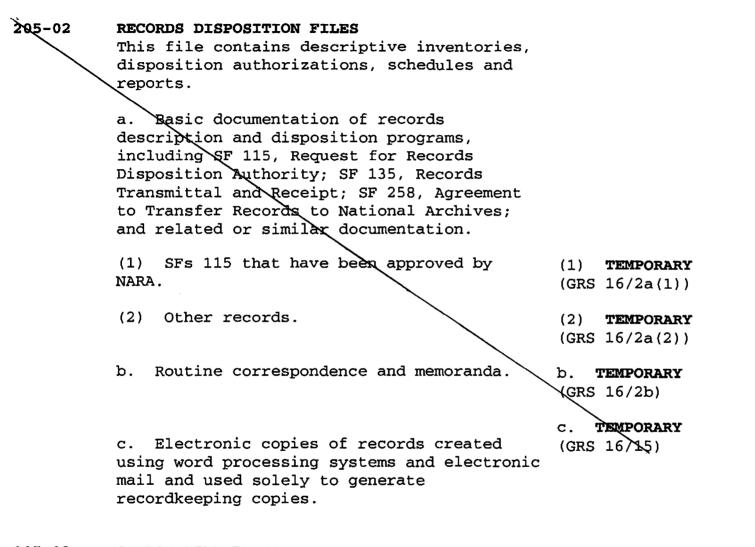
## Disposition

205-01 RECORDS MANAGEMENT SURVEY FILES This file contains documents relating to staff visits and surveys that provide advice and assistance or evaluate the effectiveness of records management operations and programs. Included are documents used to prepare for surveys, notifications of visits, reports of visits or surveys, reports of corrective action taken and related information.

a. Recordkeeping copies (paper, electronic a. TEMPORARY or both). (GRS 16/7)-

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

c. Electronic copies of records created c. TEMPORARY using word processing systems and electronic (GRS 16/15) mail and used solely to generate recordkeeping copies.



## 205-03 OFFICE FILE PLANS

This file consists of office file plans (NIMA Form 8040-1a & b), formerly known as records schedules, or similar data and related correspondence kept in the Records Management/Program Management Office. a. Recordkeeping copies (paper, electronic, or both).

a. **TEMPORARY** Destroy/delete when superseded or obsolete.

b. Electronic copies of records created b. TEMPORARY using word processing systems and electronic (GRS 16/15) mail and used solely to generate recordkeeping copies.

## 205-04 **PROGRAM TRAINING MATERIAL**

Data related to developing, maintaining, and delivering and tracking training to the workforce.

a. Recordkeeping copies (paper, electronic, a. **TEMPORARY** or both). (GRS 1/29b)

b. Electronic copies of records created **b TEMPORARY** using word processing systems and electronic (GRS 16/15) mail and used solely to generate recordkeeping copies. 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/