

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-537-07-1</i>	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency		Date Received <i>6/5/07</i>	
2. MAJOR SUB DIVISION Enterprise Operations Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Enterprise Records & Information Office			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not 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 Operation of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		<b>WITHDRAWN</b>	
DATE <i>24 May 07</i>	SIGNATURE 	TITLE Agency Records Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		
<p>Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NGA establishes an electronic recordkeeping system, NARA and NGA will develop appropriate transfer instructions to cover the electronic records.</p>			

*See 1/8/08 Copies sent to DWMW, NWCS, NWCT, NWCTF, & agency*

NIMA Records Schedule

**1300 Series - SYSTEMS/TECHNOLOGY FILES**

These records document research and development (R&D); technology; analytical tests and evaluations of various systems; the design and engineering for suitable, producible, reliable, and maintainable systems, as well as the modification of existing systems. These records accumulate at various agency organizational levels.

**1301 Series - PLANNING AND PROGRAM MANAGEMENT**

These records are accumulated by offices responsible for the development of long-range planning for systems/technology (S&T). They include guidance, development of procedures and rules, control over R&D projects, and the direction and supervision of the overall S&T program.

Series	Type of File	Disposition
1301-01	<b>R&amp;D PROGRAM MANAGEMENT</b> Records that define, acquire, implement and sustain the means to deliver imagery, imagery intelligence and geospatial information in support of customer needs and technology capabilities.	<b>TEMPORARY</b>
	a. Recordkeeping copies (paper, electronic, or both).	Destroy/delete 3 years after program has ended.
	b. Paper records maintained separately from the recordkeeping system.	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.	Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

1301-06 PROJECT REPORTING FILES

TEMPORARY

Reports containing information about individual research, development, test, and evaluation projects and project tasks. Research and technology resumes, development plans, project identification, time phasing, requirements, objective, pertinent data about the project, and similar or related reports are also included.

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

Destroy/delete 3 years after project has ended.

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

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

NIMA Records Schedule

**1302 Series - RESEARCH AND DEVELOPMENT (R&D), AND EVALUATION FILES**

These records support the research and evaluation of new technology and the integration of hardware and software services.

Series	Type of File	Disposition
1302-07	<b>R&amp;D ITEM CASE FILES</b> Records created, leading up to and including the authorization in connection with a specific project, task, or subtask. This standard and file number may be used when it is impractical or desirable to file the segments of the item case file separately. Included are project proposals; copies of DoD/NIMA requirements and technical characteristics; technical committee minutes; related correspondence, and other records as determined by the project, task, or subtask.  a. Recordkeeping copies (paper, electronic, or both).  b. Paper records maintained separately from the recordkeeping system.  c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	<b>TEMPORARY</b>  <b>Destroy/delete 3 years after project has ended.</b>  <b>Destroy/delete within 180 days.</b>  <b>Destroy/delete within 180 days after recordkeeping copy has been produced.</b>
1302-09	<b>R&amp;D PHOTOGRAPHIC AND FILM FILES</b> Copies of photographs and color transparencies, films exposed and printed during research, development, test, and evaluation relating to a project, task, or subtask which are routine in value or in which	

NIMA Records Schedule

the original or permanent negatives have been forwarded to the Director for Defense Information.

a. Recordkeeping copies (paper, electronic, or both). Destroy/delete 3 years after project has

b. Paper records maintained separate from the recordkeeping system. Destroy/delete within 180 days.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. 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/](http://www.archives.gov/foia/)