

**REQUEST FOR RECORDS DISPOSITION AUTHORITY***(See instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

## 1. FROM (Agency or establishment)

NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)

## 2. MAJOR SUBDIVISION

CORPORATE AFFAIRS

## 3. MINOR SUBDIVISION

b(3)

## 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

JOSEPH LAMBERT OR (b)(3)

(b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-537-98-1

DATE RECEIVED

3/29/99

## NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

5-25-99

*John W. Paul*

## 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒

is not required;

☐

is attached; or

☐

has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE b(3)

17 Mar 99

*Joseph W. Paul*7.  
ITEM  
NO.

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

The National Imagery and Mapping Agency (NIMA) is developing its Records Schedule and submits Series 100, Office Administrative Files, for approval by the Archivist of the United States.

Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible.

The attached 100 Series (Enclosure 1) has been coordinated with NIMA General Counsel and major program offices of the Agency. Enclosure 2 is a list of abbreviations used in Series 100. Enclosure 3 is a conversion table of Defense Mapping Agency (DMA) approved file numbers to the proposed NIMA file numbers. An outline of the proposed NIMA Records Schedule is Enclosure 4.

NIMA records (formerly Defense Mapping Agency and others) will continue to be transferred to the Washington National Records Center (WNRC), Suitland, MD, and the National Personnel Records Center (NPRC), St. Louis, MO, for storage as appropriate.

JUN 14 1999 mpr

copy to: NWMD  
NWME  
NWMM

## NIMA RECORDS CONTROL SCHEDULE

### 100 Series - Office Administrative Files

These files relate to the performance of internal or housekeeping activities within an office.

#### 101 Series - GENERAL ADMINISTRATION

These files are for routine administrative operations or procedures that do not pertain to the direct mission of the office.

Series	Type of File	Disposition
101-01	<b>OFFICE FILE PLAN (RECORDS MANAGEMENT FILES)</b> Office file plan used to identify records created, received, and maintained in an office.	<b>TEMPORARY</b>
	a. Recordkeeping copies (paper, electronic, or both)	a. Destroy when superseded, obsolete, or no longer needed for reference.
	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.
101-02	<b>RECORDS TRANSMITTAL AND RECEIPT (RECORDS DISPOSITION FILES)</b> Basic documentation to a records holding area, records center, another office or organization (SF 13, 5 Records Transmittal and Receipt or similar).	<b>TEMPORARY</b> GRS 16/2(a)(2) & GRS 16/15
101-03	<b>SUSPENSE FILE</b> Information arranged in chronological order as a reminder that an action is required on a given date or a reply or action is expected and, if not received, should be traced on a given date.	<b>TEMPORARY</b> a. <del>GRS 23/6a &amp; GRS 23/10</del> action.

## NIMA RECORDS CONTROL SCHEDULE

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

b. GRS 23/6b

(1) If suspense copy is an extra copy

(2) If suspense copy is the file copy

101-04

### SCHEDULES OF DAILY ACTIVITIES

### TEMPORARY

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, EXCLUDING materials determined to be personal.

a. NIMA Director

(1) Recordkeeping copies (paper, electronic, or both)

a.

(1) Destroy when 2 years old.

(2) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies

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

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

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

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

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

## NIMA RECORDS CONTROL SCHEDULE

101-05	<del>OFFICE ADMINISTRATION</del> <del>Records relating to the internal administration or housekeeping activities of an office. Files may include: organization, staffing, procedures, notices, issuances, communications, expenditures, budget, safety, mail, supplies, receipts, forms and publications requests, meeting minutes, office equipment, office space and utilities, internal activity reports, reference files, and other non-mission activities.</del>	<del>TEMPORARY</del> <del>GRS 23/1 &amp; GRS 23/10</del>
101-06	<del>CREDIT CARD PURCHASES (ROUTINE PROCUREMENT)</del> <del>Routine office credit card purchase receipts, including correspondence, account statement, and related papers. (This applies only to transactions dated on or after July 3, 1995, at or below the simplified acquisition threshold and all construction contracts at or below \$2000.)</del>	<del>TEMPORARY</del> <del>GRS 3/3 &amp; GRS 3/18</del>
101-07	INSPECTION AND SURVEY Reports/findings on inspections, assistance visits, or surveys of your office.  a. Recordkeeping copies (paper, electronic, or both)  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies	TEMPORARY  a. Destroy after next comparable inspection.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
101-08	READING FILE Copies of data of short term interest having no documentary or evidential value.	TEMPORARY

## NIMA RECORDS CONTROL SCHEDULE

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

# NIMA RECORDS CONTROL SCHEDULE

## 102 Series - OFFICE PERSONNEL

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

Series	Type of File	Disposition
102-01	<p><b>FILE</b></p> <p>(Privacy Act Applies) <b>SUPERVISORS' PERSONNEL</b>  Correspondence, forms, other records relating to authorizations, positions, pending actions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel File.</p>	<p><b>TEMPORARY</b>  GRS 1/18a &amp;  GRS 1/43</p>
102-02	<p>(Privacy Act Applies) <b>ATTENDANCE</b>  Records in either paper or machine-readable form used to input time and attendance data into a payroll system, including overtime.</p>	<p><b>TEMPORARY</b>  GRS 2/8 &amp;  GRS 2/31</p>
102-03	<p><b>POSITION DESCRIPTIONS</b></p> <p>Copies of position descriptions that include information on title, series, grade, duties, responsibilities, and related data.</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 after position is abolished or description is superseded.</p> <p>b. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>
102-04	<p><b>FILES)</b></p> <p>(Privacy Act Applies) <b>GENERAL TRAVEL (AND TRANSPORTATION)</b>  Routing and administrative records including correspondence, forms and related records</p>	<p><b>TEMPORARY</b>  GRS 9/4a &amp;  GRS 9/8</p>

# NIMA RECORDS CONTROL SCHEDULE

ertaining to commercial and noncommercial  
trave transportation. (E.g., Requests  
and authoriza ~~one~~ or military and civilian  
personnel temporary du ~~use~~ PCS travel  
itineraries, travel  
~~p~~ ~~reports, ti~~ ~~ty and~~  
~~vouchers and trip~~

102-05 (Office Administrative Files) TEMPORARY  
(lies) GRS 23/1 &  
Correspondence, repor aining forms, and GRS 23/10  
other records relating to the bility  
~~TRAINING~~ ~~of training and employee participation~~  
~~Privacy~~ (Preraining programs.)

102-06 PERSONNEL LOCATOR TEMPORARY  
(Privacy Act Applies)  
Data reflecting the name, address, telephone  
number, and similar information for each  
employee.  
a. Recordkeeping copies (paper, electronic,  
or both) a. Destroy on separation or transfer of  
the individual.  
b. Electronic copies of records created  
using word processing systems and electronic  
mail and used solely to generate  
recordkeeping copies b. Destroy/delete within 180 days after  
recordkeeping copy has been produced.

# NIMA RECORDS CONTROL SCHEDULE

## 103 Series - OFFICE SECURITY

This series covers internal security and data control files common to most offices.

Series	Type of File	Disposition
103-01	<b>CLASSIFIED MATERIAL ACCOUNTING AND ACCESS CONTROL</b> a. Forms or lists maintained at control points to indicate accountability of data. Also correspondence, receipts, destruction certificates, inventories, and access files pertaining to the administration of security classification, control and accounting for classified material, reflecting the receipt, dispatch, or destruction of the materials. Included are forms and similar documents used for control:  (1) Accountable SCI documents (NIMA Form 5211-41 or similar)  (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  (2) COSMIC Top Secret  (a) Recordkeeping copies (paper,	<b>TEMPORARY</b>  a.          (1)  (a) Retire to RHA 1 year after destruction of document or 1 year after document is no longer retained by NIMA. Destroy 20 years after retirement to RHA.  (b) Destroy 1 year after destruction of document or 1 year after document is no longer retained by NIMA.  (c) Destroy/delete within 180 days after recordkeeping copy has been produced..  (2)  (a) Destroy when 10 years old.

## NIMA RECORDS CONTROL SCHEDULE

electronic, or both)

(b) Paper records maintained separately from the recordkeeping system

(b) Destroy when 5 years old.

(c) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies

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

(3) NATO Secret and all other

(3)

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

(a) Destroy when 2 years old.

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

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

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

b.

(1) Recordkeeping copies (paper, electronic, or both)

(1) Destroy in CFA 3 years after materials shown on forms have been annotated.

(2) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies

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

# NIMA RECORDS CONTROL SCHEDULE

103-02

## CLASSIFIED AREA/CONTAINER CONTROL

## TEMPORARY

a. Forms or ed to record combinations, names of in 1 ' k nowing combinations, and comparable data used to control access into classified areas or containers.

a. GRS 18/7a &  
GRS 18/30

~~b. Forms placed on safes, cabinets, or vaults containing security classified materials that record opening, closing, and routine checking of the security of the containers, such as activating alarms.~~

b. GRS 18/7b &  
GRS 18/30

103-03

## TEMPORARY

Correspondence and other security files pertaining to the administration of classified materials not otherwise covered elsewhere in this schedule.

GRS 18/1 &  
GRS 18/30

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>