

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER	N1-537-99-1
1. FROM (Agency or establishment) NATIONAL IMAGERY AND MAPPING AGENCY		DATE RECEIVED	2/22/99
2. MAJOR SUBDIVISION CORPORATE AFFAIRS		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION MISSION REPORT (MSAR)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			Withdrawn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 _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	REPRESENTATIVE	TITLE	
21 July 1999		AGENCY RECORDS OFFICER DECLASSIFICATION PROGRAM OFFICER	

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 GRS OR SUPERSEDED JOB CITATION	10.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 retains Series 500, Security Files, for approval by the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible.</p> <p>The attached 500 Series (Enclosure 1) has been coordinated with NIMA General Counsel, Security, and Mission Support program offices of the Agency. Enclosure 2 is a conversion table of Defense Mapping Agency (DMA) approved file numbers, CIA DDS&T classified Schedule file numbers, and OSD file numbers to the proposed NIMA file numbers.</p> <p>NIMA records (formerly Defense Mapping Agency and others) will continue to be transferred to the Washington National Records Center (WNRC), Suitland, MD, for storage as appropriate.</p>		

MINK SEP 22 1999 Withdrawn

NIMA Records Schedule

500 Series - SECURITY FILES

Security and police files relate to matters concerning security, protection of classified information, and the protective maintenance of all elements of the National Imagery and Mapping Agency.

These files accumulate in offices responsible for security, signal security, personnel security, and guard protective services.

- 501 - General Security Files
- 502 - Information Security Files
- 503 - Signal Security Files
- 504 - Physical and Industrial Security Files
- 505 - Guard Protective Services Files
- 506 - Counterintelligence Files
- 507 - Personnel Security Files

NIMA Records Schedule

501-01 Series - GENERAL SECURITY FILES

These files accumulate in all security offices and are a part of security office function.

Series	Type of Files	Disposition
501-01	<p>SECURITY CONTAINER/VAULT INFORMATION <i>(Privacy Act Applies)</i> Up-to-date record of all office safe and padlock combinations, together with other information necessary to identify and locate the safes, vaults or containers and the individuals having knowledge of the combination.</p> <p>I. NATO:</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>II. All Others:</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>TEMPORARY</p> <p>a. Destroy when turned-in, superseded or when 1 year old.</p> <p>b. Destroy/delete within 180 days after recordkeeping copy has been produced.</p> <p>a. (GRS 18/7a)</p> <p>b. (GRS 18/30)</p>

NIMA Records Schedule

501-02

SECURITY VIOLATIONS

TEMPORARY

Documentation pertaining to alleged or actual security violations, unauthorized disclosure of classified information, results, findings, and action taken.

I. Information:

1. Files relating to alleged violations of a sufficiently serious nature that they are referred for prosecution determinations.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/24a)

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

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c (GRS 18/30)

2. All other files, exclusive of records placed in official personnel folders.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/24b)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

II. Physical:

1. Documents or reports on alleged security violations or practices dangerous to security, such as unattended open safes,

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improper handling or unauthorized divulgence of classified information.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/24b)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

2. Reports of compromises, violations, or unsecure practices, with analyses.

a. Recordkeeping copies (paper, electronic, or both). a. ~~Off~~ off annually. Destroy when 10 years old.

b. Paper records maintained separately from the recordkeeping system. b. Destroy when 3 year old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

NIMA Records Schedule

501-03

SURVEY AND INSPECTIONS

I. Physical:

I. TEMPORARY

1. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents and to safeguard information and facilities against sabotage and unauthorized entry.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/9)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

2. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related records.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/10)

b. Paper records maintained separately from the record keeping system. b. Destroy when 2 years old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

3. Documents relating to surveys that are concerned with examination of the physical measures designed to safeguard personnel and prevent unauthorized access, sabotage, damage, or theft of equipment and facilities. Included are survey reports, recommendations, and related

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data.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/9)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

II. Traffic Survey Files:

Documents reflecting the results of traffic surveys conducted to achieve maximum flow and control of traffic. Included are reports, recommendations, and related data

a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 2 years old, or on discontinuance of facility whichever is first.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

III. Automated Information Security:

Documents relating to the inspection/survey of AIS equipment.

a. Recordkeeping copies (paper, electronic, or both) a. Destroy when 3 years old or when superseded.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

IV. Counterintelligence:

Documents of all particulars concerning security violations for statistical and reporting/analysis purposes.

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- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 5 years old.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 2 years old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

V. **NATO:**

Documents relating to surveys and/or inspections dealing with NATO material.

- a. Recordkeeping copies (paper, electronic, or both) a. Destroy when superseded.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

NIMA Records Schedule

501-04

SECURITY ACCREDITATIONS

I. Special Access Program.

Documents on SCIF accreditation, AIS and physical security of locations.

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

PERMANENT

a. Cut off annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.

b. Paper records maintained separately from the recordkeeping system.

TEMPORARY

b. Destroy when 2 years old or on discontinuance whichever is first.

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

c. (GRS 18/30)

II. Industrial Security Files

Documents on Facility accreditation (including but not limited to SCIF and security area).

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

PERMANENT

a. Cut off annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.

b. Paper records maintained separately from the recordkeeping system.

TEMPORARY

b. Destroy when 2 years old.

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

c. (GRS 18/30)

III. Automated Information Security

Documents on systems accreditation.

TEMPORARY

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

a. Destroy when 5 years old or when superseded.

b. Paper records maintained separately from the

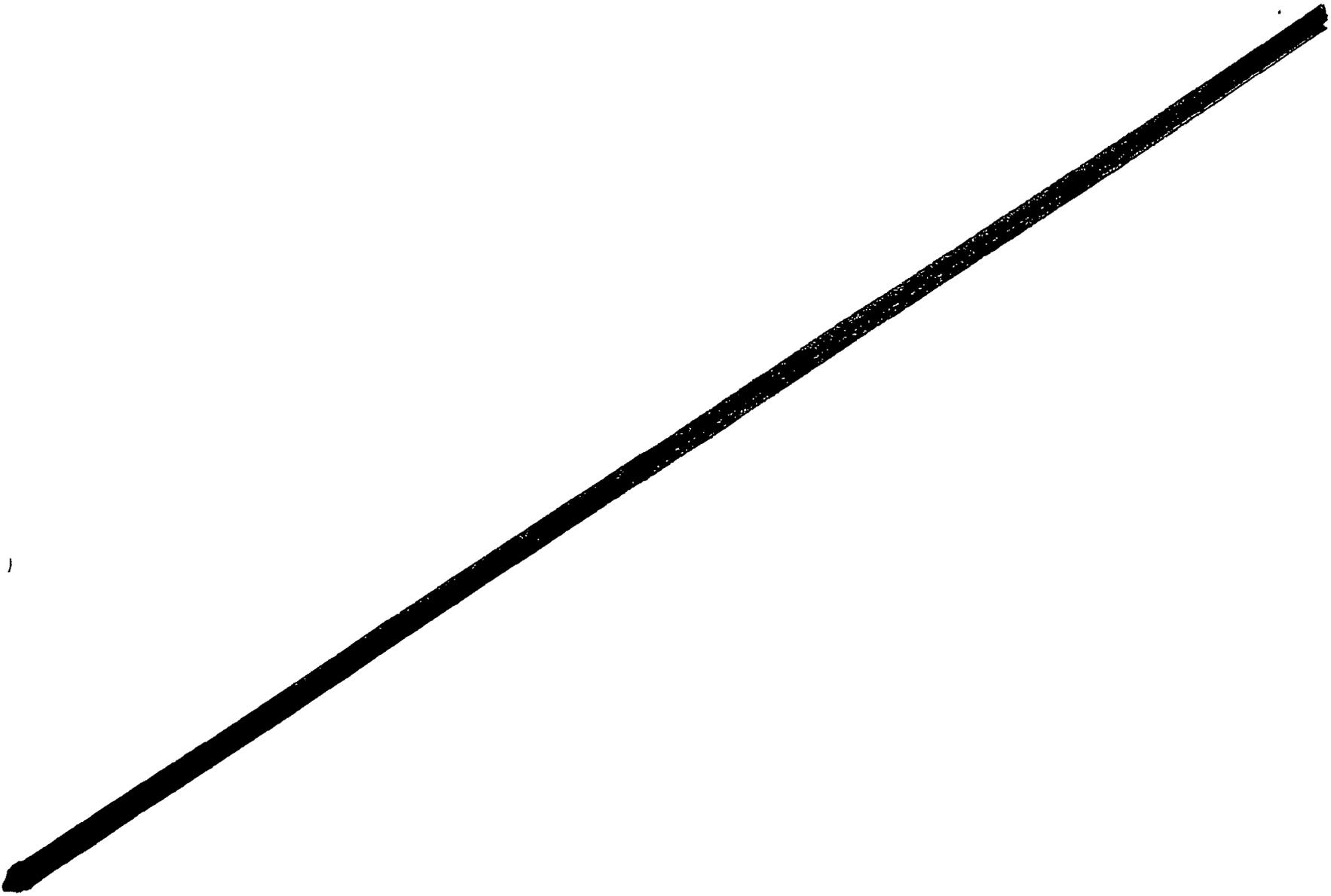
b. Destroy when 2 years old.

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recordkeeping system.

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

c. (GRS 18/30)



NIMA Records Schedule

502 Series - Information Security Files

These files accumulate as a result of ensuring protection of information from unauthorized disclosure, classification/declassification actions and implementation of security procedures to adequately protect material by proper classification, and to ensure authorized access to these materials.

Series	Type of Files	Disposition
502-01	<p>CLASSIFIED MATERIAL ACCOUNTING AND CONTROL</p> <p>I. Registers maintained at control points to indicate accountable records, including correspondence, record receipts, destruction certificates, inventories, and access files pertaining to the administration of security classification, control and accounting for classified documents, reflecting the receipt, dispatch, or destruction of the document. Included are forms and similar documents used for control, as follows:</p>	TEMPORARY
	<p>1. Accountable SCI Documents</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>a. Cut off annually. Transfer to a FRC when 3 years old. Destroy when 20 years old.</p> <p>b. Destroy when 3 years old.</p> <p>c. (GRS 18/30)</p>
	<p>2. COSMIC Top Secret</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic</p>	<p>TEMPORARY:</p> <p>a. Cut off annually. Transfer to a FRC when 3 years old. Destroy when 10 years old.</p> <p>b. Destroy when 3 years old.</p> <p>c. (GRS 18/30)</p>

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mail and used solely to generate recordkeeping copies.

3. NATO Secret and all others

TEMPORARY:

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. (GRS 18/30)

II. Records authorizing the re-grading of security classified documents. Included are forms, circulars, and other authorized records

TEMPORARY:

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

a. Destroy when related records are downgraded, transferred, or destroyed.

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

b. (GRS 18/30)

III. NATO Control Signature Card.

TEMPORARY:

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

a. Destroy when superseded or person is debriefed.

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

b. (GRS 18/30)

502-02

SECURITY INFORMATION RELEASES

TEMPORARY

Documents relating to the review of classified or potentially classified record materials for the purposes of dissemination or release of information to sources outside NIMA, such as the review of manuscripts, photography, lectures, radio and television scripts, and other

NIMA Records Schedule

materials.

I. Office of Primary Interest

- a. Recordkeeping copies (paper, electronic, or both).
 - a. Destroy when 5 years old.
- b. Paper records maintained separately from the recordkeeping system.
 - b. Destroy when 2 years old or on discontinuance whichever is first.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
 - c. (GRS 18/30)

II. Other Offices

- a. Recordkeeping copies (paper, electronic, or both).
 - a. Destroy when 2 years old or on discontinuance whichever is first.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
 - b. (GRS 18/30)

502-03

SECURITY INFORMATION EXCHANGE

Documents relating to the exchange of security classified information with other Government agencies, industry, and foreign governments. Included are correspondence on the exchange of information, agreements, and related records.

- a. Recordkeeping copies (paper, electronic, or both).
 - a. Cut off annually. Transfer to a FRC when 3 years old. Destroy when 20 years old.
- b. Paper records maintained separately from the recordkeeping system.
 - b. Destroy when 3 years old, or on discontinuance whichever is first.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
 - c. (GRS 18/30)

TEMPORARY

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502-04

CLASSIFIED RECORDS INVENTORY

TEMPORARY

Forms, ledgers, or registers that are used as classified document receipts, record destruction certificates, or used as a record of the receipt of registered or insured mail.

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

a. (GRS 18/4)

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

b. (GRS 18/30)

(Note: This file number is used by the office responsible for the central inventory for NIMA, a Component, or a subordinate office. Other offices will use file number 103-02).

502-05

SECURITY POLICY AND PLANNING

Records reflecting the formation and establishment of security policy, planning, and procedural developments governing security matters.

I. Office of Primary Interest.

PERMANENT

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

a. Review annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.

b. Paper records maintained separately from the recordkeeping system.

TEMPORARY

b. Destroy when 3 years old.

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

c. (GRS 18/30)

II. All Other

TEMPORARY

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

a. Destroy when superseded or obsolete.

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- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

502-06

SECURITY COMPROMISE CASES
(Privacy Act Applies)

TEMPORARY

Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and related documents.

I. Files relating to alleged violations of a sufficiently serious nature that they are referred to the DOJ or Defense for prosecution determination, exclusive of files held by DOJ or Defense offices responsible for making such determinations.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy 5 years after close of case.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 2 years old, or on discontinuance whichever is first.
- c. Electronic copies of records created using word processing system and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

II. All other files, exclusive of papers placed in official personnel folders.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy 2 years after completion of final action or 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. (GRS 18/30)

502-07

DOCUMENT SECURITY

TEMPORARY

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General administration of the security classification program, classification and declassification guides, re-grading/ declassification instructions, and the measures required to safeguard classified information.

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 when no longer required for current operations.

b. (GRS 18/30)

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503 Series - SIGNAL SECURITY FILES

These files relate to signal security and consist of records concerned with cryptosecurity, physical security of COMSEC material, transmission security, electronic security, Red/Black wiring, radiatic security (TEMPEST), counterintelligence, and COMSEC logistics.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
503-01	<p>SIGNAL SECURITY MANAGEMENT Documents which are not of a routine nature and which are not specifically covered elsewhere in this series. These files include management records related to signal security such as a determination as to cryptosystem, equipment authorized and required, and operational and procedural functions of the Agency.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>PERMANENT a. Cut off annually. Retire to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.</p> <p>TEMPORARY b. Destroy when 3 years old. c. (GRS 18/30)</p>
503-02	<p>COMSEC SUPPLY CORRESPONDENCE Documents relating to the routine supply of COMSEC material.</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>TEMPORARY a. (GRS 12/2a) b. (GRS 18/30)</p>
503	ITEM REGISTER AND HOLDER RECORD	TEMPORARY

NIMA Records Schedule

Data maintained to account for all COMSEC material and to show its receipt, movement, and final disposition. Data reflecting all items of COMSEC material held by individual organization.

I. Item Register

- 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 item register receipts when 6 months old.
- b. (GRS 18/30)

II. Holder Record

- 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 on receipt of superseding scheduled destruction or transfer reports.
- b. (GRS 18/30)

503-04

DAILY INVENTORY

Documents reflecting daily inventories of legend codes 1 and 2 materials, which are made at the end of each workday and/or between shifts. The records contain the short titles of each item inventoried, initials of the person making the inventory, and time of the inventory.

TEMPORARY

- 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 on completion of next quarterly inventory.
- b. (GRS 18/30)

503-05

ACCOUNTING REPORTING

Documents reflecting the receipt, possession, inventory, transfer, destruction, and relief

TEMPORARY

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from accountability for accountable COMSEC material and records. Included are destruction, transfer, inventory, and possession reports; records vouchers; certificates of verification, relief from accountability; and related routine COMSEC accounting correspondence.

I. COMSEC Central Office of Record: Change of custodian transfer report.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 1 year old.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

I. COMSEC Central Office of Record: Other documents.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 5 years old.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 2 years old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

II. COMSEC Field Office of Record: Change of custodian transfer reports and possession reports.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 1 year old.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

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IV. COMSEC Field Office of Record: Other Documents

- 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. (GRS 18/30)

503-06

CRYPTO-AREA VISITOR REGISTERS

TEMPORARY

Registers used for recording pertinent information on persons entering the crypto area other than those whose name appear on the authorized entrance list. Sheets of a register involved in a security report or an investigation will become an integral part of the report of investigation and will have the same disposition as the report of investigation

- a. Recordkeeping copies (paper, electronic, or both). a. Cut off individual sheets at the end of each calendar year and destroy 1 year later.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

503-07

SIGNAL SECURITY APPROVALS

TEMPORARY

Request for approval to establish, alter, expand, or relocate facility; exceptions to provisions of appropriate Army, Air Force, or Navy directives, and approval of circuits. Included are questionnaires, reports of approval, and related data.

I. Approving Offices:

- Recordkeeping copies (paper, electronic, or both). a. Destroy 1 year after receipt of related superseding approval or after closing of account or facility.

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- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

II. Requesting Office:

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy on receipt of related superseding approval or upon closing of account or facility.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

503-08

SIGNAL SECURITY INSPECTIONS

TEMPORARY

Inspection reports and related correspondence, such as crypto facility inspection, Red/Black wiring inspection, TEMPEST test report, periodic inspection, and similar inspections.

I. Inspection Offices

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy 1 year after receipt of related superseding inspection or after closing of account or facility.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

II. Inspected Office

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy on receipt of related superseding inspection or after closing of account or facility whichever is first.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

503-09

SIGNAL SECURITY REPORTING

TEMPORARY

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Reports including message reports and related correspondence. Included are electronic security reports; crypto security and transmission security analyses; violations and summary reports; reports of violations of physical and cryptographic security and other reports not specifically covered in other paragraphs of this series. Reports that are the subject of a formal investigation will be filed with the investigation reporting files.

I. Office of Primary Interest

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy when 5 years old.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 1 year old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

II. Other Offices

- 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. (GRS 18/30)

503-10

SIGNAL SECURITY INVESTIGATION REPORTING

TEMPORARY

Reports of investigation concerning the loss or subject to compromise of COMSEC material and investigations of transmission, physical, and other signal security violations.

I. Office of Primary Interest

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy 5 years after close of case.

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both).

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 years old.

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

c. (GRS 18/30)

II. Other offices

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. (GRS 18/30)

503-11

ENCRYPTED TRAFFIC REPORTING

TEMPORARY

Copies of DA Form 1997, Encrypted Traffic report, or similar form.

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

a. Destroy when 1 year old.

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

b. (GRS 18/30)

503-12

ENCRYPTED MESSAGE TEXT

TEMPORARY

Cipher copies of messages and tapes. Messages involved in an investigation will be retained until the investigation is completed.

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

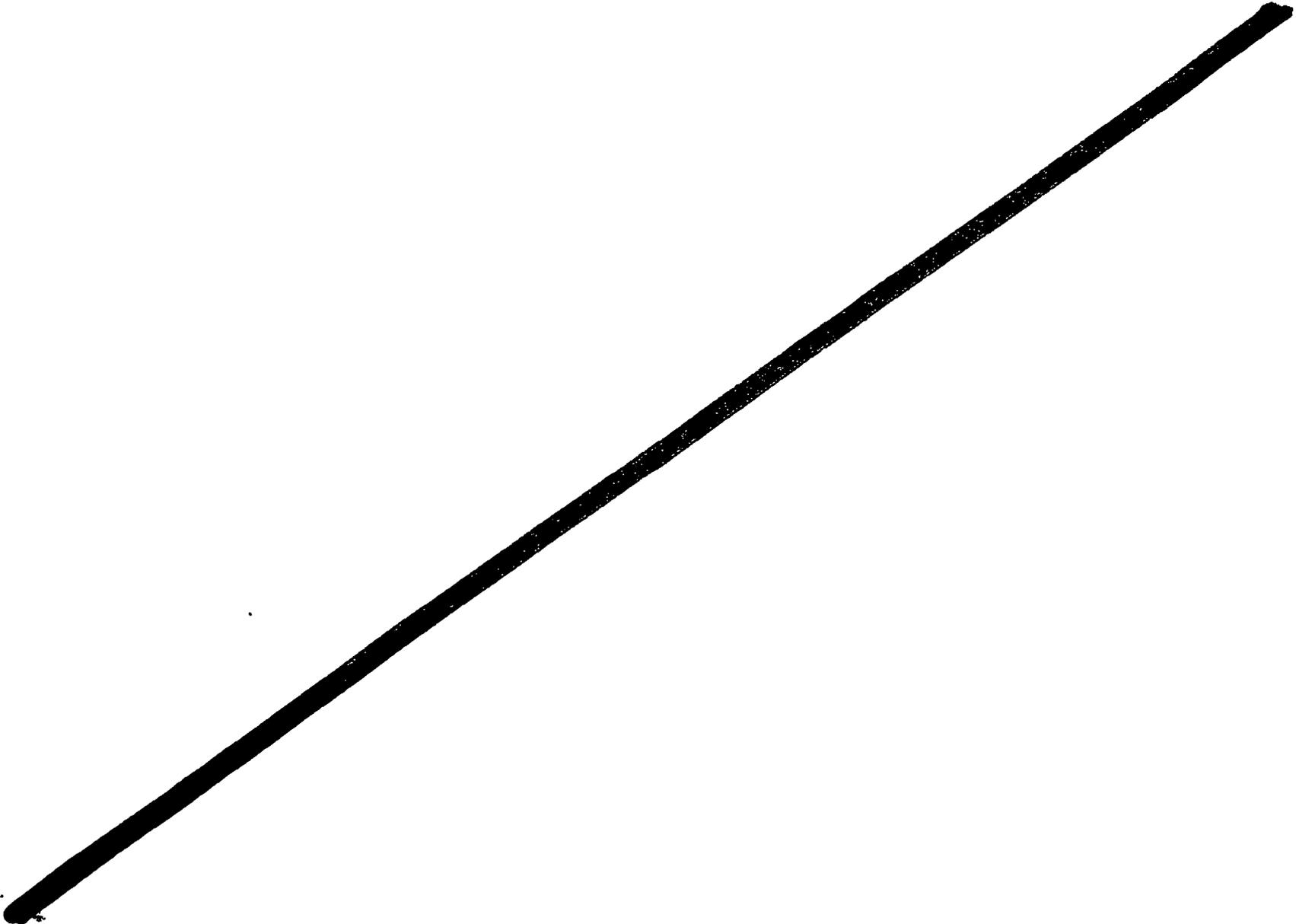
a. Destroy after a minimum retention of 5 days and before maximum retention of 60 days, EXCEPT those messages involved in an investigation.

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

b. (GRS 18/30)

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used solely to generate recordkeeping copies.

9



NIMA Records Schedule

504 Series - PHYSICAL AND INDUSTRIAL SECURITY FILES

These files accumulate from the implementation of physical security and standards to protect installations and to ensure proper restrictions of access to sensitive records and locations.

Series	Type of Files	Disposition
504-01	<p>SECURITY POLICY AND DIRECTION FILES Correspondence and records including directives from higher authority, reflecting policy and direction of security services.</p> <p>I. Office of Primary Interest</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p> <p>II. All Others.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>PERMANENT</p> <p>a. Cut off annually. Retire inactive file to a FRC 2 years after cut off. Transfer to the National Archives when 25 years old.</p> <p>TEMPORARY</p> <p>b. Destroy when 3 years old.</p> <p>c. (GRS 18/30)</p> <p>a. Destroy when 6 years old.</p> <p>a. Destroy when 2 years old.</p> <p>c. (GRS 18/30)</p>
504-02	<p>CONTRACT FACILITIES SECURITY CASES Case files on private facilities performing work on classified contracts. These files originate to protect NIMA classified</p>	<p>TEMPORARY</p>

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information and equipment in possession of contractors, consultants, and advisors, and contain all records related to the maintenance of security at the contractor facility.

I. Office of Primary Interest

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

a. Place individual cases in an inactive file upon termination of contract. Transfer to a FRC when 2 years old. Destroy when 10 years old.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 years old.

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

c. (GRS 18/30)

II. All Others

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

a. Destroy upon termination of contract or case.

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

b. (GRS 18/30)

504-03

CONTRACTOR ACCOUNTS

(Privacy Act Applies)

Contains information on all contractor accounts and identifies all TS or SCI materials received or generated by those accounts, the authorization and the custodians and security officers responsible. It also contains copies of all incoming TS collateral materials.

TEMPORARY

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

a. Destroy when 2 years old or when no longer needed whichever is first.

b. Electronic copies of records created using

b. (GRS 18/30)

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word processing systems and electronic mail and used solely to generate recordkeeping copies.

504-04

SECURITY EQUIPMENT

Documents relating to the determination of use and types of security equipment for protecting classified records and material; e.g., alarm systems and safes.

TEMPORARY

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

a. Cut off annually. Transfer to a FRC when 2 years old. Destroy when 10 years old.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 years old.

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

c. (GRS 18/30)

504-05

INDUSTRIAL INFORMATION SECURITY

(Privacy Act Applies)

Documents relating to the protection of classified information in the possession of industry, including records relating to the issuance of clearance certificates.

TEMPORARY

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

a. Destroy 2 years after termination of clearance or contract.

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

b. (GRS 18/30)

504-06

INDUSTRIAL ADMINISTRATIVE

(Privacy Act Applies)

Contractor Employee Files: Records related to the employees working under a contract.

TEMPORARY

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

a. Retain until the contract is terminated or until the employee is no longer working

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on the contract.

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

b. (GRS 18/30)

II. **Contractor Files:** Contains information on the contract; including contractor's name, address, Facility Security Office (FSO) Company officers, and other related records.

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

a. Destroy 6 months after contract is completed.

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

b. (GRS 18/30)

III. **Industrial Clearance Files:** Case files reflecting granting, denying, or revoking industrial security clearances. Included are Security requirements check lists, contract security surveys, and personnel security questionnaires.

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

a. Cut off upon termination of contract. Transfer to a FRC when 3 years old. Destroy when 10 years.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 3 years old.

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

c. (GRS 18/30)

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505 Series - Guard Protective Services Files

These files relate to guard activities concerned with the protection and security of NIMA facilities. Included are personnel identification, vehicle and firearms registration, and traffic law enforcement.

Series	Type of Files	Disposition
505-01	<p>SECURITY IDENTIFICATION ISSUE (Privacy Act Applies) Documents pertaining to the issue of security identification cards and badges. Included are applications and similar or related data.</p>	TEMPORARY
	<p>a. Recordkeeping copies (paper, electronic, or both).</p>	a. Destroy when 3 years old.
	<p>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	b. (GRS 18/30)
505-02	<p>SECURITY IDENTIFICATION ACCOUNTABILITY (Privacy Act Applies) Documents used to maintain accountability for identification cards and badges. Included are registers and similar or related data.</p>	TEMPORARY
	<p>a. Recordkeeping copies (paper, electronic, or both).</p>	a. Destroy 3 years after last card or badge number entered has been accounted for.
	<p>b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	b. (GRS 18/30)
505-03	<p>FIREARMS AUTHORIZATION (Privacy Act Applies) Documents authorizing NIMA civilian guards to carry firearms authorization cards, and related papers.</p>	TEMPORARY
	<p>a. Recordkeeping copies (paper, electronic, or both).</p>	a. (GRS 18/19d)

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- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

505-04

PARKING PERMIT CONTROL

TEMPORARY

(Privacy Act Applies)

Documents relating to the allotment of parking spaces, and record of violations by holders of parking permits.

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

a. Destroy on transfer or separation of parking permit holder, or when permit is superseded or revoked.

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

b. (GRS 18/30a)

505-05

VEHICLE REGISTRATION AND DRIVER RECORD FILES

TEMPORARY

(Privacy Act Applies)

Documents used to register privately owned motor vehicles and to record traffic violations and accidents of individual drivers.

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

a. Destroy 1 year after revocation or expiration or on discontinuance whichever is first.

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

b. (GRS 18/30)

505-06

MISSING VEHICLE REGISTER

TEMPORARY

Data reflecting the description of missing or stolen vehicles. Included are vehicle registers and similar papers.

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

a. Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered, or on

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discontinuance whichever is first.

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

b. (GRS 18/30)

505-07

TRAFFIC LAW ENFORCEMENT

TEMPORARY

(Privacy Act Applies)

Documents relating to traffic enforcement activities; e.g., surveys, accidents, and traffic violations. Included are traffic law enforcement notices and summons. Excluded are documents relating to traffic accidents that are forwarded to and held by claims officers.

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

a. Destroy after 1 year or on discontinuance of facility whichever is first.

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

b. (GRS 18/30)

505-08

KEY ACCOUNTABILITY

TEMPORARY

(Privacy Act Applies)

Documents relating to the issue, return, and accountability for keys to secure areas.

I. Files relating to keys to restricted security areas.

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

a. (GRS 18/16a)

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

b. (GRS 18/30)

III. Files relating to keys to other areas.

a. Recordkeeping copies (paper, electronic, or

a. (GRS 18/16b)

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both).

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

b. (GRS 18/30)

505-09

GUARD REPORTS

TEMPORARY

Reports prepared daily and submitted to the component director or his authorized representative.

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

a. Destroy when 2 year old or on discontinuance whichever is first.

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

b. (GRS 18/30)

505-10

GATE GUARD FILES

TEMPORARY

Documents relating to measures taken to guard Government facilities. Included are assignment sheets, gun registers, registers reflecting movement of personnel or vehicles in or out of Government facilities, package passes, routine or negative reports, and similar data.

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

a. Destroy when 6 months old or on discontinuance whichever is first.

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

b. (GRS 18/30)

505-11

PATROL REPORTING

TEMPORARY

Police patrol report files and guard service control files. Included are reports of patrols, guard check sheets, door slips, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, and similar papers.

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- a. Recordkeeping copies (paper, electronic, or both).
- a. Destroy when 1 year old or on discontinuance whichever is first.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
- b. (GRS 18/30)

505-12

COMPLAINT AND INCIDENT

TEMPORARY

Records relating to complaints and incidents observed or reported. Included are reports with supporting documents such as statements, affidavits, DD Form 1569, and related papers.

- a. Recordkeeping copies (paper, electronic, or both).
- a. Destroy 2 years after completion of final action or when no longer needed, whichever is first.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
- b. (GRS 18/30)

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506 Series COUNTERINTELLIGENCE FILES

These files, relating to the counterintelligence and countermeasures programs, are created and used in the course of detecting, preventing, and nullifying hostile intelligence operations against NIMA and Agency contractor facilities.

Series	Type of Files	Disposition
506-01	<p>M54 CASE CONTROL DATABASE This database contains summaries of counterintelligence and compromise cases.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>PERMANENT</p> <p>a. Cut off annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.</p> <p>b. Destroy when 3 years old.</p> <p>c. (GRS 18/30)</p>
506-02	<p>TERRORIST THREAT DATA BASE This database contains a summary of terrorist incidents/threats worldwide.</p> <p>a. Recordkeeping copies (paper, electronic, or both).</p> <p>b. Paper records maintained separately from the recordkeeping system.</p> <p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	<p>PERMANENT</p> <p>a. Cut off annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.</p> <p>TEMPORARY</p> <p>b. Destroy when 3 years old.</p> <p>c. (GRS 18/30)</p>
506-	<p>COUNTRY FILE This file consists of data retained for assessment purposes concerning each country's</p>	<p>TEMPORARY</p>

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intelligence services, economy, government policy, terrorism, and related subjects.

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. Review annually. Destroy non-current information.

b. (GRS 18/30)

506-04

ESPIONAGE PERSONALITIES

This file consists of espionage case investigations and reports.

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.

PERMANENT

a. Cut off annually. Retire inactive file to a FRC 3 years after cut off. Transfer to the National Archives when 25 years old.

TEMPORARY

b. Destroy when 3 years old.

c. (GRS 18/30)

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507 - PERSONNEL SECURITY FILES

These files accumulate from actions to ensure that all persons requiring access to classified information or Agency spaces meet Agency personnel security standards. These files include copies of investigative reports polygraph interview reports, orientation/indoctrination/debriefing oaths, and related matters.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
507-01	<p>PERSONNEL SECURITY (Privacy Act Applies) Files on all individuals employed, seeking employment, or whose relationship with the Agency requires security investigations, clearance processing, indoctrination, or orientation. Includes investigations, clearance status, reinvestigations, indoctrination and debriefing oaths, military check-in and check-out forms, official courier briefing forms, unofficial foreign travel forms, certification upon indoctrination for access to critical nuclear weapon design information, and other security related data.</p> <p>I. Absence of Derogatory Information:</p> <p>1. Personnel considered for affiliation with NIMA who withdraw or are withdrawn before the investigations are initiated.</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>c. All others having received some investigative processing (briefing, polygraph or investigation).</p> <p>a. Recordkeeping copies (paper,</p>	<p>TEMPORARY</p> <p>a. Destroy immediately after processing is terminated or case is closed.</p> <p>b. (GRS 18/30)</p> <p>a. Following the date of last action,</p>

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electronic, or both)

retain locally for maximum of 30 days then destroy.

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

b. (GRS 18/30)

II. Presence of derogatory information which resulted in adverse action.

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

a. Retain locally for maximum of 5 years after separation, then destroy.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 years old.

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

c. (GRS 18/30)

507-02

POLYGRAPH FILES

TEMPORARY

All records/documents relating to polygraphs, to include dates and related records scheduling investigations and polygraph examinations, etc.

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

a. Cut off annually. Transfer to a FRC when 3 years. Destroy when 10 years old.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 3 years old.

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

c. (GRS 18/30)

507-03

SECRECY AGREEMENTS, INDOCTRINATIONS, NON-DISCLOSURE AGREEMENTS, AND DEBRIEFING (Privacy Act Applies)

TEMPORARY

Non-disclosure agreements (NDA) and SI/TK or indoctrination oaths of individuals affiliated

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with NIMA, copies of NDA, such as SF-312, classified information NDA, signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements of civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).

I. If maintained separately from the individual's official personnel folder.

- a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/25a)
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 3 years.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

II. If maintained in the individual's official personnel folder.

- a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/25b)
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 3 years old.
- c. Electronic copies of records created using word processing systems and electronic mail and c. (GRS 18/30)

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used solely to generate recordkeeping copies.

III. Special Access Program Records relating to billet, re-indoctrination, violations and related records.

- a. Recordkeeping copies (paper, electronic, or both). a. Retain as long as employee works for the government or contractor.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 3 years old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

IV. NATO briefing/debriefing cards.

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy upon separation or termination of employment.
- b. Paper records maintained separately from the recordkeeping system. b. Destroy when 3 years old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. (GRS 18/30)

507-04

PERSONNEL SECURITY CLEARANCES FILES

TEMPORARY

(Privacy Act Applies)

Lists or rosters showing the current security clearance status of individuals.

- a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/23)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (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/>