

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)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-537-99-2

DATE RECEIVED

2/23/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-11-00

ARCHIVIST OF THE UNITED STATES

John W. Hall

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

22 Feb 2000

SIGNATURE OF AGENCY REPRESENTATIVE

Joseph W. Lambert

b(3)

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

The National Imagery and Mapping Agency (NIMA) Records Management Office is resubmitting Series 1300, Systems/Technology 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 1300 Series (Enclosure 1) has been coordinated with NIMA General Counsel and major program offices of the Agency. Enclosure 2 is a conversion table of Defense Mapping Agency (DMA) approved file numbers to the proposed NIMA file numbers.

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.

Copy to: agency, NWMW, NWME 4/14/00 clb

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	R&D PROGRAM MANAGEMENT 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. 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.	DISPOSITION NOT AUTHORIZED

NIMA Records Schedule

1301-02 COMMITTEES

Records relating to NIMA participation in or relationship with the various S&T coordinating or steering committees. Included are: agenda, minutes of meetings, reports and similar documents pertaining to project, tasks, subtasks, operations of the committee or board, briefings, advice and guidance, membership list, attendee lists, nominations of NIMA members seeking to serve on the committee or panel, and NIMA's position on matters considered by the committees. Also included are briefing invitations, announcements, and registration documents.

TEMPORARY

GRS 16/8 (a & b)
GRS 16/15

1301-03 BUDGET

Records relating to preparation of draft S&T estimates and operating budgets, briefings, slides, and presentations on the budget estimates, proposed and approved programs, deficiencies, spreadsheets and databases, cost data, and independent government cost estimates.

TEMPORARY

GRS 5/2
GRS 5/5

NIMA Records Schedule

1301-04 PROJECT REGISTER

Registers, listings, and related documents used to record information on projects and tasks, such as projects or task numbers and title, project or task office, and contract number.

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.

TEMPORARY

a. Destroy 10 years after register or list is filled or closed.

b. Destroy when 2 years old.

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

1301-05 PROJECT CONTROL

Documents accumulating from the supervision, management, and administration of research, development, test, and evaluation projects. Included are documents relating to recommendations for project initiation, termination, or cancellation.

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.

TEMPORARY

a. Destroy upon completion or cancellation of project.

b. Destroy when 2 years old.

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

NIMA Records Schedule

1301-06 PROJECT REPORTING FILES

DISPOSITION NOT AUTHORIZED

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).

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

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
1302-01	PROPOSALS Records relating to the receipt and administration of the evaluation of unsolicited disclosures, data suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by NIMA personnel in line of duty or under the awards program. Included are proposals from private individuals, problem statements, memorandum of understanding, communications with submitters, evaluations, and related papers. 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.	TEMPORARY a. Destroy 5 years after completion of evaluation or proposal. b. Destroy when 2 years old. c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

1302-02

STUDIES

Documents accumulated on studies conducted and funded by civilian concerns as a part of their defense-oriented research and development programs. Included are study assistance requests or applications, coordinating actions, copies of studies and evaluations thereto, and related papers.

- 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.

TEMPORARY

- a. Destroy 10 years after completion of study.
- b. Destroy 2 years on completion or cancellation of the study.
- c. Destroy/delete within 180 days after recordkeeping copy has been produced.

1302-03

PROGRAM REVIEW FILES

Documents relating to the review of industrial research and development programs, supported in part by funds for S&T allowed for general overhead to assure that NIMA does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, copies of technical evaluations, coordinating actions, final evaluations, and related papers.

- a. Recordkeeping copies (paper, electronic, or both).
- b. Paper records maintained separately from the recordkeeping system.

TEMPORARY

- a. Destroy when 6 years old.
- b. Destroy when 2 years 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.

1302-04

SYSTEMS ENGINEERING FILES

Records relating to system engineering, development, specifications, standards, services, computing requirements and environment assessment, the development of maintenance support plan or maintenance package for S&T item, mainframe, draft maintenance allocation charts, lubrication orders, technical manuals, spare part lists, cable software applications, test and evaluation program schedule, production engines, external support, history of circuits, internal lab environment, infrastructure design of system engineering, and interoperability profiles governing the infrastructure.

TEMPORARY

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

a. Destroy when equipment is obsolete or no longer needed.

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

NIMA Records Schedule

1302-05

TECHNICAL FILES

These records relate to new methods and techniques, developments by others, requirement verification traceability matrix, white papers, and concept papers.

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.

TEMPORARY

a. Destroy when 6 years old.

b. Destroy when 2 years old.

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

1302-06

TECHNICAL DATABASE FILES

These records relate to methods of storage, retrieval, integration and fusion, tape and file transmittals, of selected intelligence databases.

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.

TEMPORARY

a. Destroy when 6 years old.

b. Destroy when 2 years old.

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

NIMA Records Schedule

1302-07

R&D ITEM CASE FILES

DISPOSITION NOT AUTHORIZED

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.

NIMA Records Schedule

1302-08

R&D ITEM CROSS-REFERENCE FILES

TEMPORARY

Cross-reference or notations as to the existence and location of scale models motion picture films and comparable items, which are not filed with the project, task, or subtask file.

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

a. Destroy 6 years after report is published.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when two 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.

1302-09

R&D PHOTOGRAPHIC AND FILM FILES

DISPOSITION NOT AUTHORIZED

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

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.

NIMA Records Schedule

1303 Series - SYSTEMS AND TECHNOLOGY CASE FILES

These records relate to individual system and technology projects, tasks, and subtasks, in which the projected end item is a technical paper, study, physical process, or article of materiel designed to satisfy special requirements approved by NIMA. Basic research may be defined as that effort directed toward increased knowledge of the subject under study. These case files are accumulated only by offices with systems and technology missions which use S&T funds for research on engineering design of or fabrication of new items or processes.

Series	Type of File	Disposition
1303-01	CONTRACT FILES Records relating R&D contract and related data. Included are past, current, proposed, and support contracts, proposals, Statements of Work (SOW), Engineering Change Proposals(ECP), cost data, deliverables, Government Furnished Equipment(GFE), Government Furnished Information (GFI), status reports, financial reports, monthly reports, procurement and licensing of software and hardware for NIMA, procurement of vendor maintenance and agreement contracts for hardware, network support contracts, consolidation and monitoring of existing hardware maintenance contracts, software and hardware requirements, preferred products lists and administrative contract support. Other records include logistics planning, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, maintenance analysis, support for NIMA hardware and software acquisition contracts, resource identity, budget requirements, and internal and external	TEMPORARY

NIMA Records Schedule

customers for NIMA hardware and software maintenance, proposals for new systems, contract support for consolidated repair and maintenance facility for deployed systems, technical assistance teams, and engineering support.

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.

a. Destroy 6 years after expiration of the contract.

b. Destroy when 2 years old.

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

1303-02

R&D ITEM TRAINING FILES

Records relating to an office's participation in the preparation of technical instructions or training for a 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.

TEMPORARY

a. Destroy 6 years after report is published.

b. Delete when 2 years old.

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

NIMA Records Schedule

1303-03

PROJECT ITEMS FILES

TEMPORARY

Case or item files consisting of records relating to the establishment, revision, or termination of projects; the assignment of type designators (model number); type classification; and comparable matters, arranged by project or item number, or chronologically.

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

a. Destroy 10 years after completion of project.

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

1303-04

SCHEDULING, REVIEW, AND TESTING FILES

TEMPORARY

Records reflecting scheduled projects, design, NIMA-wide operational testing, verification, and review of plans, field installation, baseline control of test environment, integration testing of developed applications, demonstration support, test plans for integration, and test coordination with operations. Included are test reports or minutes of test scheduling conferences, test program records, plans, preliminary and final reports, correspondence, comparable test data, coordinating actions, and related papers.

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

a. Destroy 10 years after completion.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 years 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.

1303-05

R&D COMPLETION NOTICE FILES

TEMPORARY

Records reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local record indicating that all research and development on the particular item has ceased.

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

a. Destroy 6 years after report is published.

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

NIMA Records Schedule

1304 Series - SOFTWARE AND HARDWARE MANAGEMENT, TELECOMMUNICATIONS SYSTEM AND COMPUTER SUPPORT FILES.

These records relate to the maintenance, testing, review of software and hardware, providing computer-related support for NIMA employees, providing telecommunication service, and various types of phones installed within NIMA.

Series	Type of File	Disposition
1304-01	COMPUTER SUPPORT FILES Records relating to request for trouble-shooters in the administration and maintenance of desktop, server hardware and software assistance, maintenance and support for legacy systems, and information relating to installation and maintenance, trouble call reports, and customer feedback forms. Included are desktop workstations, servers, printers, peripherals, network hardware, add, move, relocate user files or network portions, database used for logging, tracking, and analysis for R&D, security maintenance, baseline control documentation, and server hardware and software configurations.	TEMPORARY
	a. Recordkeeping copies (paper, electronic, or both).	a. Destroy when 3 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. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

1304-02

TELECOMMUNICATIONS SYSTEMS FILES

TEMPORARY

Records reflecting secure voice and facsimile systems, video and facsimile machines, VTC installation support, capability upgrades, video teleconferencing, monitoring communications operations and problems, installation and maintenance of communications infrastructure. Included are Request For Change (RFC), Statement of Work (SOW), network diagrams, Telecommunications Service Requests (TSR), drawings of telephone and electric lines, cable plant layouts, switches, technology migrations, new drops, new circuits, new local area networks, cryptographic and encrypted information, signal security approval, inspection, reporting, and investigation reports, fault detection, repair in support of Systems Operations, communications traffic problems, security audit information on network devices, secure gateways, other system logs, internet, intelink, and other external connections.

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.

a. Destroy when equipment is obsolete.

b. Destroy when equipment is obsolete or when 2 years old, whichever is sooner.

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

NIMA Records Schedule

1304-03

SUPPORT EVALUATION FILES

TEMPORARY

Technology sales, cooperative exchanges, standard for data, products and information, cooperative developments, communications evaluation support, infrastructure standards in support of installation of software and hardware.

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

a. Destroy when 3 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. Destroy/delete within 180 days after recordkeeping copy has been produced.

1304-04

SOFTWARE AND HARDWARE MANAGEMENT FILES

TEMPORARY

Records relating to maintenance, analysis, and certification of software and hardware. Also included are program manager's review, test and readiness review, pre-shipment review, architecture compliance, network suitability, infrastructure standards, technology insertions and product evaluation.

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

a. Destroy 5 years after completion of the project.

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

NEW NIMA FILE

1301-01

1301-02

1302-03

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DDS&T FILE (SECRET)

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7.b (60-77) Item 11, Page 13
7.c NEW, Page 13
7.d (60-77) Item 13a, Page 14
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NEW NIMA FILE

1302-01; 1303-04
1302-07

1303-01
1301-06
1303-04

DOD (AI 15) FILE

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1301-12
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1305-01

NEW NIMA FILE

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1302-02

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/>