

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-537-03-11</i>	
1. FROM (Agency or establishment) National Geospatial-Intelligence Agency		Date Received <i>2/14/03</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>[Redacted]</i>			
5. TELEPHONE <i>[Redacted]</i>		DATE <i>2/26/03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <i>8</i> 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 3 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 <i>30 Aug 07</i>	SIGN <i>[Redacted]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 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.		

(9/10/07)

808 Series - GEODETIC FILES

These files relate to acquiring, analyzing, reducing, evaluating, and distributing geodetic and geophysical information required by NGA.

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
808-01	GEODETIC REFERENCE FILES Data consisting of material which has repetitive or multiple applications. Included are published processed reports, studies, and other publications containing geodetic data usually maintained in library-type activities; maintenance copies of map overlays, indexes, list errata; electronic media data used for data storage; and similar items maintained in operating elements on a continuing basis. 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. TEMPORARY Destroy/delete or offer to the Library of Congress when superseded or obsolete. b. TEMPORARY GRS 20, Items 13+14 Destroy/delete within 180 days after recordkeeping copy has been produced.
808-02	FIELD SURVEY RECORDS Field notebooks or other media recording data derived during the progress of satellite tracking surveys or conventional geodetic surveys. For example, Doppler, GPS, astronomic, triangulation, traverse trilateration, and leveling observations; horizontal control field survey books such as horizontal direction and angle, baseline data, distance measuring, and astronomic observation books; and vertical control	

field survey books such as spirit level, altimeter leveling, and zenith distance observation books.

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

(1) Microfilm, electronic or digital.

~~Disposition Not Approved
(1) PERMANENT. Cutoff and retire to NARA when no longer required for current mission.~~

(2) Tape files.

~~Disposition Not Approved
(2) TEMPORARY. Destroy when superseded or obsolete.~~

(3) Field notebooks.

~~Disposition Not Approved
(3) TEMPORARY. Destroy after approval of archival microfilm or other media. Field notebooks pertaining to a foreign country should be returned to that country through the State Department.~~

b. Paper records maintained separately from the recordkeeping system.

b. TEMPORARY
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.

~~c. TEMPORARY GRS 20, Items 13+14
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-03

CONTROL POINT DESCRIPTIONS

Consists of location descriptions of geodetic control monuments to include drawings, sketches, photographs and other documents that aid in the recovery of geodetic control monuments.

a. Original or unique: Recordkeeping copies (paper, electronic or both).

a. PERMANENT
Cutoff when no longer needed for current operations. Retire to a records storage facility 2 years after cutoff. Transfer

to NARA 25 years after cutoff.

b. All others: Recordkeeping copies (paper, electronic, or both).

b. **TEMPORARY**
Destroy/delete when no longer needed to support production.

c. Paper records maintained separately from the recordkeeping system.

c. **TEMPORARY**
Destroy when 180 days old.

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

~~d. **TEMPORARY** GRS 20, Items 13+14
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-04

CONTROL PHOTOGRAPHY FILES

Field control photography, pinpricked in the field, which depicts exact location of horizontal or vertical ground control stations; picture points; and accuracy test points. Office control photography, pinpricked in the office which depicts exact location of horizontal or vertical ground control stations; location of pass points and exact location of nadir points.

a. Field control photographs

a. **PERMANENT**
Cutoff when superseded or obsolete.
Retire to NARA 2 years after cutoff.

b. Office control photographs

b. **TEMPORARY**
Destroy/delete upon completion of mapping project if positions or points have been determined photogrammetrically.

c. All other photographs

c. **PERMANENT.**
Cutoff when superseded or obsolete.
Retire to NARA 2 years after cutoff.

808-05

PLANETABLE FIELD SURVEY DRAWINGS

Manuscript maps covering a prescribed area prepared in the field from local observations and measurements. Included are uncontrolled maps made in connection with field reconnaissance, traverse surveys, and general sketches of areas.

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. **PERMANENT**

Cutoff when no longer needed. Retire to a records storage facility 2 years after cutoff. Transfer to NARA 25 years after cutoff.

b. **TEMPORARY**

Destroy when 180 days old.

~~c. **TEMPORARY** GRS 20, Items 13 + 14
Destroy/delete within 180 days after
recordkeeping copy has been produced.~~

808-06

PRELIMINARY GEODETIC CONTROL DATA

Data initially processed by foreign countries and other U.S. Government Agencies performing the survey on computations, and are maintained in the DoD Geodetic Library. The data are maintained as sole source until completion of final computations or adjustments for a particular project. For example, data concerning engineer drawings; geographic positions; grid coordinates; leveling data; baseline measurements; astronomic data; tidal benchmark data; control diagrams; survey project reports; geodetic control cards; lists and abstracts of directions, computations, and adjustments of triangles; computations and conversions of geographic positions, conversions of rectangular coordinates; computations and

adjustments of traverses; observations;
satellite data; terrain profile recorded
data; electronic distance measurements.

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. **TEMPORARY**

Destroy/delete when five years old.

~~b. **TEMPORARY GRS 20, Items 13 +14**~~

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

808-07

FINAL GEODETIC CONTROL DATA FILES

Final adjusted or reduced values derived
from satellite tracking systems or
conventional geodetic surveys, such as GPS
and Doppler observations, astronomic,
triangulation, trilateration, or traverse,
maintained in the DoD Geodetic Library. For
example: Astronomic latitude, longitude,
and azimuth records, limited to
computations; summary and solution sheets;
result cards; and radio and chronometer
comparison sheets. Also electronic distance
measurements, baseline measurements limited
to reduce chord distances, mean sea level
distances, and summary of results.
Calibration data pertaining to tape,

instrument, or other equipment
calibration/constants. Vertical control
data limited to: abstracts of spirit
leveling, zenith distances, and target
heights; "C" factor determinations, final
adjustment of elevations, tidal benchmark
records, and final computations. Horizontal
control data, limited to abstracts of
directions, lists of directions, and final
adjustments. Project reports, evaluation
reports, and reconnaissance reports. Final
diagrams of horizontal and vertical control

and control photograph plots. Final master control data cards and Doppler receiver geodetic summary cards. Satellite systems data including observed data on magnetic tape, precise ephemeris on magnetic tape, Doppler point position solutions, and orbit determinations.

a. DoD Geodetic Library (except that listed in b. below). Paper, electronic or both.

b. Horizontal control data on abstracts of directions for third- and lower-order control measurements and satellite systems data.

c. Paper records maintained separately from the recordkeeping system.

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

~~a. **PERMANENT** Disposition Not Approved
Cutoff when superseded or obsolete.
Retire to a records storage facility on cutoff. Transfer to NARA 25 years after cutoff.~~

b. **TEMPORARY**
Destroy/delete when no longer needed for current operations.

c. **TEMPORARY**
Destroy when 180 days old.

~~d. **TEMPORARY** GRS 20, Items 13+14
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-08

GEODETIC RESEARCH DATA FILES

Research data obtained in the field of geodesy on satellite, lunar, occultation, experimental physics, datum geoid, and similar types of research projects.

a. Office of record: Recordkeeping copies (paper, electronic or both).

~~a. **PERMANENT** Disposition Not Approved
Cutoff on completion of project. Retire 1 year after cutoff to a records storage facility. Transfer to NARA 25 years after cutoff.~~

b. DoD Geodetic Library recordkeeping copies (paper, electronic or both).

~~b. PERMANENT/TEMPORARY ^{Disposition Not} Records determined as unique will be ^{Approved} offered to NARA when superseded or obsolete. Destroy/delete or offer to the Library of Congress all others when superseded or obsolete.~~

c. Paper records maintained separately from the recordkeeping system.

c. TEMPORARY
Destroy when 180 days old.

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

~~d. TEMPORARY GRS 20, Items 13+14
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-09

PRELIMINARY GEODETIC COMPUTATION FILES
Preliminary computations made prior to final computations, adjustment of triangulation, traverse, and leveling.

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

a. TEMPORARY
Destroy/delete on completion of all final computations for a particular project.

b. Paper records maintained separately from the recordkeeping system.

b. TEMPORARY
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.

~~c. TEMPORARY GRS 20, Items 13+14
Destroy/delete within 180 days after recordkeeping copy has been produced.~~

808-10

GEOGRAPHIC POSITION AND UNIVERSAL TRANSVERSE MECA TOR COORDINATE FILES (UTM)
Listing of the geographic position, UTM coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas.

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/)