

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)

2. MAJOR SUBDIVISION
 Mission Support Office & Operations Directorate

3. MINOR SUBDIVISION
 Adm Program Div. & Geospatial Info Office

4. NAME OF PERSON WITH WHOM TO CONFERENCE TELEPHONE

[Redacted] [Redacted]

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-537-00-4**

DATE RECEIVED **3/30/01**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **4-4-01** ARCHIVIST OF THE UNITED STATES
John W. Carl

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 14 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 **27 Mar 2001** SIGNATURE [Redacted] TITLE [Redacted]

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 GRS OR SUPERSEDED JOB CITATION	10.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) Resubmits Series 1100, Communication Files, for the approval of the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule have been applied to these records where possible.</p> <p>The attached series has been coordinated with The NIMA General Counsel and offices using This series.</p>		

NIMA RECORDS SCHEDULE

1100 Series - Communications

Offices responsible for communications, postal, mail, and audiovisual functions will use this series to identify, maintain, and dispose of records documenting their mission. This file series covers all forms of communications, including electronic; receipt, dispatch, and delivery of mail by mailrooms; postal and delivery services; and audiovisual services. (Mission related imagery is covered in the 700 Imagery/Intelligence File Series.)

1101 Series, GENERAL ADMINISTRATION

1102 Series, POSTAL AND MAIL SERVICES

1103 Series, AUDIOVISUAL AND GRAPHIC ARTS

1101 Series - GENERAL ADMINISTRATION

These files relate to the development and reporting requirements for communication facilities and equipment, telephone operations, and related documents.

Series	Type of File	Disposition
1101-01	COMMUNICATION AGREEMENT FILES Copies of agreements with background data and other records relating to agreements for telecommunications services. This includes agreements for equipment design, engineering, construction, installation, validation, approval, and implementation of decisions and policies.	TEMPORARY GRS 12/2e and 12/9
1101-02	TELECOMMUNICATIONS GENERAL FILES These general files include plans, reports, and other records pertaining to equipment requests, service, networks, systems, and	TEMPORARY GRS 12/2b and 12/9

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similar matters.

1101-03 COMMUNICATIONS CENTER MESSAGE FILES

Incoming and outgoing messages maintained in communications centers, message center, and official mailrooms.

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 6 months old. (Record copy is maintained in originating or receiving office with subject matter.)

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

1101-04 TELECOMMUNICATION REPORTING EXCEPTION FILES

Data relating to exceptions granted to suspend reporting requirements.

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 on termination of the exception.

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

1101-05 ~~MESSAGE TRANSMITTAL FILES~~

~~Data regarding message transmittal time, including registers, logs, daily load reports, performance reports, and related correspondence.~~

~~**TEMPORARY**
GRS 12/3a and 12/9~~

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- ~~1101-06 COMMUNICATIONS ACCOUNTS TEMPORARY
Telephone, teletype, telegraph, and related GRS 6/8, 6/9 and 6/12
accounting documents, including vouchers,
and vendor's invoices.~~
- ~~1101-07 TELEPHONE OPERATIONS FILES TEMPORARY
Data regarding plans and reports, including GRS 12/2(a) and (b) and 12/9
usage data; estimated future and present
lines and stations; equipment inventories;
reports and related data submitted to
Defense Telephone Service; work orders; data
regarding outgoing toll calls from NIMA
activities; reports of official prepaid
outgoing or incoming collect calls; and
related correspondence.~~
- ~~1101-08 TELEPHONE EQUIPMENT AND SERVICE CONTROL TEMPORARY
Data on equipment and service control, GRS 12/2(b), 2(d)(1) and 12/9
status of equipment, recurring charges,
change in service and equipment, summaries
of authorized equipment and services, and
similar data.~~
- ~~1101-09 TELEPHONE CALL REPORTING FILES TEMPORARY
Reports of all authorized official outgoing GRS 12/4
prepaid or incoming collect calls.~~

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1102 Series - POSTAL AND MAIL SERVICES

These files relate to the postal and mail functions performed by mailrooms and by military postal activities:

Series	Type of File	Disposition
1102-01	POSTAL ACTIVITIES REPORTING FILES Reports containing data on postal activities such as operations and dispatch reports and related documents.	
	a. Recordkeeping copies (paper, electronic, or both).	a. TEMPORARY Destroy/delete when 6 years old.
	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 Destroy/delete within 180 days after recordkeeping copy has been produced.
1102-02	POSTAL LOSS AND SHORTAGE FILES Data relating to the recording, reporting, and investigating of losses and shortage of postage stamps and stamped paper; losses or destruction of mail, including delay; and accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are memoranda containing facts surrounding the loss or shortage, investigation progress, claims, records of lost or rifled mail, and related documentation.	TEMPORARY GRS 12/5c and 12/9

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- ~~1102-03 MAIL DISTRIBUTION AND ROUTING GUIDE FILES TEMPORARY
Mail distribution and listings of Military/Government Post Offices serving units and organizations. Also data prepared to facilitate mail delivery, reduce routing errors, manifest mail shipments between postal activities, and aid in training new routing clerks. GRS 12/6g and 12/9~~
- ~~1102-04 MAIL CONTROL FILES TEMPORARY
Data relating to the control of incoming and outgoing mail. Included are routing and suspense slips, delivery receipts, logs of incoming and outgoing mail, records of messages, trips, and similar data. GRS 12/6f and 12/9~~
- ~~1102-05 POSTAL DIRECTORY, LOCATOR, AND DELIVERY FILES TEMPORARY
Data containing locator system used to facilitate the delivery of mail to individuals, authorization of representatives to pick up mail on a continuing basis, and list of organizational segment to which employees are assigned. GRS 12/6h and 12/9~~
- ~~1102-06 MAILROOM ACCOUNTABLE MAIL RECEIPT FILES TEMPORARY
Data reflecting receipt and dispatch of registered, insured, certified mail, overnight, express, and special delivery. Included are records for accountable mail, firm record books for mailing and delivery of registers, dispatch books, accountable ledger books, and related or similar data. GRS 12/5a and 12/9~~

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1102-07

~~MAIL KEY CONTROL FILES~~

TEMPORARY

~~Lists of keys and serial numbers issued by custodians of postal effects to responsible individuals, date of receipt, current location, and signature of responsible individual.~~

GRS 18/16

1102-08

ACCOUNTABLE EQUIPMENT FILES

Data maintained by custodians, who are required to account for the receipt, control, repair, and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related data.

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 on receipt of revised or updated accountable equipment records.

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

NIMA RECORDS SCHEDULE

1103 Series - AUDIOVISUAL AND GRAPHIC ARTS

These files relate to the operation and administration of audiovisual and graphic arts activities, and the furnishing of pictorial and audiovisual support. Audiovisual services include the production, procurement, storage and issue, or loan of still pictures, color transparencies, motion picture and television film or recordings, sound recordings, and graphic arts.

Series	Type of File	Disposition
1103-01	AUDIOVISUAL AND GRAPHIC ARTS MANAGEMENT POLICY	
	a. Records relating to the initiation, development, and implementation of policies, guidelines, and standards for audiovisual and graphic arts management.	a.
	(1) Recordkeeping copies (paper, electronic, or both).	(1) TEMPORARY Destroy/delete when superseded, obsolete, or no longer needed for current operations.
	(2) Paper records maintained separately from the recordkeeping system.	(2) TEMPORARY Destroy when 180 days old.
	(3) Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	(3) TEMPORARY Destroy/delete within 180 days after recordkeeping copy has been produced.
	b. Information relating to requirements, acquisition, utilization, and disposition of audiovisual and graphic arts products and productions. Also data relating to resources such as equipment and facility reports; standards; authorization, consolidation, and elimination documents.	b.

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

(1) **TEMPORARY** Cutoff when 5 years old and retire to a records storage facility. Destroy when 10 years old.

(2) Paper records maintained separately from the recordkeeping system

(2) **TEMPORARY** Destroy when 180 days old.

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

(3) **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.

c. Data relating to inspection of audiovisual and graphic arts activities.

c.

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

(1) **TEMPORARY** Cutoff when 5 years old and retire to a records storage facility. Destroy/delete when 10 years old.

(2) Paper records maintained separately from the recordkeeping system.

(2) **TEMPORARY** Destroy when 180 days old.

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

(3) **TEMPORARY** Destroy/delete within 180 days after recordkeeping copy has been produced.

1103-02 AUDIOVISUAL EQUIPMENT LOANS
Documents or forms used to request or loan projection and audiovisual equipment.

TEMPORARY
Destroy/delete when equipment is returned.

1103-03 PHOTOGRAPHIC WORK ORDERS

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Documents used to request photographic work and record work performed. Included are laboratory and photographic work orders.

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 1 year old.

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

1103-04

FINDING AIDS

Finding aids consisting of photographic negative registers, shelf lists, visual aid cards, data sheets, indexes, caption lists, or in a textual, microform, or machine-readable form that is used to identify, retrieve and use audiovisual records. Also included is production files or similar files which include contracts, scripts, transcript, and other data on the origin, acquisition, release, and ownership of the production. Also includes information on films, videos, or other media available for agency use.

Disposition is dependent on the approved disposition of the related audiovisual records in items 1103-06, 1103-07, and 1103-08, (i.e. permanent for permanent records and temporary for temporary records). See 36 CFR 1228.266(e)(1) & (2) for more information.

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1103-05

PHOTOGRAPHIC CAPTION FILES

Captions or other descriptive material identifying exposures submitted to the photographic facility by the photographer and maintained as caption files.

Disposition is dependent on the approved disposition of the related audiovisual records in item 1103-06 (i.e. permanent for permanent records and temporary for temporary records).

1103-06

STILL PICTURE FILES

Still photographs, slide sets, filmstrips, and other pictorial records that:

a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of the agency; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of art.

a. **PERMANENT** Cutoff every 5 years and retire to a records storage facility. Transfer to NARA 5 years after cutoff.

(1) Black and white photography (the original negative and a captioned print).

(2) Color photograph (the original color transparency or color negative, a captioned print, and an internegative, if one is available).

(3) Other still pictorial records (the original and a reference print of each).

b. Photographs of senior NIMA officials.

b. **PERMANENT** Cutoff every 5 years and retire to a records storage facility. Transfer to NARA 5 years after cutoff.

c. Included as part of a project file, case file, report, or similar type of record.

c. Dispose of according to the approved

NIMA RECORDS SCHEDULE

disposition instructions applicable to the records of which they are a part.

~~d. Personnel identification or passport files.~~

~~d. **TEMPORARY** GRS 21/2~~

~~e. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.~~

~~e. **TEMPORARY** GRS 21/1~~

.1103-07

MOVING IMAGE RECORDINGS

a. Video recordings that provide documentation of functions, policies, procedures, and essential transactions of the agency; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events of phenomena which are significant, or utilize a significant technology and represent an advance in the state of the art.

a. **PERMANENT** Cutoff and retire to a records storage facility when 5 years old. Transfer to NARA 5 years after cutoff. Transfer original or earliest generation of the plus a copy for reference. See 36 CFR 1228.266(d) for additional information.

b. Motion picture films (edited or unedited) that provide documentation of functions, policies, procedures, and essential transactions of the agency; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events of phenomena which are significant, or utilize a significant technology and represent an advance in the state of the art.

b. **PERMANENT** Cutoff and retire to a records storage facility when 5 years old. Transfer to NARA 5 years after cutoff. Transfer original negative or color original plus separate optical soundtrack; intermediate master positive or duplicate negative plus optical soundtrack; and sound projection print and video recording, if both exist. See 36 CFR 1228.266(a) for additional information.

c. Are included as part of a project file, case file, report or a similar type of

c. **TEMPORARY** Dispose of according to the approved disposition instructions

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|---|---|
| record. | applicable to the records of which they are a part. |
| d. Have been transferred by visual or electronic processes to another media. | d. TEMPORARY Dispose of after verifying the adequacy of the film copy. |
| e. Routine surveillance recordings. | e. TEMPORARY GRS 21/18 |
| f. Are not permanent records as described under item a, or included under items b, c, or d above. | f. TEMPORARY Dispose of when no longer needed for administrative use. |

1103-08 AUDIO (SOUND) RECORDINGS

- | | |
|--|---|
| a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of the agency; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of art. | a. PERMANENT Cutoff and retire to a records storage facility when 5 years old. Transfer to NARA 5 years after cutoff. Refer to 36 CFR 1228.266(c) for physical elements to transfer. |
| b. Are included as part of a project file, case file, report, or a similar type of record. | b. Disposition is based on the approved disposition instructions applicable to the records of which they are a part. |
| c. Are not permanent records as described under item a, or included under item b. | c. TEMPORARY . Dispose of when no longer needed for administrative use. |

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1103-09

GRAPHIC ARTS

- ~~a. Viewgraphs a. TEMPORARY GRS 21/5~~
- ~~b. Routine artwork for handbills, flyers, posters, letterhead and other graphics. b. TEMPORARY GRS 21/6~~
- ~~c. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction. c. TEMPORARY GRS 21/7~~
- ~~d. Line copies of graphs and charts. d. TEMPORARY GRS 21/8~~

1103-10

POSTERS

Consists of printed and illustrated announcements produced in support of agency activities for display in agency facilities.
NOTE: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.

- a. Posters relating to agency officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects.
- b. Posters relating to routine events and subject common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and health and safety education programs.
- c. Poster production materials, including negatives, routine artwork, layouts, and

- a. **PERMANENT** Transfer to copies of each finished poster in original form upon publication to the National Archives and records Administration, Special Media Archives Services Division - Still Pictures.
- b. **TEMPORARY** Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.
- c. **TEMPORARY** Destroy when two years old. Earlier disposal is authorized if

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other preparatory graphic material.

records are no longer needed for agency
business.

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/>