

# 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

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

(b)(3)

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

(b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-537-00-1

DATE RECEIVED

March 13, 2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

6-14-00

ARCHIVIST OF THE UNITED STATES

*[Signature]*

## 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

13 Mar 2000

SIGNATURE OF AGENCY REPRESENTATIVE

(b)(3)

TITLE

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 GRS OR SUPERSEDED JOB CITATION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) is developing its Records Schedule and resubmits Series 500, Security 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 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.

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, NWMD, NWME, NWMW 6/27/00 clb

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 functions.

<b>Series</b>	<b>Type of Files</b>	<b>Disposition</b>
<b>501-01</b>	<b>SECURITY CONTAINER/VAULT INFORMATION</b> (Privacy Act Applies) 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.	<b>TEMPORARY</b>
	<b>a. NATO</b>	
	1. Recordkeeping copies (paper, electronic, or both).	1. Destroy/delete when turned-in, superseded or when 1 year old.
	2. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	2. Destroy/delete within 180 days after recordkeeping copy has been produced.
	<del><b>b. All Others</b></del>	<del><b>TEMPORARY</b></del>
	<del>1. Recordkeeping copies (paper, electronic, or both).</del>	<del>1. (GRS 18/7a)</del>
	<del>2. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</del>	<del>2. (GRS 18/30)</del>

## NIMA Records Schedule

**SECURITY VIOLATIONS**

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

**a. Information:**

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

**TEMPORARY**

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

a. (GRS 18/24a)

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)

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

**TEMPORARY**

~~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)

**b. Physical**

1. Documents or reports on alleged security violations or practices dangerous to security, such as unattended open safes, improper handling or unauthorized divulgence of classified information.

**TEMPORARY**

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

a. (GRS 18/24a)

NIMA Records Schedule

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)~~

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

**TEMPORARY**

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

a. Review annually. Transfer to a record storage facility when no longer needed for current operations. Destroy/delete 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. Destroy/delete within 180 days after recordkeeping copy has been produced.

**SURVEY AND INSPECTIONS****a. Physical**

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.

**TEMPORARY**

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

a. (GRS 18/9)

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 1 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. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related records.

**TEMPORARY**

~~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

NIMA Records Schedule

are survey reports, recommendations, and related data.

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

**TEMPORARY**

a. (GRS 18/9)

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)

**b. 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.

**TEMPORARY**

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

1. Destroy/delete when 2 years old, or on discontinuance of facility whichever is first.

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

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

**c. Automated Information Security**

Documents relating to the inspection/survey of AIS equipment.

**TEMPORARY**

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

1. Destroy/delete when 3 years old or when superseded.

2. Paper records maintained separately from the recordkeeping system.

2. Destroy when 1 year old.

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

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

**d. Counterintelligence**

**NIMA Records Schedule**

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

**TEMPORARY**

1. Recordkeeping copies (paper, electronic, or both).
2. Paper records maintained separately from the recordkeeping system.
3. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

1. Destroy/delete when 5 years old.
2. Destroy when 2 years old.
3. Destroy/delete within 180 days after recordkeeping copy has been produced.

**e. NATO**

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

**TEMPORARY**

1. Recordkeeping copies (paper, electronic, or both).
2. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

1. Destroy/delete when superseded.
2. Destroy/delete within 180 days after recordkeeping copy has been produced.

**SECURITY ACCREDITATIONS**

**1. Special Access Program**

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

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

b. Paper records maintained separately from the recordkeeping system.

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

**2. Industrial Security Files**

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

**3. Automated Information Security**

Documents on systems accreditation.

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

b. Paper records maintained separately from the recordkeeping system.

**TEMPORARY**

a. Review annually. Transfer to a record storage facility when no longer needed for current operations. Destroy/delete when 25 years old.

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

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

**TEMPORARY**

a. Destroy/delete 5 years after facility is closed.

b. Destroy when 2 years old.

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

**TEMPORARY**

a. Destroy when 5 years old or when superseded.

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.

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.

<b>Series</b>	<b>Type of Files</b>	<b>Disposition</b>
<b>502-01</b>	<b>CLASSIFIED MATERIAL ACCOUNTING AND CONTROL</b> 1. 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:  <b>a. Accountable SCI Documents</b> 1. Recordkeeping copies (paper, electronic, or both).  2. Paper records maintained separately from the recordkeeping system.  3. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.  <b>b. COSMIC Top Secret</b> a. Recordkeeping copies (paper, electronic, or both).  b. Paper records maintained separately from the recordkeeping system.	<b>TEMPORARY</b> 1. Review annually. Transfer to a record storage facility when no longer needed for current operations. Destroy/delete when 20 years old.  2. Destroy when 3 years old.  3. Destroy/delete within 180 days after recordkeeping copy has been produced.  <b>TEMPORARY:</b> a. Review annually. Transfer to a record storage facility when no longer needed for current operations. Destroy/delete when 10 years old.  b. Destroy/delete when 3 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. **NATO Secret and all others**

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.

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

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.

3. NATO Control Signature Card

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.

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

**TEMPORARY:**

a. Destroy when 2 years old.

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

**TEMPORARY:**

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

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

**TEMPORARY:**

a. Destroy/delete when superseded or when person is debriefed.

b. Destroy when no longer needed.

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

502-02

**SECURITY INFORMATION RELEASES**

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

**TEMPORARY**

NIMA Records Schedule

review of manuscripts, photography, lectures, radio and television scripts, and other materials.

1. Office of Primary Interest

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

b. Paper records maintained separately from the recordkeeping system.

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

2. Other Offices

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

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

**TEMPORARY**

a. Destroy/delete when 5 years old.

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

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

**TEMPORARY**

a. Destroy/delete when 2 years old or on discontinuance whichever is first.

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

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).

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. "Disposition Not Authorized," per discussion with NIMA Security Office and records management personnel.

b. Destroy when 3 years old, or on discontinuance whichever is first.

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

NIMA Records Schedule

<del>502-04</del>	<del><b>CLASSIFIED RECORDS INVENTORY</b> 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).  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.  (Note: This file number is use by the office responsible for the central inventory for NIMA, a Component, or a subordinate office. Other offices will use file number 103-01).</del>	<del><b>TEMPORARY</b>  a. (GRS 18/4)  b. (GRS 18/30)</del>
502-05	<b>SECURITY POLICY AND PLANNING</b> Records reflecting the formation and establishment of security policy, planning, and procedural developments governing security matters.  a. Recordkeeping copies (paper, electronic, or both).  b. Paper records maintained separately from the recordkeeping system.  c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.  2. All Other 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.	<b>TEMPORARY</b>  a. Cut off at end of calendar year in which superceded. Destroy 1 year after cutoff.  b. Destroy/delete when 6 month old.  c. Destroy/delete within 180 days after recordkeeping copy has been produced.  <b>TEMPORARY</b> a. Destroy/delete when superseded or obsolete.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

502-06

**SECURITY COMPROMISE CASES**  
(Privacy Act Applies)

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.

1. 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.

**TEMPORARY**

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

a. (GRS 18/24a)

b. Paper records maintained separately from the recordkeeping system.

b. (GRS 18/24b)

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 papers placed in official personnel folders.

**TEMPORARY**

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)

502-07

**DOCUMENT SECURITY**

General administration of the security classification program, classification and declassification guides, re-grading/

**TEMPORARY**

NIMA Records Schedule

declassification instructions, and the measures required to safeguard classified information not covered elsewhere in this schedule.

a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/1)

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

**503 Series - SIGNAL SECURITY FILES**

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

<u>Series</u>	<u>Type of File</u>	<u>Disposition</u>
503-01	<b>COMSEC SUPPLY CORRESPONDENCE</b> Documents relating to the routine supply of COMSEC material.	<b>TEMPORARY</b>
	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/delete when 2 years old.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
503-02	<b>ITEM REGISTER AND HOLDER RECORD</b> 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.	<b>TEMPORARY</b>
	1. <b>Item Register</b> 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/delete item register receipts when 6 months old.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
	2. <b>Holder Record</b> a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic mail and	<b>TEMPORARY</b> a. Destroy/delete on receipt of superseding signed destruction or transfer reports.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

used solely to generate recordkeeping copies.

503-03

**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.

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

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

**TEMPORARY**

a. Destroy/delete on completion of next quarterly inventory.

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

503-04

**ACCOUNTING REPORTING**

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

1. **COMSEC Central Office of Record:** Change of custodian transfer report.

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.

2. **COMSEC Central Office of Record:** Other documents.

a. Recordkeeping copies (paper, electronic, or

**TEMPORARY**

a. Destroy/delete when 1 year old.

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

**TEMPORARY**

a. Destroy/delete when 5 years old.

NIMA Records Schedule

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.

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

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.

4. **COMSEC Field Office of Record:** Other Documents

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.

b. Destroy when 2 years old.

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

**TEMPORARY**

a. Destroy/delete when 1 year old.

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

**TEMPORARY**

a. Destroy/delete when 2 years old.

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

**TEMPORARY**

503-05

**CRYPTO-AREA VISITOR REGISTERS**

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~~

a. (GRS 18/17a)

NIMA Records Schedule

~~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)

503-06

**SIGNAL SECURITY APPROVALS**

Request for approval to establish, alter, expand, or relocate a 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.

**TEMPORARY**

**1. Approving Offices:**

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

a. Destroy/delete 1 year after receipt of related superseding approval 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. Destroy/delete within 180 days after recordkeeping copy has been produced.

**2. Requesting Office:**

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

**TEMPORARY**

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

503-07

**SIGNAL SECURITY INSPECTIONS**

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

**TEMPORARY**

## NIMA Records Schedule

### 1. Inspection Offices

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.

### 2. Inspected Office

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

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

a. Destroy/delete 1 year after receipt of related superseding inspection or after closing of account or facility.

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

#### TEMPORARY

a. Destroy/delete on receipt of related superseding inspection or after closing of account or facility whichever is first.

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

503-08

### SIGNAL SECURITY REPORTING

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.

#### 1. Office of Primary Interest

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/delete when 5 years old.

b. Destroy when 1 year old.

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

NIMA Records Schedule

2. Other Offices

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

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

503-09

**SIGNAL SECURITY INVESTIGATION REPORTING**

**TEMPORARY**

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

~~1. Office of Primary Interest~~

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

a. (GRS 18/24a)

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)

2. Other offices

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

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

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.

<b>Series</b>	<b>Type of Files</b>	<b>Disposition</b>
<b>504-01</b>	<b>SECURITY POLICY AND DIRECTION FILES</b> Correspondence and records including directives from higher authority, reflecting policy and direction of security services.	
	1. Office of Primary Interest	<b>TEMPORARY</b>
	a. Recordkeeping copies (paper, electronic, or both).	a. Cut off at the end of the calendar year in which superceded. Destroy/delete one year after cutoff.
	b. Paper records maintained separately from the recordkeeping system.	b. Destroy/delete when 6 month 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.
	2. All Others.	<b>TEMPORARY</b>
	a. Recordkeeping copies (paper, electronic, or both).	a. Destroy/delete when 6 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. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>504-02</b>	<b>CONTRACT FACILITIES SECURITY FILES</b> Files on private facilities performing work on classified contracts. These files originate to protect NIMA classified information and equipment in possession of contractors, consultants, and advisors, and contain all records related to the maintenance of security	

NIMA Records Schedule

at the contractor facility.

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

a. 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.

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.

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.

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.

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

b. Paper records maintained separately from the recordkeeping system.

**TEMPORARY**

a. Place individual file in an inactive status upon termination of contract. Destroy/delete 2 years after termination of contract.

b. Destroy when 1 year old.

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

**TEMPORARY**

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

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

**TEMPORARY**

a. Destroy/delete when 2 years old.

b. Destroy when 1 year 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.

504-05

**INDUSTRIAL INFORMATION SECURITY**

**TEMPORARY**

(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.

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

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

504-06

**INDUSTRIAL ADMINISTRATIVE**

**TEMPORARY**

(Privacy Act Applies)

~~1. **Contractor Employee Files:** Records related to the employees working under a contract.~~

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

~~a. (GRS 18/22a)~~

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

**TEMPORARY**

a. Destroy/delete 6 months after contract is completed.

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

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

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

NIMA Records Schedule

used solely to generate recordkeeping copies.

**3. Industrial Clearance Files:** Files reflecting granting, denying, or revoking industrial security clearances. Included are security requirement checklists, contract security surveys, and personnel security questionnaires.

**TEMPORARY**

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

a. Destroy/delete when 2 years.

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

**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><b>SECURITY IDENTIFICATION ISSUE</b> (Privacy Act Applies) Documents pertaining to the issue of security identification cards and badges. Included are applications and similar or related data.</p>	<b>TEMPORARY</b>
	<p>a. Recordkeeping copies (paper, electronic, or both).</p>	a. Destroy/delete when 3 years old.
	<p>b. Paper records maintained separately from the recordkeeping system.</p>	b. Destroy when 1 year old.
	<p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	c. Destroy/delete within 180 days after recordkeeping copy has been produced.
505-02	<p><b>SECURITY IDENTIFICATION ACCOUNTABILITY</b> (Privacy Act Applies) Documents used to maintain accountability for identification cards and badges. Included are registers and similar or related data.</p>	<b>TEMPORARY</b>
	<p>a. Recordkeeping copies (paper, electronic, or both).</p>	a. Destroy/delete 3 years after last card or badge number entered has been accounted for.
	<p>b. Paper records maintained separately from the recordkeeping system.</p>	b. Destroy when 1 year old.
	<p>c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p>	c. Destroy/delete within 180 days after recordkeeping copy has been produced.
<del>505-03</del>	<p><del><b>FIREARMS AUTHORIZATION</b> (Privacy Act Applies) Documents authorizing NIMA civilian guards to</del></p>	<del><b>TEMPORARY</b></del>

NIMA Records Schedule

carry firearms authorization cards, and related papers.

- a. Recordkeeping copies (paper, electronic, or both). a. (GRS 18/19d)
- 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**~~

~~(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. (GRS 11 4/a)
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. (GRS 18/30)

**TEMPORARY**

505-05

**VEHICLE REGISTRATION AND DRIVER RECORD FILES**

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

**TEMPORARY**

505-06

**MISSING VEHICLE REGISTER**

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

**TEMPORARY**

NIMA Records Schedule

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.

505-07

**TRAFFIC LAW ENFORCEMENT**

(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).

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

505-08

**KEY ACCOUNTABILITY**

(Privacy Act Applies)

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

1. Files relating to keys to restricted security areas.

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

b. Paper records maintained separately from the recordkeeping system.

a. Destroy/delete 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered, or on discontinuance whichever is first.

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

**TEMPORARY**

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

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

**TEMPORARY**

a. (GRS 18/16a)

b. Destroy when 1 year 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. (GRS 18/30)

~~2. Files relating to keys to other areas.~~

**TEMPORARY**

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

a. (GRS 18/16b)

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

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 into or out of Government facilities, package passes, routine or negative reports, and similar data.

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

a. (GRS 18/17a)

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 2 year old.

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

c. (GRS 18/30)

NIMA Records Schedule

used solely to generate recordkeeping copies.

505-11

**PATROL CONTROL 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.

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

a. (GRS 18/19b)

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

NIMA Records Schedule

**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.

<b>Series</b>	<b>Type of Files</b>	<b>Disposition</b>
<b>506-01</b>	<b>COUNTRY FILE</b> This file consists of data retained for assessment purposes concerning each country's 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.	<b>TEMPORARY</b>  a. Review annually. Destroy/delete non-current information.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>506-02</b>	<b>ESPIONAGE PERSONALITIES</b> This file consists of espionage case investigations and reports that have been provided by other Agency for security education and awareness.  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.	<b>TEMPORARY</b>  a. Review annually. Destroy/delete when no longer needed or when superceded, whichever in sooner.  b. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>506-03</b>	<b>EMPLOYEE CONTACT FILES</b> This file consists of lists of names and a brief description of the possible contact with someone seeking information.	

NIMA Records Schedule

- a. Recordkeeping copies (paper, electronic, or both). a. Destroy/delete when 5 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 c. Destroy/delete within 180 days after recordkeeping copy has been produced.

NIMA Records Schedule

**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><b>PERSONNEL SECURITY</b> (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><b>1. Absence of Derogatory Information:</b></p> <p>a. Personnel considered for affiliation with NIMA who withdraw or are withdrawn before the investigations are initiated.</p> <p>1. Recordkeeping copies (paper, electronic, or both).</p> <p>2. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.</p> <p>b. All others having received some investigative processing (briefing, polygraph or investigation).</p> <p>1. Recordkeeping copies (paper, electronic, or both)</p>	<p><b>TEMPORARY</b></p> <p><b>TEMPORARY</b></p> <p>1. Destroy/delete immediately after processing is terminated or case is closed.</p> <p>2. Destroy/delete within 180 days after recordkeeping copy has been produced.</p> <p><b>TEMPORARY</b></p> <p>1. Following the date of last action, retain locally for maximum of 30 days then destroy.</p>

NIMA Records Schedule

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

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

**2. Presence of derogatory information which resulted in adverse action.**

**TEMPORARY**

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

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. Review annually. Transfer to a record storage facility when no longer needed for current operations. Destroy/delete 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. Destroy/delete within 180 days after recordkeeping copy has been produced.

507-03

**SECRECY AGREEMENTS, INDOCTRINATIONS, NON-DISCLOSURE AGREEMENTS, AND DEBRIEFING**

*(Privacy Act Applies)*

Non-disclosure agreements (NDA) and SI/TK or indoctrination oaths of individuals affiliated with NIMA, copies of NDA, such as SF-312,

NIMA Records Schedule

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).

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

- ~~a. Recordkeeping copies (paper, electronic, or both).~~
- b. Paper records maintained separately from the recordkeeping system.
- ~~c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~

**2. If maintained in the individual's official personnel folder.**

- ~~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. (GRS 18/25a)
- b. Destroy when 3 years.
- c. (GRS 18/30)

**TEMPORARY**

- a. (GRS 18/25b)
- b. Destroy when 3 years old.
- c. (GRS 18/30)

NIMA Records Schedule

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

TEMPORARY

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

a. Destroy/delete 3 years after separation or termination of employment.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 1 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.

4. NATO briefing/debriefing cards.

TEMPORARY

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

a. Destroy/delete 3 years after separation or termination of employment.

b. Paper records maintained separately from the recordkeeping system.

b. Destroy when 1 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.

~~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)~~

Conversion Table for the 500 Series

501-01 - DMA 502-19  
501-02 - DMA 502-15  
501-03 - DMA 502-16/503-08/503-13  
501-04 - NEW

506-01 - NEW  
506-02 - NEW  
506-03 - NEW

502-01 - DMA 502-03/04/08/09/10/13/ & 14  
502-02 - DMA 502-05  
502-03 - DMA 502-06  
502-04 - DMA 502-07  
502-05 - DIA 600  
502-06 - DMA 502-15  
502-07 - DIA 620  
503-01 - DMA 501-02  
503-02 - DMA 501-03 & 13  
503-03 - DMA 501-04  
503-04 - DMA 501-05  
503-05 - DMA 501-06  
503-06 - DMA 501-07  
503-07 - DMA 501-08  
503-08 - DMA 501-09  
503-09 - DMA 501-10

507-01 - DMA 504-01  
507-02 - DIA 642  
507-03 - DIA 625  
507-04 - DIA 640

504-01 -  
504-02 -  
504-03 -  
504-04 - DMA 502-17  
504-05 - DMA 502-18  
504-06 -

505-01 - DMA 503-01  
505-02 - DMA 503-02  
505-03 - DMA 503-02  
505-04 - DMA 503-04  
505-05 - DMA 503-05  
505-06 - DMA 503-06  
505-07 - DMA 503-07  
505-08 - DMA 503-09  
505-09 - DMA 503-10  
505-10 - DMA 503-11  
505-11 - DMA 505-12  
505-12 - DMA 503-14

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/>