

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0457-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

General Information

Agency or Establishment	National Security Agency/Central Security Service
Record/Scheduling Group	0457 - Records of the National Security Agency/Central Security Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Information Assurance (Cybersecurity Mission) Records
Additional Schedule Information	NSA is rescheduling IACMR records related to Keying Material in order to update the disposition timeframe in keeping with NSA/CSS policy 3-16 which requires that we retain for a minimum of 5 years and review annually for destruction. This needs to be changed, since other agencies also have to abide by the NSA/CSS policy for COMSEC materials.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0457-2024-0002

Item #	Title	Disposition
0001	Information Assurance (Cybersecurity Mission) Records	Temporary

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Records Schedule Number: DAA-0457-2024-0002

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Records Schedule Items

DAA-0457-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Information Assurance (Cybersecurity Mission) Records	
Item Description	These records cover keying material and related guidance, including but not limited to crypto-custodian lists, PII data necessary for accounting purposes, seed keys and certificates, keying material handling guidance, cryptographic or COMSEC account inventories and/or audits, compromise and supersession reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	450-06	
Manual Title	Keying Material and Related Guidance	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-457-13-001 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	
Retention Period	Other: Minimally retain for 5 years. Review annually for destruction.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024