

**FOR OFFICIAL USE ONLY**

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec. 4/5/79*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**National Security Agency/Central Security Service**

2. MAJOR SUBDIVISION  
**N33**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. Donald C. Wigglesworth**

5. TEL EXT

**301/688-6214**

LEAVE BLANK	
JOB NO. <b>NCI-457-80-3</b>	
DATE RECEIVED <b>July 15, 1980</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>15 AUG 1982</b> Date	<i>Robert M. ...</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 16 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE <b>14 MAR 1979</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>D. C. Wigglesworth</i>	E. TITLE <b>NSA/CSS Records Officer</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b><u>ANALYSIS OF RECORDS DISPOSITION SCHEDULE FOR THE RESEARCH AND ENGINEERING FUNCTION OF THE NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE</u></b></p> <p>The Research and Engineering effort of the National Security Agency/Central Security Service creates a variety of records as a result of:</p> <p>a. Conducting a research and engineering program for discovery, derivation and utilization of new and advanced techniques and equipments applicable to the analysis processing of communications data.</p> <p>b. Providing research design and development of equipments and techniques to meet the requirements of NSA/CSS, the U. S. Armed Services and other government agencies for sensitive materials.</p> <p>This Agency deals extensively with contractors, and also conducts basic and applied research not involving contractual relationships. Most contracts are preceded by extensive developmental work.</p> <p>The potential values inherent in these records are:</p>		

(This Request Supersedes Job No. II NN 3495 of 22 June 1961)

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	<p>a. Value to historians of Federal Cryptographic Programs.</p> <p>b. Value of the technical data developed for future research and engineering in the Agency.</p> <p>c. Administrative values to the Agency.</p> <p align="center"><u>I - RETAINED TECHNICAL RECORDS</u></p> <p>This schedule designates for retention a selected group of files which provide the most meaningful, vital and concise documentation of the NSA/CSS research and engineering program, and the fruits of its research. These include the following:</p> <p>a. All final Agency and Contractor reports of project activities, retained because of the unique data they contain, irreplaceable without duplicate research.</p> <p>b. All original drawings, retained because they are needed to modify equipment improvements and also to supplement the final report and related technical summaries.</p> <p>c. All master sets of research, engineering and intelligence reports retained because they contain technical data in complex area and document accomplishment.</p> <p>d. Sensitive engineering reports to which R/E contributes, retained because they document the inception, nature and function of sensitive activities.</p> <p>These files comprise the following files and documents:</p> <p align="center">                     Program and Planning Files                      Coordinate Files                      Technical Committee Files                      Scientific Advisory Board Files                      Data Management Files                      Project Case Files                      Mathematical Studies                      Speech Research Studies                      Data Systems Files                      Engineering Notebooks                      Original Engineering Drawings                      Technical Report Record Files                      COMSEC Material Test and Inspection Files                      Tempest Reports                      Contract Evaluation Files                      Special Equipment Files                 </p>		

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	<p align="center"><u>II - RETAINED ADMINISTRATIVE RECORDS</u></p> <p>This schedule designates for retention the following records pertaining to the organization and administrative methods by which R/E meets its program objectives. These include:</p> <p>a. Record sets of all administrative publications, directives, manuals, regulations and memoranda, retained to document operating policies and procedures.</p> <p>b. Record sets of budget documents, administrative survey reports, and operation reports, retained to document program and administrative costs and administrative problems.</p> <p>These include the following:</p> <p>R/E Supplements to NSA Correspondence Manual  R/E Supplements to NSA Personnel Management Manual  R/E Supplements to NSA Logistics Manual  R/E Supplements to NSA Records Management Manual  R/E Supplements to NSA Travel Manual  R/E Supplements to NSA Regulations.</p> <p align="center"><u>III - DISPOSABLE TECHNICAL RECORDS</u></p> <p>This schedule proposes the disposition, of the following records which are subordinate to and support the retained technical records.</p> <p>a. Officially established project/contract files retained for specific periods of time after close of project/contract to have available certain supporting technical data and to provide for legal, fiscal or administrative uses.</p> <p>b. Engineers' notebooks, retained for 25 years to have available technical and patentable data for a lengthy period.</p> <p>c. Routine papers, compilations and other materials accumulated during the course of a project, task, study, experiment and problem but not needed after various short term uses have been satisfied.</p>		

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	<p><u>IV - DISPOSABLE ADMINISTRATIVE RECORDS</u></p> <p>All other records reflect the housekeeping functions of R/E and are disposable after varying periods in accordance with Government-wide and NSA/CSS administrative, legal and reference needs. These comprise: personnel, training, procurement, budget, fiscal, administrative and management records that are disposable after specified periods. Other records documenting these activities are maintained for longer periods at Agency-wide level. Local correspondence and subject files are held long enough to satisfy administrative needs.</p> <p align="center"><u>V - RECORDS SERIES</u></p> <p>The following pages list the specific detailed records series described in summary form above.</p>		
1.	<p><u>101-01(U)RET&amp;E Program and Planning Files.</u> Documents Reflecting Development of long range plans, forecasts, programs, policies, and procedures relating to research, engineering, test and evaluation within NSA/CSS and DoD.</p>	<p><u>OPI</u> Review annually. Transfer noncurrent material to NCRC*. (See page 16) PERMANENT (GRS-19-1)</p>	
		<p><u>Contributing Elements &amp; Others</u> Review annually. Place noncurrent material in an inactive file. DESTROY when 3 years old or sooner if of no further reference value.</p>	
2.	<p><u>101-01.1(U)Specific Subject Files on RET&amp;E Programming.</u> Correspondence, studies, lists, and related data on the overall operational actions in carrying out the integrated cryptologic engineering effort.</p>	<p><u>OPI</u> Close annually. Transfer to NCRC 2 years after closing. DESTROY when 7 years old.</p>	
		<p><u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.</p>	
3.	<p><u>101-02(V)RET&amp;E Coordination Files.</u> Documents reflecting coordination in conjunction with the appropriate NSA/CSS organizations. Included is information on projects and proposals</p>	<p><u>OPI</u> Review annually. Transfer noncurrent material to NCRC. PERMANENT</p>	

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	which cannot be incorporated in specific subject matter files.		
		<u>All Others</u> Place noncurrent material in an inactive file. Close file annually. Transfer to NCRC. DESTROY when 5 years old.	
4.	<u>101-03(U)RET&amp;E Technical Committee Files.</u> Agenda, directives, minutes of meetings, and reports covering general operations of the committee and papers relating to the establishment or termination of individual projects.  a. Official Files maintained by the secretary, chairman, or other designee.  b. Copies of committee files distributed to members of committee.		
		Close every 3 years. Transfer to NCRC 2 years after closing. PERMANENT (GRS-19-2)  DESTROY when superseded, obsolete, or upon termination of membership, whichever is earlier.	
5.	<u>101-04(U)NSA Scientific Advisory Board (NSASAB) Files.</u> These records reflect the advice and guidance given the Director on matters of science and technology as related to the Agency's mission. Included are agenda, minutes, panel papers, and related correspondence. Arranged alphabetically by subject.		
		<u>EXECUTIVE SECRETARY OF BOARD</u> Close annually. Transfer to NCRC 1 year after closing. PERMANENT (GRS-19-2)  <u>All Others</u> DESTROY noncurrent data when 2 years old or sooner if of no further reference value.	
6.	<u>101-05(U)U. S. Consolidated Cryptologic RET&amp;E Program Files.</u> Cryptologic RET&E Program Digests; Project Books on RET&E research; and Cumulative Lists of support requirements. (Originals of these records are in Case files-Item 102-02)		
		<u>OPI</u> Close annually. Transfer to NCRC 2 years after closing. DESTROY when 7 years old.  <u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.	

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7.	<p><u>101-06(U)RET&amp;E Technical Management Plans and Program Files.</u> Material pertinent to review and control of projects and programs in research and engineering; papers reflecting implementation of plans and programs; documents used to develop new projects; special evaluation studies; technical information exchange; and copies of papers which may be in the system program files (See Item 101-01) or in the R/E Project Case Files (See item 102-02).</p>	<p><u>OPI</u> Close every 2 years. Transfer to NCRC 2 years after closing. DESTROY when 7 years old.</p> <p><u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.</p>	
8.	<p><u>101-07(U)RET&amp;E Data Management Files.</u> Records which reflect the development, coordination, and monitoring of the NSA/CSS Scientific and Technical Information Program, the NSA/CSS Technical Data and Standardization Management Program, and arrangements with the Defense Documentation Center for storage and retrieval of material requiring special handling.</p>	<p>Place noncurrent material in an inactive file when operational need is satisfied. Close inactive file every 2 years. Transfer to NCRC 1 year after closing. PERMANENT</p>	
9.	<p><u>101-08(U)Not used.</u></p>		
10.	<p><u>101.09(U)Not used.</u></p>		
11.	<p><u>102-01(U)RET&amp;E Contract Management Files.</u> Reflect contract management of tasks in research and engineering. Included are contract briefings, requirements, purchase requests, all bids and proposals, negotiated contracts, notices of awards, contract schedules, trip and conference reports, contractor progress reports, and manuals.  (See items 13 &amp; 19 for permanent contractor records)</p>	<p><u>Record Copy</u> DESTROY 6 years 3 months after final payment. (ASPR-Supp 2: para S2-501(b))</p> <p><u>Duplicate Copies</u> DESTROY as soon as they have served their purpose, or 1 year after final payment under the contract, whichever is sooner. (ASPR-Supp 2: para S2-504)</p>	
12.	<p><u>102-01.1(U)Task Area and Work Unit Report Files.</u> Documents used in compiling information on research studies to be conducted or sponsored by NSA/CSS. The reports reflect the research, project number, title, and name of</p>		

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13.	<p>the investigator, purpose, approach, and status of the study, and similar information. Included are research task reports, research and technology unit summaries, and papers directly related to the reports.</p> <p>a. <u>Research and Technology Unit Summaries.</u> (See Project Case Files Items 102-02 for originals)</p> <p>b. <u>Research Task Reports.</u></p> <p><u>102-02(U)Project Case Files.</u> Documents reflecting a complete history of each project from initiation through research, development, design, and testing to completion. They consist of original support requirements/authorizations/R assignments, task assignments, planning documents and charts, technical development plans, schematics, equipment specifications, parts list, copies of contract, supplements and modifications, test data, technical information publications, and related correspondence.</p> <p>NOTE: When the volume warrants, papers in case file may be subdivided by types, e.g. procurement</p>	<p><u>OPI</u> Close when completion report is written. Transfer to NCRC 2 years after closing. DESTROY when 7 years old.</p> <p><u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.</p> <p><u>OPI</u> DESTROY 1 year after incorporation into the Research and Technology Unit Summary.</p> <p><u>All Others</u> DESTROY when 1 year old or sooner if of no further reference value.</p> <p><u>OPI</u> Close when completion report is written. Transfer to NCRC 2 years after closing. PERMANENT (GRS-19-3)</p> <p><u>All Others</u> DESTROY when 2 years old or sooner if of no further reference value.</p>	

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	files, authorization documents, reports, drawings and specifications, or other supporting items covered in this section.		
14.	<u>102-03(U)Mathematical Studies.</u> Reflect analysis of existing or proposed techniques in cryptanalysis and cryptography, development of more effective techniques for design and use of computer and special purpose equipment, and collection of crypto-mathematical knowledge.	Place in an inactive file when study is completed. Transfer to NCRG. PERMANENT	
15.	<u>102-04(U)Speech Research Studies.</u> Reflect utilization of equipment in the speech processing laboratory, capabilities in speech research fields, and speech program support activities.	Place in an inactive file when study is completed. Transfer to NCRG. PERMANENT	
16.	<u>102-05(U)Data Systems Files.</u> Research and feasibility studies resulting from analyzing and defining problems in data processing systems. These studies propose solutions to problems requiring advanced techniques, and are published as Technical Memoranda (See Item 102-08)	Place in an inactive file when study is completed. Transfer to NCRG. PERMANENT	
17.	<u>102-06(U)Engineering Notebooks.</u> Notebooks containing technical and scientific data accumulating from the conduct of research and development.		
	a. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.	DESTROY 6 months after completion or termination of the related project(s). (GRS-19-6a)	
	b. Other notebooks. Notebooks containing significant or unique accomplishments.	Place in inactive file on completion of related projects, or when notebook is	



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18.	<p><u>102-07(U) Technical Support Service Files.</u> Include machine design, tool design, materials testing, mechanical drafting, electronic packaging design, fabrication and computer applications.</p> <p>c. Notebooks containing patent data. Needed to achieve continuity of effort, avoidance of duplication of effort, and to provide handwritten, signed and dated legal proof of government sponsored inventions of potential litigation.</p> <p>a. <u>Completed Work Requests.</u></p> <p>b. <u>Operators' Estimates</u></p> <p>c. <u>Printed Circuits.</u> Negatives, positives, and master art works.</p> <p>d. <u>Engineering Drawings and Equipment/ Systems Files.</u> Drawings created in connection with the final designs and technical characteristics of equipment/systems developed.</p> <p>1. Place original drawings on aperture card (micro reproduction).</p> <p>2. Data punched card containing information on drawings.</p>	<p>filled. Close file every 2 years. Transfer to NCRC 5 years after closing. PERMANENT (GRS-19-6b)</p> <p>Transfer to NCRC when patent is issued or application is abandoned. DESTROY 25 years after transfer.</p> <p>DESTROY 18 Months after completion of project.</p> <p>DESTROY 2 years after estimates are completed.</p> <p>DESTROY when obsolete or modified.</p> <p>Transfer to R&amp;E Data Center. DESTROY when obsolete or modified.</p> <p>Transfer to R&amp;E Data Center. DESTROY when obsolete or modified.</p>	

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	3. DIAZO copies of aperture cards.		DESTROY when obsolete or modified.
	4. Original Drawings.		Transfer to R&E Data Center. PERMANENT
	e. <u>Engineering Specifications Files.</u> Specifications created in connection with designing equipment/systems.		PERMANENT.
	1. Numerical File		Transfer to R&E Data Center. <del>DESTROY</del> When obsolete or modified, transfer to NCRCA(AHA).
	2. Equipment File		PERMANENT. Transfer to R&E Data Center. <del>DESTROY</del> When obsolete or modified, transfer to NCRCA(AHA).
19.	<u>102-08(U) Technical Report Record Files.</u> Consist of preliminary, progress, or final R/E technical reports or publications prepared or issued as a result of basic and applied research in SIGINT and COMSEC development, testing and evaluation of material and equipment.  These reports include those prepared in-house, by contractors, sub-contractors, and grantees, regardless of security classification. (Special handling material (controlled by names) and compartmented material are excluded.)		<u>OPI</u> Close when completion report is written. Transfer to NCRCA 2 years after closing. PERMANENT (GRS-19-7)  <u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.
20.	<u>102-08.1(U) Technical Report Reference Files.</u> Documents maintained in Agency Library to provide reference for Agency users. Included are one copy of each technical report or publication issued by an NSA/CSS organization or received from its contractors, and one copy of reports of interest which are received from other sources.		DESTROY when superseded, obsolete, or no longer needed for reference purposes. (GRS-19-14)
21.	<u>102-08.2(U) Progress and Completion Reports.</u> Progress reports and test reports issued during the period of		Record Copy DESTROY 6 years 3 months after final payment.

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	development and completion of research study. Included are weekly, quarterly and final progress reports, contractor reports, and engineering and service test plans and reports.	(ASPR-Supp 2: para S2-501(b))  <u>Duplicate Copies</u> DESTROY as soon as they have served their purpose, or 1 year after final payment under the contract, whichever is sooner. (ASPR-Supp 2: para S2-504)	
22.	<u>102-08.3(U)Equipment Manuals.</u> Manuals published for the maintenance of research and engineering equipments.	<u>OPI</u> File one copy of each in Task Area or Work Unit as part of the Project Case Files. Forward all others to R&E Data Center. DESTROY when no longer required.  <u>All Others</u> DESTROY when 5 years old or sooner if superseded or of no further reference value.	
23.	<u>102-08.4(U)Operators' Manuals.</u> Manuals published for trainees and operators on research equipments.	<u>OPI</u> File one copy of each in Task Area or Work Unit as part of the Project Case Files. Forward all others to R&E Data Center. DESTROY when no longer required.  <u>All Others</u> DESTROY when 5 years old or sooner if superseded or of no further reference value.	
24.	<u>102-09(V)Special Research Files.</u> Reports of technical research on designated or potential problems. Included are: monthly progress reports, assigned technical data, potential technical data, technical diary cards and technical reference numbers.	<u>OPI</u> Close annually. Transfer to NCRC 1 year after closing. DESTROY when 11 years old.	

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25.	<p><u>102-10(∅) Special Analysis Files.</u></p> <p>a. <u>Receipt Documents</u></p> <p>b. <u>Summaries</u></p> <p>c. <u>Cases.</u></p> <p>d. <u>Magnetic Tapes.</u> Used in analysis research.</p>	<p><u>All Others</u> DESTROY when 10 years old or sooner if of no further reference value.</p> <p>Close when problem resolved. Transfer to NCRC. DESTROY 10 years after transfer.</p> <p>Close every 2 years. Transfer to NCRC. DESTROY 5 years after transfer.</p> <p>Close when problem resolved or no longer referenced. Transfer to NCRC. DESTROY 5 years after transfer.</p> <p>DESTROY or DEGAUSS when they no longer contribute additional technical intelligence data. (GRS-19-5)</p>	
26.	<p><u>102-11(U)R Fiscal and Cost Accounting Files.</u> Documents on costs incurred in performance of research and engineering in task areas and work units; data for fiscal reporting and cost accounting. Included are the following:</p> <p>a. <u>Labor Cost by Tasks and Monthly Fiscal Status Reports.</u></p> <p>b. <u>Task Cost Data Summary Reports.</u></p> <p>c. <u>Procurement Requisitions and Travel Requests.</u></p>	<p>DESTROY annually.</p> <p>(NOTE: Individual labor records may be destroyed quarterly.)</p> <p>DESTROY when 5 years old or sooner if of no further reference value.</p> <p>Close annually. DESTROY 1 year after closing.</p>	

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	d. <u>Contract Purchase Requests.</u>		Close annually. DESTROY 1 year after closing.
	e. <u>Procurement and Contract Ledgers.</u>		Close and Microfilm annually. DESTROY originals after microfilming. DESTROY microfilm when 10 years old.
	f. <u>Travel Accounting Files.</u>		Close and Microfilm annually. DESTROY originals after microfilming. DESTROY microfilm when 10 years old.
27.	<u>102-12(U) Scientific and Raw Data Files.</u> Reference material used by scientific and engineering personnel for research and engineering, or within a field of scientific inquiry. Such material may include drafts of technical reports, magnetic tapes, punched cards, and paper tapes or similar data which is not made a part of the formal study, report, or task.		DESTROY after incorporation of essential data into formal study, report, or task, or in 5 years or sooner if of no further reference value. (GRS-19-5) (NOTE: Magnetic tapes should be erased for reuse whenever possible.)
28.	<u>103-01(U) Equipment Reliability Program Files.</u> Failure reports, equipment summary reports, punched cards, and periodic reports from all COMSEC users. (Final reports are in Project Case Files Item 102-02)		
	a. <u>Analytic Portion.</u> Punched cards and computer runs.		DESTROY after information is summarized in final report, or when 5 years old, whichever is sooner.
	b. <u>Failure Reports.</u>		DESTROY when 5 years old or sooner if of no further reference value.

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29.	<p><u>103-02(U) Test and Evaluation Files.</u> Tasking, support, and management of field research involving environmental test and evaluation of experimental systems and performance of special research assignments. Report of results may be published as a Technical Report (See Item 102-08)</p>	<p><u>OPI</u> Close annually. Transfer to NSARC 2 years after closing. DESTROY when 20 years old.</p> <p><u>All Others</u> DESTROY when 5 years old or sooner if of no further reference value.</p>	
30.	<p><u>103-03(U) Test and Inspection Files.</u> Records resulting from testing of all raw and manufactured engineering material and equipment to ensure compliance with specifications and quality, and from the inspections of contractor plants, material, and equipment. Reports of tests furnished to Task Area or Work Unit. (See Item 102-02)</p>	<p>Place in an inactive file when material or equipment is accepted.</p> <p><u>OPI</u> Close inactive file annually. Transfer to NCRC 1 year after closing. DESTROY when 10 years old.</p> <p><u>All Others</u> DESTROY 2 years after closing.</p>	
31.	<p><u>103-04(U) COMSEC Material Testing and Inspection Files.</u> Data reflecting the test and evaluation of the physical, chemical, environmental, and electrical properties of COMSEC equipments and materials. Include criteria for contractor-conducted parts qualification tests, reporting methods, and Material Test Reports.</p>	<p>Close when equipment becomes obsolete.</p> <p><u>OPI</u> Transfer to NCRC 1 year after closing. PERMANENT</p> <p><u>All Others</u> DESTROY when 10 years old or sooner if of no further reference value.</p>	
32.	<p><u>103-05(U) COMSEC Material Technical Test Reports.</u> Reports on printed circuitry, electric materials and environmental, non-electric materials, and general storage.</p>	<p>DESTROY 1 year after data is incorporated in formal material test report.</p>	
33.	<p><u>103-06(U) COMSEC Equipment and Material Quality Assurance Files.</u> Doctrine and standards governing the performance of quality assurance activities by Government and Contractor personnel during the</p>	<p>Close when related equipment goes out of production.</p> <p><u>OPI</u> Transfer to NCRC 2 years</p>	

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	manufacture and shipment of COMSEC equipment and materials. Include quality assurance criteria governing COMSEC equipment and material produced by elements of the Communications Security Organization.		after closing. DESTROY 2 years after transfer.  <u>All Others</u> DESTROY 2 years after closing.
34.	<u>103-07(U)Quality Assurance Report Files.</u> Resumes of all operational test results, inspection reports, associated reports, and other data received from contractors on COMSEC equipment and material. Include government test results.		Close when related equipment goes out of production. Transfer to NCRC 2 years after closing. DESTROY 5 years after transfer.
35.	<u>103-08(U)COMSEC Equipment Modification Files.</u> Data on designing, testing, and evaluating proposed modifications to COMSEC equipment in field use. Include Modification Instructions.		Close when related equipment is declared obsolete.  <u>OPI</u> Transfer to NCRC 1 year after closing. DESTROY 5 years after transfer.  <u>All Others</u> DESTROY 1 year after closing.
36.	<u>103-09(U)TEMPEST Reports.</u> Reports of tests by Contractors, other Government Agencies, Military Services, private industry and NSA/CSS elements.		<u>OPI</u> Review annually reports 10 years old. Transfer those with no current use to NCRC. PERMANENT  <u>All Others</u> DESTROY when 10 years old or sooner if of no further reference value.
37.	<u>103-10(U)Contract Evaluation Files TEMPEST Tests Required of U. S. COMSEC Equipment.)</u> Technical reports, status reports, correspondence, and other data relative to contracts with industry in development and evaluation of equipment.		<u>OPI</u> Place closed contract in inactive file. Transfer to NCRC 3 years after closing. PERMANENT  <u>All Others</u>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	<p><u>103-11(V) Special Equipment Files (TEMPEST Test and Analysis).</u> Military characteristics, operational requirements, correspondence, design data, test procedures, test drawings, and photographs required to perform efficient TEMPEST test and analysis.</p>	<p>OPI Place in inactive file when no longer required. Transfer to NCRC. PERMANENT</p>	<p>Close related file upon termination or completion of contract. DESTROY 1 year after final payment under the contract. (ASPR-Supp 2: para S2-504)</p>
39.	<p><u>103-12(U) Indicator Randomizer Project Files.</u> Reflect engineering support data (tests and studies) for indicator randomizers and noise sources employed or considered for employment in COMSEC equipments.</p>	<p>OPI Place test folders in inactive file when related equipment no longer in use. Close annually. Transfer to NCRC 1 year after closing. DESTROY 1 year after transfer.</p> <p><u>All Others</u> DESTROY test folders when related equipment no longer in use.</p>	<p>DESTROY when 10 years old or sooner if of no further reference value.</p>

\* NCRC refers to the NSA/CSS Records Center, which is an official records center approved by the Administrator, GSA, 14 Sept. 1967.