

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-457-80-4	
DATE RECEIVED July 31, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>Dec 17 82</i>	Archivist of the United States <i>[Signature]</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Security Agency

2. MAJOR SUBDIVISION

N33

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

JOHN A. U.S. FOIA (b)(3)

5. TEL EXT

688-7727

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 106 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 3 June 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> D. C. WIGGLESWORTH	E. TITLE <i>[Signature]</i> NSA/CSS Records Officer
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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
	<u>ADMINISTRATIVE AND MANAGEMENT RECORDS DISPOSITION SCHEDULE</u> <u>FOR THE</u> <u>NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE</u>		
	<p>The following records disposition schedule generally provides records disposal instructions for most non-operational records categories of this Agency and takes precedence over all SF-115s addressing the subject matter previously submitted to NARS by this Agency. The disposition instructions for Accountable Officers' Records (Series #326, #327, #328) contained herein were reviewed and approved by the General Accounting Office by letter, dated 23 January 1980. Pursuant to Public Law 86-36, this schedule may not be released to the public without prior approval of the Director, National Security Agency/Chief, Central Security Service and is subject to the provisions of NSA/CSS letter, Serial: N0235, dated 6 March 1980, as concurred in by the Archivist of the United States in his letter dated 27 March 1980.</p>		
	<u>FOR OFFICIAL USE ONLY</u> <u>301 GENERAL ADMINISTRATIVE FILES</u>		
	<p>These files are accumulated or created in carrying out the general internal administrative activities of an organization/element.</p>		
1. 301-01	<p>(U)Element Management Records. Records which reflect element management such as policy, plans, budget, logistics, personnel, security, and training. These files serve</p>	<p>Close annually. DESTROY</p>	<p>when 5 years old.</p>

115-107 NSA Representatives concur in all changes made herein.
R C Tagge, NARS-NCD

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MASS DATA CHANGE SHEET NOT REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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	as element working files, since Agency official copies are maintained by the Agency OPI.		
301-02	<u>(U)Element Administrative Files.</u> Records which are concerned with immediate needs and have little retention value after the requirements are satisfied; these duplicate other files. Such records include requests for publication, reproduction requests, office supplies, leave schedules, hours of work and employee relations information.	Close annually. DESTROY when 2	years old.
301-03	<u>(U)Working Papers/Convenience Files.</u> Rough drafts, notes, feeder reports, and similar papers accumulated in performance of tasks, projects, or functions.	DESTROY when 3	years old or sooner if no longer needed for reference. (GRS-16-10)
301-04	<u>(U)Conferences and Committee Files.</u> Agenda, membership lists, minutes of meetings, and other papers of formally constituted conferences and committees. Record data resulting from conferences and committees which properly belong in another subject file should be included in that file also.	Refer to File No. 322-01 b(1).	
301-05	<u>(U)Reading Files.</u> Copies of outgoing or incoming correspondence, messages, or memos maintained chronologically for ready reference, signature control, preparation of reports or similar administrative purposes.	Close quarterly, semi-annually, or annually. DESTROY when 3	years old or sooner if of no further reference value.
301-06	<u>(U)Briefing Files.</u> Narrative presentations with related charts showing functions, missions, or projects, and used for briefing individuals or groups.		
	a. Briefings by the Directorate level of senior government officials such as the President, SecDef, Members of Congress, DCI, etc. on matters of significant importance concerning Agency mission, functions, operations, etc.	PERMANENT	
	b. Briefings by the Agency representatives of external officials and visitors on routine administrative	DESTROY when 3	years old or sooner if of no further reference value.

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	policy or operational matters.		
7. 301-07	c. Briefings by and for internal Agency components. <u>(U) Standard Operations Procedures (SOPs).</u> Supplemental detailed instruction for implementing programs.	DESTROY when 1 year old or sooner if of no further reference value. OPI Place in an inactive file when superseded or cancelled. Close annually. Transfer to NCRC 1 year after closing. PERMANENT (GRS-16-1)	
3. 301-08	<u>(U) Operational Summaries/Status Reports</u> Performance, actual progress, accomplishments, deficiencies, or problems in relation to functional program goals. These summaries usually are originated at subordinate levels and progressively consolidated at each higher level. a. <u>Feeder Summaries.</u> b. <u>Final Summaries.</u>	DESTROY when 3 years old, or sooner if of no further reference value. PERMANENT	
9. 301-09	<u>(U) Key Component Reports (KCRs).</u> Monthly reports which summarize and reflect the essence of an organization's activity, i.e., the performance, actual progress accomplishments, important decisions, actions or problems in relation to the accomplishment of its primary mission. a. <u>Feeder Reports.</u> b. <u>Final Reports.</u>	DESTROY when 3 years old, or sooner if of no further reference value. PERMANENT	
10. 301-10	<u>(U) Permanent Change of Station Orders.</u> These files accumulate from administering permanent change of station travel orders for Agency military and civilian personnel in accordance with procedures contained in the NSA Travel Manual.	Place in an inactive file when individual completes tour of duty. DESTROY when 3 years old. (GRS-9-4)	

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11. 301-11	<u>(U)Temporary Duty Travel Requests and Travel Orders.</u> These files accumulate from administering temporary duty travel orders from Agency military and civilian personnel in accordance with procedures contained in the NSA Travel Manual.	Close annually. DESTROY when 3 years old. (GRS-9-4)	
12. 301-12	<u>(U)Organization Mission Files.</u> These files contain correspondence that documents policy making, program management functions, and agreements from which the activity has primary mission.	Refer to File Series No. 320-01 and No. 320-02.	
13. 301-13	<u>(U)Fund Raising Campaign Records.</u> These files consist of correspondence, receipts, invoices, and related records used to facilitate and control the collection of monies for fund raising campaigns of charitable, health, welfare, and similar organizations.	DESTROY upon completion of next equivalent campaign, or 1 year after campaign completion.	
14. 301-14	<u>(U)Quarterly Management Review Periodicals.</u> Includes Agency summary of management data during the previous quarter.	OPI PERMANENT <u>All Others</u> DESTROY when 3 years old, or sooner if of no further reference value.	

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<u>302 INSPECTOR GENERAL FILES</u>			
<p>These files result from the conduct of official inspections and special investigations for the NSA/CSS Directorate as required, to evaluate performance of missions, functions, and duties prescribed for all components of the Agency.</p>			
15. 302-01	<p>(U) <u>Inspection Files.</u> Documents relating to the planning and execution of internal/external inspections and investigations performed by NSA/CSS or by other authorized agencies.</p> <p>a. <u>Record Copy.</u></p> <p>b. <u>Reference/Information Copy.</u></p>	<p>Retire to NCRC 1 year after inspection completed and all actions related thereto have been adjudicated. PERMANENT</p>	<p>DESTROY when 2 years old.</p>
16. 302-02	<p>(U) <u>Reports of Inspection.</u> Records created as a result of inspections and investigations conducted or directed by the Office of the Inspector General, including record action taken and supporting papers.</p> <p>a. <u>Record Copy.</u></p> <p>b. <u>Reference/Information Copy.</u></p>	<p>Retire to NCRC 1 year after inspection completed and all actions related thereto have been adjudicated. PERMANENT</p>	<p>DESTROY when 2 years old.</p>
17. 302-03	<p>(U) <u>Complaints.</u> Documents accumulated during processing of complaints made by or about an employee of the Agency not requiring formal investigation.</p>	<p>DESTROY 2 years after transfer of military personnel or upon separation of civilian personnel.</p>	

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<u>303 LEGAL FILES</u>			
These files relate to the prosecution of patent claims and the review, issuance, and interpretation of directives, laws, and legislative proposals as they affect the Agency.			
18. 303-01	<u>(U)Patent Case Files.</u> Files maintained by patent application designation, relating to security review of patent applications under secrecy, the modification of secrecy orders, and withdrawals from secrecy pursuant to the Invention Secrecy Act, 35 U.S.C. 181-188.	Retain applications under secrecy in office file until secrecy order is lifted. Transfer patent cases which have secrecy orders lifted to NCRC when one cubic foot has accumulated. DESTROY 10 years after transfer.	
19. 303-02	<u>(U)Patent Application Files.</u> Case files created in the process of application to the U. S. Patent Office. Includes applications, related invention disclosures, amendments, petitions, appeals, interferences, and related correspondence. Maintained by Applications Pending, Patents Issued, and Applications Abandoned.	Place in inactive file when patent is issued or application is abandoned. Transfer to NCRC when one cubic foot accumulates. DESTROY 20 years after transfer.	
20. 303-03	<u>(U)Legal Publication Files.</u> Copies of Federal laws, statutes, directives, or regulations maintained for reference.	DESTROY when no longer effective or of reference value.	
21. 303-04	<u>(U)Legal Precedent Files.</u> Correspondence, summaries, or other papers documenting agreements, delegations of authority, legislation, litigation, investigations, policies, or interpretations of legal implications of Agency programs, procedures, and operations.	Place noncurrent records in inactive file and transfer to NCRC. PERMANENT	
22. 303-05	<u>(U)Legal Opinion Files.</u> Official legal opinions on questions of definition and interpretation of statutes, laws, regulations, investigations, and other legal matters, arranged chronologically.	PERMANENT	
23. 303-06	<u>(U)Conflict of Interest Case Files.</u> Statements of employment and financial interests and related records.	DESTROY 2 years after separation of employee or 2 years after employee leaves the position for which the statement is	

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14. 303-07	(U)Logistics Law Files. Correspondence and other papers documenting or expressing opinions on legal aspects of logistical matters, including legislation and litigation regarding Agency contracts. These files are arranged alphabetically by subject matter and maintained in the Office of the Assistant General Counsel (Logistics).	required. (GRS-1-25)	Review annually. Transfer files of precedent value to file #303-04. DESTROY all others.
15. 303-08	(U)FISA Files. Applications, certifications, court orders, and associated documents created pursuant to the Foreign Intelligence Surveillance Act of 1978 (50 U. S. C. 1801 et. seg.).	PERMANENT	
16. 303-09	(U)General Law Files. A central subject matter file arranged alphabetically which includes all other records of the Office of the NSA/CSS General Counsel. Includes the records of the General Counsel, the Deputy General Counsel, the Assistant General Counsel (Personnel and Security) Assistant General Counsel (Information), and the Legislative and Regulatory Counsel. It consists of all correspondence and other papers documenting or expressing legal opinions on legislation, litigation, investigations, agreements, directives, policies, programs, procedures, and other activities of legal significance.	Review annually.	Transfer files of precedent value to file #303-04. DESTROY all others.

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	<u>304 ARCHIVAL AND HISTORICAL FILES</u>		
	These files are accumulated by the Office of the Agency Archivist and Historian to document the history of the NSA/CSS for operational and historical purposes.		
17. 304-01	<u>(U)Historical Program Files.</u> Correspondence, directives, and other documents which directly contribute to the development, direction, and supervision of the Agency Historical Program.		Place items in inactive file upon supersession or obsolescence and transfer to NCRC. PERMANENT
18. 304-02	<u>(U)Historian's Source Files.</u> Documents collected and used as source data in the writing of histories or special historical studies. Also, includes duplicates or photocopies of correspondence, reports, directives, publications, or other significant official papers, and may include photographs.		Place items in an inactive file on publication of related history. Transfer to NCRC. PERMANENT
19. 304-03	<u>(U)Historical Background Materials.</u> Documents created or accumulated as the basis for published histories or special historical studies. Included are critiques, drafts of manuscripts, charts and statistical compilations, transcripts of interviews, memoirs, and similar materials.		Place items in an inactive file on publication of related history. Transfer to NCRC. PERMANENT
20. 304-04	<u>(U)Historical Inquiry Files.</u> Data accumulated for the purpose of answering inquiries about historical events or persons.		Retain in Historian's files for 5 years and then transfer to NCRC. PERMANENT
21. 304-05	<u>(U)Special Historical Studies.</u> Histories of unique operational and/or administrative cryptologic matters or events.		Retain in Historian's research files. Send copy to AHA. PERMANENT
22. 304-06	<u>(U)Official Agency Histories.</u> Organizational histories (Agency or Key Components) compiled as official records.		Retain in Historian's research files. Send copy to AHA. PERMANENT
23. 304-07	/// (U) Archival Holding Area Files, Indexes and finding aids used to locate PERMANENT record copies held by NSA/CSS Archival Holding Area. ///		PERMANENT
	NOTE: See page 9, for clarity revision which adds new item 33(304-07), rennumbers former item 33 as 33a (304-08), and adds new item 33b(304-09).		

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33. 304-07	(U) <u>Oral History Files.</u> Audio tapes of interviews with individuals documenting their knowledge of cryptologic organizations, functions, policies, decisions, procedures, operations, events or personalities deemed to be of historical value. (NOTE: Oral history interviews are made as cassette tape recordings which are then converted to permanent-base reel recordings as soon as possible after origination. After conversion, cassettes become work copies and reels become official record copies.)		<u>OFFICIAL RECORD COPIES.</u> Retain in AHA under archival conditions with related documents (donor statements, scenaria, biographic data, and full or partial transcripts) until releasable to NARS. <u>PERMANENT</u> (GRS 21, item 57 <u>WORK COPIES.</u> When no longer required for current reference or when no longer usable, DESTROY.
33a. 304-08	(U) <u>Archival Locator Files.</u> Indexes and other finding aids used to locate permanent record copies held in the NSA/CSS Archival Holding Area.		Retain in AHA. <u>PERMANENT.</u>
33b. 304-09	(U) <u>Archival Reference Files.</u> Non-record reference materials (extra copies of publications, permanent records, and technical or collateral documents) used to provide background data for Collection Coordinators and Reference Service personnel engaged in preparing and assembling cryptologic collections, reviewing items for declassification, and responding to historically based questions posed by researchers or Policy Staff personnel preparing official NSA/CSS responses to FOIA/Privacy Act inquiries.		Retain in AHA until superseded or until of no further operational need, then DESTROY.

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34. 305-01	<p align="center"><u>305 FREEDOM OF INFORMATION ACT FILES</u></p> <p>These records are created in the course of the NSA/CSS implementation of the provisions of the Freedom of Information Act (FOIA), Public Law 93-502 (5 U.S.C. 552).</p> <p><u>(U)Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Agency reproduction fees.</p> <p>(a) Request <u>not</u> appealed.</p> <p>(b) Request appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request <u>not</u> appealed.</p> <p>(b) Request appealed.</p> <p>b. Official file copy of requested records.</p>	(GRS-14-16)	<p>DESTROY 2 years after date of reply.</p> <p>DESTROY 2 years after date of reply.</p> <p>DESTROY as authorized under item 305-02.</p> <p>DESTROY 5 years after date of reply.</p> <p>DESTROY as authorized under item 305-02.</p> <p>Dispose of in accordance with approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later.</p>

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35. 305-02	<p><u>(U)FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the Agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal of copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).</p> <p>b. Official file copy of records under appeal.</p>	(GRS-14-17)	
36. 305-03	<p><u>(U)FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.</p> <p>a. Registers or listing.</p> <p>b. Other files.</p>	(GRS-14-18)	<p>DESTROY 4 years after final determination by the Agency or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with approved Agency disposition instructions for the related record, or with the related FOIA requests, whichever is later.</p>
7. 305-04	<p><u>(U)FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to the Agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports of departmental or Agency level.</p>	(GRS-14-19)	<p>DESTROY 5 years after date of last entry.</p> <p>DESTROY 5 years after final action by the Agency or after final adjudication by courts, whichever is later.</p> <p>Offer to NARS with related Agency records approved for permanent retention</p>

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38. 305-05	<p>b. Other reports.</p> <p><u>(U)FOIA Administrative Files.</u> Records relating to the general Agency implementation of the FOIA, including notices, memoranda, routine correspondence and related records.</p>	<p>in Agency records control schedule or when 15 years old, whichever is sooner. PERMANENT</p> <p>DESTROY when 2 years old or sooner if no longer needed for administrative use.</p> <p>DESTROY when 2 years old or sooner if no longer needed for administrative use. (GRS-14-20)</p>	

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	<u>306 POLICY AND PLANNING FILES</u>		
	These files accumulate as a result of the documentation of national policy developed and promulgated by external authorities. Also they include NSA/CSS policies and plans developed to provide guidance for future courses of action.		
9.	306-01 (U)National Policy Files. These files are created from the process of obtaining, formulating, and interpreting policy, based on decisions of the Director, NSA/Chief, CSS.	OPI Close inactive file annually Transfer to NCRC 2 years after closing. PERMANENT	
10.	306-02 (U)Requirements Files. Documents relating to the determination of requirements for NSA/CSS facilities.	Transfer to NCRC 1 year after closing. PERMANENT	
11.	306-03 (U)Planning Profiles. The profiles are developed in order to provide a ready reference to the mission.	OPI DESTROY when superseded, obsolete or of no further reference value.	
		All Others DESTROY when superseded or of no further reference value, whichever is sooner.	
12.	306-04 (U)Study Files. These files are created as a result of external and internal requirements.	OPI Close inactive file every 2 years. Transfer to NCRC 2 years after closing. PERMANENT	
		All Others DESTROY when of no further reference value, or when 5 years old, whichever is sooner.	
13.	306-05 (U)Documents Files. Supporting documents and correspondence created in the conduct of NSA/CSS business.	OPI Retain basic active agree- ments in current file. Transfer supporting documents to NCRC 1 year after closing. PERMANENT	
		All Others DESTROY when 5 years old.	

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4. 306-06	<p>(U)<u>National Foreign Intelligence Board (NFIB) Files.</u> These files are created and maintained because of the membership of the Director, NSA/Chief, CSS on the NFIB (formerly USIB) They include documentation of NFIB issues and decisions. Also they include documenting NSA/CSS actions taken by the Agency to implement the NFIB decisions.</p>	<p>OPI Place superseded material in an inactive file. PERMANENT</p> <p><u>All Others</u> DESTROY when of no further reference value, or when 5 years old, whichever is sooner.</p>	
5. 306-07	<p>(U)<u>Former United States Communications Security Board (USCSB) Files.</u> These files are created and maintained because of the NSA/CSS assigned responsibility by the National Security Council to act for the Executive Agent of the U. S. Government for most COMSEC matters. These files include documentation of COMSEC policy issues, USCSB decisions, and NSA/CSS actions taken to implement the decisions.</p>	<p>OPI Close inactive file every 2 years. Transfer to NCRC 1 year after closing. PERMANENT</p> <p><u>All Others</u> DESTROY when of no further reference value or when 5 years old, whichever is sooner.</p>	
6. 306-08	<p>(U)<u>Support Planning Files.</u> These files are created in fulfilling area planning requirements; they include Support Planning, Redeployment Planning, Emergency Evacuation Planning, Reserve Reserve and Mobilization Planning, Continuity of Operations Planning, Area Planning; and Agency planning inputs to external planning.</p> <p>a. <u>Externally Produced Plans.</u></p> <p>b. <u>Superseded Agency Plans.</u></p> <p>c. <u>Implemented and Final Generation Plans.</u></p>	<p>OPI Place nonconcurrent material in an inactive file and close annually. Transfer to NCRC 1 year after closing.</p> <p>DESTROY when superseded or obsolete.</p> <p>DESTROY when superseded.</p> <p>PERMANENT</p> <p><u>All Others</u> DESTROY when superseded or of no further reference value, whichever is sooner.</p>	
7. 306-09	<p>(U)<u>Operations Planning Files.</u> Special planning guidance documents, requirements files, and studies.</p>	<p>OPI Close inactive file every 2 years.</p>	

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18. 306-10	<p><u>(U)Legislative/Congressional Affairs Files.</u> These files are created in the conduct of relations with the Congress. Files include: dealings with and provision of information to Committees of Congress - most importantly the House and Senate Intelligence Committees and policy therefor; responses to Congressionally originated (either direct or thru GAO) inquiries; legislative actions affecting/or of interest to NSA, and the history thereof to include Committee reports and hearings; and miscellaneous information on the daily activities of the Congress.</p> <p>a. Files containing policy and operational matters of interest to Congressional Authorities.</p> <p>b. Files containing Congressional correspondence and supporting documents relating to administrative, personnel, and similar matters of transitory interest.</p>	<p>Transfer to NCRC 1 year after closing. PERMANENT</p> <p><u>All Others</u> DESTROY when of no further reference value or when 5 years old, whichever is sooner.</p> <p>PERMANENT</p> <p>DESTROY when 10 years old or sooner if of no further reference value.</p>	

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	<u>307 PRIVACY ACT FILES</u>		
	<p>These files include records created in the course of the NSA/CSS implementation and administration of the Privacy Act of 1974 (Public Law 93-579; 5 U. S. C. 552a). Disposition instructions for records requested under the Privacy Act are included in other appropriate sections of these disposition instructions.</p>		
19. 307-01	<p>(U) <u>Privacy Act Requests Files</u>. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U. S. C. 552a(d)(1). Files contain request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Agency reproduction fees.</p> <p>(a) Requests <u>not</u> appealed.</p> <p>(b) Requests appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests <u>not</u> appealed.</p> <p>(b) Requests appealed.</p>	(GRS-14-25)	

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10. 307-02	<p>b. Official file copy of requested records.</p> <p><u>(U) Privacy Act Amendment Case Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U. S. C. 552a(d)(2); to the individual's request for a review of the Agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the Agency as provided under 5 U. S. C. 522a(g).</p> <p>a. Requests to amend agreed to by the Agency. Includes individual's requests to amend and/or review refusal to amend, copies of the Agency's replies thereto, and related materials.</p> <p>b. Requests to amend refused by the Agency. Includes individual's requests to amend and to review refusal to amend, copies of the Agency's replies thereto, statement of disagreement, the Agency justification for refusal to amend a record, and related materials.</p> <p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by the Agency to amend a record.</p>	<p>Dispose of in accordance with approved Agency disposition instructions for the related records, or with the related Privacy act request, whichever is later.</p> <p>(GRS-14-26)</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after the Agency's agreement to amend, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination of the Agency; or 3 years after final adjudication by the courts, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by the courts, whichever is later.</p>	

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51. 307-03	(U)Privacy Act Accounting of Disclosure Files. Files maintained under the provisions of 5 U. S. C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.		Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. (GRS-14-27)
52. 307-04	(U)Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. a. Registers or listings. b. Other files.	(GRS-14-28)	DESTROY 5 years after date of last entry. DESTROY 5 years after final action by the Agency or final adjudication by the courts, whichever is later.
53. 307-05	(U)Privacy Act Reports Files. Recurring reports and one-time information requirement relating to Agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems. a. Annual reports at departmental or Agency level. b. Other reports.	(GRS-14-29)	Offer to NARS with related Agency records approved for permanent retention in Agency records control schedule or when 15 years old, whichever is sooner. PERMANENT DESTROY when 2 years old.
54. 307-06	(U)Privacy Act General Administrative Files. Records relating to the general Agency implementation of the Privacy Act, including notices, memoranda, routine correspondence and related records.	(GRS-14-30)	DESTROY when 2 years old or sooner if no longer needed for administrative use.

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	<u>308 PROGRAM FILES</u>		
	These files include documents relating to the management of resources required to accomplish the cryptologic missions. The records are created in the process of documenting the resources required over a seven-year programming period, and are the basis for updating the DoD Five Year Defense Plan and Financial Program. These files are accumulated by organizations responsible for developing and executing programs and budgets in their functional area. Also, feeder documents may accumulate in other organizations which have an interest or need for similar type records.		
55. 308-01	<u>(U)Agency Consolidated Cryptologic Program (CCP) Files.</u> These files relate to the preparation, coordination, approval and issuance of the DoD Five Year Defense Plan and Financial Program, as submitted by the Director, NSA, to the Assistant Secretary of Defense. Included are summary and descriptive data sheets, program change requests, manpower memorandums, minutes of meetings of review committees, coordination actions, approvals, reclaims and related program documentation, justification and review papers. For non-record material, see item 308-19.	<u>OPI</u> Close and transfer to NCRC at end of each related program cycle (5 or 7 years as applicable). PERMANENT <u>ALL OTHERS</u> DESTROY 1 year after the close of the fiscal year covered by the budget. (GRS-5-4)	
56. 308-02	<u>(U)Agency Consolidated Cryptologic Program Review Files.</u> Record and reference copies of the published Agency Five Year Defense Plan and Financial Program, including official page changes and revisions thereto. This includes both Director approved and DoD approved programs.	<u>OPI</u> Close and transfer to NCRC at end of each related program cycle (5 or 7 years as applicable). PERMANENT <u>ALL OTHERS</u> DESTROY 1 year after the close of the fiscal year covered by the budget. (GRS-5-4)	
57. 308-03	<u>(U)CCP Program Summary Files.</u> These summaries identify all CCP resources (cost and manpower) by Program Element, Cost Category, Appropriations Title and Budget Account Number, relating the resources to the appropriate Five Year Defense Plan.	<u>OPI</u> Close annually. Transfer to NCRC 2 years after closing. PERMANENT <u>ALL OTHERS</u> DESTROY 1 year after the	

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		close of the fiscal year covered by the budget. (GRS-5-4)	
58. 308-04	<u>(U)CCP Machine Tabulation Files.</u> Cost Category, Program Element, Appropriation Title, and Budget Account Number, showing the official external mark-up of the CCP, the Service Submission, the NSA recommendation and results (if any) of the staff review.	Same as 308-03.	
59. 308-05	<u>(U)CCP Position Summary Files.</u> Indicates subelement, type, Service, etc.	Same as 308-03.	
50. 308-06	<u>(U)CCP Problem Solution Sheet Files.</u> By Subelement. Provides Service position and NSA recommendation concerning changes from the approved level of effort.	Same as 308-03.	
51. 308-07	<u>(U)CCP Supplement Description and Measurement Files.</u> Narrative reference volume describing the subelement objectives.	Same as 308-03.	
52. 308-08	<u>(U)CRP R&E Integrated Program Files.</u> Highlights of projects and tasks, Service and Element summaries, and RDT&E project statements.	Same as 308-03.	
53. 308-09	<u>(U)CCP Procurement Summary Files.</u> Summaries in detail, by Service.	Same as 308-03.	
54. 308-10	<u>(U)CCP Construction Summary Files.</u> Programmed construction for Services' facilities.	Same as 308-03.	
55. 308-11	<u>(U)CCP Program Change Files.</u> Service proposals with NSA comments and NSA proposals for both mission programs.	Same as 308.03.	
56. 308-12	<u>(U)COMSEC Resources Program (CRP) Summary Files.</u> These summaries identify all approved and proposed CRP resources by Department/Agency, Program Element, and Functional Aggregation, relating them to the Five Year Defense Plan.	OPI Close annually. Transfer to NCRC 2 years after closing. PERMANENT <u>ALL OTHERS</u> DESTROY 1 year after the	

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			close of the fiscal year covered by the budget. (GRS-5-4)
57. 308-13	(U)CEP Pricing Sheet Files. Price out of Department/Agency proposed equipment quantities and NSA recommended quantities. (FILE DISCONTINUED)	Same as 308-12.	
58. 308-14	(U)CEP Equipment Procurement Summary Files. Identifies prior approved, Department/Agency proposed, and NSA recommended equipment quantities and dollars by Department/Agency, specific equipment, communications systems and Functional Aggregation. (FILE DISCONTINUED)	Same as 308-12.	
59. 308-15	(U)CEP Change Proposals Files. Department/Agency proposals with NSA comments and recommendations for Program Element. (FILE DISCONTINUED)	Same as 308-12.	
60. 308-16	(U)CEP Review Book Summary Files. Department/Agency proposals, NSA recommendations, and Review Group analysis and recommendations. (FILE DISCONTINUED)	Same as 308-12.	
61. 308-17	(U)CCP Projections. SCA manpower requirements, based on the five year cycle program projections, as the result of recommendations and analysis of the submissions .	DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4)	
62. 308-18	(U)Final Manning Documents Submitted to DoD. (FILE DISCONTINUED)	Close annually. Transfer to NCRC 2 years after closing. PERMANENT	
63. 308-19	(U)CCP Reference Papers Files. Copies of documents which duplicate record copies; documents requiring no action; rough drafts notes, feeder reports, and similar working papers accumulated in preparation of the CCP.	DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4)	

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	<u>310 BUDGET FILES</u>		
	These files accumulate in the process of formulating the NSA/CSS Five Year Defense Program Budget and Financial Plan. Included are program and budget documents relating to the Consolidated Cryptologic Activities/CRITCOM Program (CCP), Consolidated COMSEC Equipment Program (CCEP) and Family Housing.		
74.	310-01 <u>(U)Program Formulation and Presentation Files.</u> Documents relating to the preparation, coordination, justification, and recommendations submitted to the Director for submission for approval and issuance of the Five Year Defense Program. These programs serve as the basis for the development, by the Agency Program/Budget Staff, of the more detailed program and budget guidance to the operating elements. Included are summary and description data sheets, program change requests, manpower memoranda, summary tables and related papers. (Formerly "Program and Budget Advisory Board (PBAB) Files")	OPI Place items in an inactive file when noncurrent. PERMANENT <u>ALL OTHERS</u> DESTROY when 2 years old or sooner if of no further reference value.	
75.	310-02 <u>(U)Program and Budget Direction Files.</u> Records accumulated in elements charged with primary responsibility for developing and issuing budget. Included are instructions, guidelines, directives and correspondence relative to preparation of program documents in consonance with objectives and budget considerations; analysis, comments, reprogramming papers; and the final program documents with related annexes.	DESTROY when 10 years old or sooner if of no further reference value.	
76.	310-03 <u>(U)Congressional Budget Justification Files.</u> Records accumulated by Agency Program/Budget Staff and elements responsible for presenting the justification or testimony in defending Agency budget estimates before Congressional Committees. Included are copies of opening statements, documents reflecting questions and answers thereto, coordinating actions, minutes of Congressional hearings and related papers.	OPI Place noncurrent material in an inactive file. PERMANENT <u>ALL OTHERS</u> DESTROY when 2 years old or sooner if of no further reference value.	

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77. 310-01	(U)NSA Five Year Defense Program Files. Records reflecting the program and budget decisions pertaining to the approved allocations by appropriations and authorizations and related files.	OPI Place in inactive file after completion. Transfer to NCRC 2 years after closing. PERMANENT. ALL OTHERS DESTROY when 2 years old or sooner if of no further reference value.	
78. 310-05	(U)NSA Five Year Program Summary Data Files. Records reflecting data changes to the NSA Five Year Structure Plan by fiscal year.	OPI Place in inactive file after completion. Transfer to NCRC 2 years after closing. PERMANENT.	
79. 310-06	(U)Budget Estimate Files. Records accumulated by the Agency Program and Budget Staff in the preparation of the NSA budget, minutes of internal budget review meetings, and consolidated budget estimates submitted to the Director. These files include the Seven Year Program records, the current year, the Budget Year, and Program Years #1 thru #5.	OPI DESTROY when superseded or when 10 years old or sooner if of no further reference value.	
80. 310-07	(U)Interim Funding Program Files. Records used to authorize operating elements to incur obligations necessary to permit operations while Congress and OMB complete appropriation and apportionment of funds for the new fiscal year. Included are funding authorizations and justification documents directly related to the approved financial plans.	OPI Close at end of each fiscal year. DESTROY when 10 years old or sooner if of no further reference value. ALL OTHERS DESTROY when 2 years old or sooner if of no further reference value.	
81. 310-08	(U)Financial Plan Files. Records reflecting in detail the actual application of the approved budget, budget execution in terms of its appropriations and apportionments on a fiscal basis as applied to O/M, Procurement, RDT/E, Construction, Stock Funds, Family Housing and other appropriated dollar resources.	OPI Close at end of each fiscal year. DESTROY when 10 years old or sooner if of no further reference value.	

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32. 310-09	<u>(U)Program and Budget Input Files.</u> These files consist of data submitted by Key Components for review and consolidation into the total NSA Budget files and the preparation of summaries as may be desired by Agency top management.	DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4)	
33. 310-10	<u>(U)Advanced Program Support.</u>	DESTROY when 15 years old.	
34. 310-11	<u>(U)Manpower Budget Formulation Files.</u> Manpower requirements documents created in the formulation and submission of manpower portions of the NSA Budget. a. <u>Personnel Services Budget Support Papers.</u> Data generated in the formulation of civilian and military budget submissions. b. <u>CCP Manpower Cost Submissions.</u> Files created in the program cycle including the annual fiscal year updated information by appropriations.	DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4) DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4)	
35. 310-12	<u>(U)Personnel/Manpower Statistical Budget Reports.</u> These files consist of ADP machine runs which are produced in order to provide source data for evaluation and forecasting purposes. a. <u>Consolidated Report (FY)</u> b. <u>Recurring Reports (civilian/military).</u>	DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4) DESTROY 1 year after close of the fiscal year covered by the budget. (GRS-5-4)	

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	<u>312 EXTERNAL SUPPORT FILES</u>		
	These records document the coordination of external support requirements, submission of support requirements to supporting agencies and departments, justifications and internal NSA/CSS coordination of NSA/CSS staff actions with respect to external support requirements, and the establishment of policies governing family housing.		
36.	312-01 <u>(U)External Support Requirements.</u> Support requirements and agreements with related background papers outlining support to be furnished by military departments and other Federal agencies to NSA world-wide. Requirements are projected on the five-year budget cycle and are updated annually.	Place items in an inactive file when noncurrent. DESTROY when 10 years old or sooner if of no further reference value.	
37.	312-02 <u>(U)NSA Family Housing.</u> Papers relating to the acquisition and management of housing units for Agency employees.	DESTROY when 10 years old or sooner if of no further reference value.	

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	<u>314 MANPOWER MANAGEMENT FILES</u>		
	These files result from the development and execution of Agency manpower management programs. Included are records which reflect manpower allocations, utilizations and studies resulting from occupational and personnel research to assure proper utilization and placement of personnel.		
18.	314-01	<u>(U)Manpower Procedures and Instructions Files.</u> Documents governing the development of plans and procedures for management of Agency manpower resources, including criteria and guidelines for forecasting, allocating, appraising, and reporting on manpower utilization.	OPI DESTROY when 5 years old or sooner if of no further reference value. (GRS-1-3b) <u>ALL OTHERS</u> DESTROY when superseded.
19.	314-02	<u>(U)Manpower Resources Authorization Documents (RADS).</u> Authorizations of civilian and military personnel to specific internal NSA organizations (Formerly "Manpower Voucher Files").	DESTROY when 5 years old or sooner if of no further reference value. (GRS-1-3b)
20.	314-03	<u>(U)Manpower Standards and Measurement Files.</u> Projects or studies resulting from surveys or other manpower evaluation efforts which show manpower requirements and utilization in NSA. May include personnel inventories, reports, justifications, and comparisons of NSA manning requirements with other Federal Agencies. a. <u>Final Reports.</u> b. <u>Supporting Documentation.</u>	PERMANENT DESTROY when 5 years old. (GRS-1-3b)
21.	314-04	<u>(U)Manpower Overtime Usage Report.</u> Files reflecting the hourly increments of overtime used by the Agency on a quarterly-cumulative basis.	DESTROY when 5 years old or sooner if of no further reference value. (GRS-1-3b)
22.	314-05	<u>(U)Manpower Identification by Category.</u> Files reflecting the assigned Agency work force by category, i.e. regular, part-time, intermittent, LWOP, COOPS, Youth Opportunity, Program, and summer employment.	OPI DESTROY when 5 years old or sooner if of no further reference value. (GRS-1-3b) <u>ALL OTHERS</u> DESTROY when superseded.

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93. 314-06

(U)Manpower Accounting System Reports.
Files in man-month equivalents showing the hours worked by civilian and military employees against a given objective within an organization.

DESTROY when 5 years old or sooner if of no further reference value.
(GRS-1-3b)

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<u>316 MANAGEMENT IMPROVEMENT AND ECONOMIC ANALYSIS FILES</u>			
<p>These files accumulate from analyzing Agency procedures to evaluate effectiveness of resources utilization, and install better, more economical, or more efficient methods to accomplish objectives.</p>			
14. 316-01	<p><u>(U)Management Improvement Project Files.</u> Formal surveys or studies of Agency procedures, work methods, or problems. These document the request and authorization for survey, findings, conclusions, recommendations, and final survey report.</p>	<p>OPI Place in inactive file after completion. Transfer to NCRC 2 years after closing. PERMANENT</p>	
<p align="right"><u>ALL OTHERS</u> DESTROY when 5 years old or sooner if of no further reference value.</p>			
15. 316-02	<p><u>(U)Management Improvement Projects Background Files.</u> Correspondence and documents used as background material in developing and completing management improvement projects. These include analyses, notes, drafts, interim reports, and other data used but not included in the official project files.</p>	<p>DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS-16-10)</p>	
16. 316-03	<p><u>(U)Cost Reduction and Production Improvement Reports.</u> Program evaluations, quarterly and annual improvement reports and highlights, cost reduction reports, and related papers documenting Agency implementation of Federal and DoD cost reduction and production improvement programs.</p>	<p>OPI Place in an inactive file when noncurrent. Transfer to NCRC 1 year after closing. DESTROY when 20 years old.</p>	
<p align="right"><u>ALL OTHERS</u> DESTROY when 5 years old or sooner if of no further reference value.</p>			
17. 316-04	<p><u>(U)Management Statistics Files.</u> Reports, tabulations, charts, and other papers on cost research, created or received from other sources, and used as medium for measuring results of administrative and operational activities.</p>	<p>Close annually. Transfer to NCRC 1 year after closing. DESTROY when 5 years old.</p>	

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18. 316-05	<u>(U)Work Simplification Proposal Files.</u> Records related to the analysis of specific work procedures to simplify and improve them. Documents include proposals for improvement, flow process charts, work counts, motion economy studies, actions taken on proposals, and other related papers.	DESTROY when 20	years old.
19. 316-06	<u>(U)Systems Analysis and Economic Studies Files.</u> Project-oriented files concerning systems, economic, and management analysis studies, including the design and evaluation of systems for the management of NSA and military department resources; economic analysis of resource proposals; and studies of resources management problems.	OPI Place in an inactive file 2 years after completion. Transfer to NCRC 2 years after closing. DESTROY after 20 years old. <u>ALL OTHERS</u> DESTROY when 5 years old or sooner if of no further reference value.	
20. 316-07	<u>(U)Systems Analysis and Economic Studies Background Files.</u> Correspondence and documents used as background material in developing and completing systems analysis and economic studies. These include analyses, notes, drafts, interim reports, and other data used but not included in the official project files.	DESTROY 5 years after completion of project or on its discontinuance, whichever is sooner.	

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<u>318 RECORDS MANAGEMENT FILES</u>			
<p>These files include the documentation of the management of forms, reports, records and filing equipment. Because of the Agency network of Records Management Monitors, these files may be found in all Agency elements.</p>			
01.	318-01	<p><u>(U)Records Management Files.</u> Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the Agency. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p>	<p>DESTROY when 6 years old. (GRS-16-11)</p>
02.	318-02	<p><u>(U)Forms Management Case Files.</u></p> <p>a. Forms created by NSA/CSS with related instructions and documentation which relate to or describe the Agency's primary missions and functions.</p> <p>b. Forms created by NSA/CSS with related instructions and documentations which relate to administrative support functions.</p> <p>c. Working papers, background materials requisitions, specifications, processing data and control records.</p>	<p>Place in an inactive file when form is cancelled. Close inactive file every 2 years, and transfer to NCRC. DESTROY 5 years after the form is discontinued, superseded, or canceled. (GRS 16/l)</p> <p>DESTROY when 5 years old or sooner if of no further reference value.</p> <p>DESTROY when related form is discontinued, superseded or cancelled. (GRS-16-4b)</p>
03.	318-03	<p><u>(U)Forms Functional Files.</u> NSA forms arranged by functional classification, used to assist in forms management.</p>	<p>DESTROY when cancelled or superseded.</p>
04.	318-04	<p><u>(U)Reports Management Case Files.</u> Files maintained on internal and external Agency report requirements including each report created, cancelled or superseded.</p>	<p>DESTROY 2 years after the report is discontinued. (GRS-16-8)</p>

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05. 318-05	<p><u>(U)Retired Records Identification Files.</u> "Retired Records Identification" showing records retired to the NSA/CSS Records Center; includes such records as Forms 02295 and 02295A (Retired Records Listing), Form H3429 (Records Charge Out) and other documentation relating to records retirement, such as extra copies, routine correspondence and memos, and working papers and background material.</p>	<p>DESTROY when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS-16-3a)</p>	<p>related records are destroyed, or when no longer needed for administrative or reference purposes.</p>
06. 318-06	<p><u>(U)Records Disposition Authorities.</u></p> <p>a. Authorizations or approved instructions for disposition of Agency records, including documents relating to U.S. ARCHIVIST'S authorization to destroy records, such as STANDARD FORM 115, "Request for Records Disposition Authority," routine correspondence, working papers, background materials, and schedules.</p> <p>b. Includes records schedules prepared for in-house use which provide more descriptive detail of the records authorized for disposal by the Archivist of the United States on SF-115s.</p>	<p>DESTROY when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS-16-3a)</p> <p>PERMANENT Transfer to NARS when national security restrictions do not preclude their use for historical research.</p>	<p>related records are destroyed, or when no longer needed for administrative or reference purposes.</p>
07. 318-07	<p><u>(U)File Maintenance Files.</u> Documents created in the standardization and control of the use of filing systems, procedures, equipment, supplies, and space. Included are indices, listings, or inventories.</p>	<p>DESTROY when 6 years old. (GRS-16-11)</p>	<p>6 years old.</p>
08. 318-08	<p><u>(U)Records Holding Files.</u> Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p>	<p>DESTROY when 3 years old. (GRS-16-6)</p>	<p>3 years old.</p>

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<u>320 ORGANIZATION MANAGEMENT FILES</u>			
<p>These files document the official establishment or disestablishment of NSA/CSS organizations and functional alignments. Included are descriptions of organizational missions, functions, titles, charts, codes, staff studies, and official Agency organization manuals and supplements.</p>			
.09. 320-01	<p><u>(U)Official NSA/CSS Organization Files.</u> Official organization charts, narrative histories, and related records which document the organization and functions of the NSA/CSS. The Record Copy.</p>	<p>Transfer to NCRC when 3 years old. PERMANENT (GRS-16-13)</p>	
.10. 320-02	<p><u>(U)Related Organization Files.</u> Staff studies, supporting data and recommendations, machine codes, correspondence on organization matters, extra copies of the Record Copy (see 320-01), non-approved organizational proposals.</p>	<p>DESTROY when 10 years old or when superseded or obsolete, whichever is sooner. (GRS-16-13)</p>	

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	(b) All other copies.	DESTROY when 3 years old or when no longer needed for reference. (GRS-16-12b(1)(b))	years old or when no longer needed for reference. (b)
	(2) All other committee records.	DESTROY when 3 years old or when no longer needed for reference. (GRS-16-12b(2))	years old or when no longer needed for reference. (2)

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324 AUTOMATIC DATA PROCESSING RECORDS FILES			
<p>(U) These files include hardcopy and machine-readable records created by data processing operations using Automatic Data Processing (ADP) devices. Records created document systems planning, research, and development using ADP techniques and equipment in support of operational, management and administrative functions Agency-wide. The records include technical assistance provided in determining the feasibility of initial ADP applications and subsequent system revisions. Related activities are the formulation of policies and guidelines for ADP data, and the collection, control, distribution and post-audit of the processed data.</p> <p>(U) General Records Schedule No. 20, is appended to this schedule. Use the decision table instructions provided in GRS-20 as a guide and supplement to Schedule 324. If similar machine-readable records are described in both Schedule 324 and GRS-20, the disposition instruction given in Schedule 324 shall take precedence and should be followed.</p>			
	<u>File No.</u>	<u>Title</u>	<u>Disposition</u>
112.	324-01	(U)Data Processing Instruction/Policy Files. Documents relating to the preparation, review, issuance, and interpretation of directives, regulations and circulars concerning the establishment of procedures and criteria for the application of ADP systems to the Agency operations.	PERMANENT
113.	324-02	(U)Data Base Management Files. Correspondence between consumers and management maintained to record approved ADP jobs, job numbers, requesting office, job description, date received, and date due. Also included are documents reflecting available machine time, job requirements, priorities, and time-phasing information on individual approved jobs.	OPI DESTROY 1 year after inactivation of the job. All Others DESTROY when 1 year old or of no further reference value.
114.	324-03	(U)Systems Operational Procedures Files. Final documents containing detailed operations procedures for implementing a specific data system, including policies, instructions, details of computer technique, logic charts, input/output flow data, etc.	PERMANENT

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
115.	324-04 (U)Administrative Source Data for ADP Reports. Documents used in converting or processing data from data dictionaries detailing organizational and payroll data.	DESTROY when no further reference value. (GRS 20 Part III Items 6 & 7)	
116.	324-05 (U)Utility Card Deck Program Instruction Files. Cards furnished by computer manufacturers (system subroutines) and used to assist in operational administrative functions and supplemental programs written by user/programmers.	DESTROY after receipt and successful use of a new deck of cards from the manufacturer, or 1 year after discontinuance of the program or system.	
117.	324-06 (U)Job Stock, Job Control Card Deck. Cards used to activate program processing modules necessary for processing data.	DESTROY individual cards or sets of cards when replaced by new cards.	
118.	324-07 (U)ADP Source Data Cards. Punched cards containing data abstracted from source documents and used for conversion to magnetic tape/disk. These are retained by ADP operational elements as backup to output listings and reports.	DESTROY cards after 1 to 12 months, depending on Consumer requirements.	
119.	324-08 (U)ADP Program Control Cards. Punched cards, containing data for program control generated by the user, which relate to a specific machine run or cycle.	DESTROY individual cards after replacement by new ones. DESTROY the control deck 1 year after program has been removed from system.	
120.	324-09 (U)Source Documents. A document from which basic data is extracted.	Return to consumer upon request, otherwise DESTROY documents retained in the ADP operational area 30 days after receipt.	
121.	324-10 (U)Working Data Files. Magnetic tapes used for the temporary storage of data during intermediate processing through the system which manipulates, sorts and/or moves data through these systems as required to support updating. This data is converted from source documents or derived from master data files or activity data files.	DEGAUSS after Master file has been proven satisfactory. Return tape to supply for reuse or disposal.	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
122. 324-11	(U)Transaction/Activity Data Files. Magnetic tapes containing output data extracted from the system that provides an audit trail of changes successfully processed against the master file. (GRS 20 Part II Item 14)	DISPOSE of in accordance with instructions for each appropriate cycle of the master file. Return tape to supply for disposition.	
123. 324-12	(U)Transactions Files. Magnetic tapes containing detailed status and/or summary data from cumulative transaction items. They are for a particular file having a retention period based on special ADP operations, accounting audit, and other comparable fields, or user requirements.	DEGAUSS after 3 or more updated cycles or following satisfaction of ADP operational needs and/or customer requirements. (GRS 20 Part II Item 4)	
124. 324-13	(U)Program Files. Magnetic tapes containing contractors-supplied or users-prepared program instructions which cause the computer to execute logical data processing functions.	DEGAUSS the tape after the program has been removed from the system or the system itself becomes obsolete. (No tape data will be destroyed prior to disposition of the related output tapes.)	
125. 324-14	(U)Magnetic Disk Storage. The magnetic disk is used to store utility programs, object programs, or used for sorts or other processing functions in problem solving.	DEGAUSS the disk when the program is cancelled.	
126. 324-15	(U)ADPS Reports Control Case Folders. Correspondence between consumers and management on request for report, report format, number of copies, distribution, classification, and any other information pertaining to the case files.	DESTROY when 5 years old.	
127. 324-16	(U)Mechanized Report Control Symbol (RCS) Reports Listing. A document that lists the RCS number, title of report, OPI, due out date, distribution, and date of origin.	DESTROY when superseded.	
	a. Related Working Tapes	DEGAUSS when report is updated. (GRS 20 Part II Item 4)	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
128. 324-17	<p>(U)ADP Systems Development Projects. Studies conducted to develop ADP systems and procedures for programming use in developing input for computers.</p>	DESTROY 10 years after date of last action.	
128a. 324-18	<p>(U)ADP Acquisition Case File. Documents associated with the acquisition of ADP resources (equipment, software and maintenance services). The file may include but is no limited to the following documentation: System Specification and Evaluation Package (SSEP), Key Component Executive Brief (KCEB), Senior ADP Policy Official (SADPPO) Staff Technical Memorandum, cost/benefit analysis, Purchase Request, Review Memorandum, Alternate SADPPO Certification, D/DIR's written approval, and other documentation supporting the acquisition. (Reference NSA/CSS Regulation No. 110-2.)</p> <p>a. <u>Acquisition Requiring SADPPO Approval.</u></p> <p>b. <u>Acquisition Not Requiring SADPPO Approval.</u></p>	<p>Maintain as current file for 5 years, then retire to NCRC. PERMANENT</p> <p>Maintain as current file for 5 years, then retire to NCRC and retain for additional 10 years, then DESTROY.</p>	

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	<u>326 FINANCE AND ACCOUNTING FILES</u>		
	<p>These files contain the official finance and accounting records of the NSA/CSS for its appropriated funds. Included are accounting policies, regulations, procedures, fiscal status reports, debit and credit vouchers, allotment ledgers, payroll records, Plant Equipment Accounting Records (PEAS) and related financial documentation concerning the accounting for government-owned facilities and equipment and appropriated funds. Pursuant to Public Law 93-604, "General Accounting Office Act of 1974," Site Audit Records (those official records which may be audited by GAO, and could be involved in determinations relating to claims against the government) created <u>prior</u> to 1 July 1975 will be DESTROYED 10 years and 3 months after date of their creation; all such records created on or <u>after</u> 1 July 1975 will be DESTROYED 6 years and 3 months after the date of their creation. Excluded from this disposition direction are gross/net payroll documentation records for civilian employees. This unclassified documentation will be forwarded to the National Personnel Records Center, St. Louis, Mo. pursuant to regulation where it will be retained for 56 years. Specific disposition directions hereinafter listed are in consonance with this law and related implementing regulations. The disposition instructions of this files series was approved by the U. S. General Accounting Office by letter dated 23 January 1980.</p>		
129.	326-01	<p>(U)NSA/CSS Finance and Accounting Policy Files. Policy and procedures papers, regulations, and authorization papers governing Agency-wide fiscal management in accordance with statutory requirements and OMB & DoD directives. Their retention is necessary to provide a basis of documents related to other categories of files.</p>	<p>OPI Transfer to NCRC when 5 years old. PERMANENT</p> <p><u>ALL OTHERS</u> a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p>
130.	326-02	<p>(U)Accounting Administrative Files. Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.</p> <p>a. Files used for workload and personnel management purposes.</p>	<p>DESTROY when 2 years old. (GRS-6-5a)</p>

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b. All others.

DESTROY when 3 years old.
(GRS-6-5b)

L31. 326-03

(U)Accounting Reference Paper Files. These papers consist of copies of documents which duplicate the record or fiscal copies filed elsewhere in Accounting; documents which require no action; rough drafts notes, feeder reports, and similar working papers accumulated in preparation of correspondence, studies, or other documents but exclusive of formal recommendations, coordination actions, or papers which contributed to or resulted from preparation of the document; and cards, listings, indexes, and related papers used for controlling work.

DESTROY 3 years after the period of the account.
(GRS-6-1b)

L32. 326-04

(U)Control Files. These files result from analyzing and controlling all accounting documents requiring posting to the general ledger and subsidiary ledgers of the Agency to include general accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.

DESTROY 10 years after the close of the fiscal year involved.
(GRS-7-2)

L33. 326-05

(U)Installation Accounts Files. These files contain copies of documents and reports relating to the administrative control of Agency funds and financial inventory accounting records. They include such documents and reports as:

a. COMSEC Reports/PEAS Report/ Reconciliation. COMSEC/PEAS Equipment Reconciliation Worksheets and Reports; Miscellaneous Plant Equipment Source Documents and ADP listings, e.g., DD 1150, DD 1149, DD 250, RCS 45007, etc.

~~a. Records created prior to Fiscal Year 1976 (July 1, 1975); DESTROY 10 years, 3 months after period covered by account.~~
b. Records created after Fiscal Year 1975 (June 30, 1975); DESTROY 6 years, 3 months after period covered by account.
(GRS-6-1a)

b. Non-Stock Fund MILSTRIP Requisitions. Report of Survey Files; Receiving Reports (DD 1348), and obligating documents.

DESTROY when 3 years old.
(GRS-8-7)

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133. 326-05	<p>c. <u>Financial Inventory Accounting Documents.</u> Shipping documents inventory adjustment documents, disposals documents, turn-ins; issues; disposals, receiving documents; other documentation reflecting financial inventory accounting transactions.</p> <p>d. <u>Installations Accounts.</u> Miscellaneous accounting documents, journal vouchers, transfer of adjustments vouchers (SF 1097); stock fund vouchers, bills of lading, advice of obligation authorities, purchase requests, job order contracts (Army, Navy, Air Force), purchase orders, reimbursable orders received (classified and nonclassified), rental contracts, miscellaneous contracts, and MIPR's.</p> <p>e. <u>Fiscal Disbursing and Collection Vouchers.</u></p>	<p>DESTROY 3 years after the period of the account. (GRS-6-1b)</p> <p>a. Records created prior to Fiscal Year 1979 (July 1, 1975); DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975). DESTROY 6 years 3 months after period covered by account. (GRS-6-1a)</p> <p>Record on microfilm and immediately DESTROY hard copy.</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975); DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975). DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p>	
134. 326-06	<p>(U) <u>Stock Fund Files.</u> These files result from the consolidated management, financing, control, and accounting for the procurement and inventorying of those items of materials, supplies, and equipment, the costs of which are chargeable when issued for use, to a number of consuming activities.</p> <p>a. <u>Stock Fund Ledgers and Reports.</u></p> <p>DD-COMP (A) 1803 (annual)</p> <p>DD-COMP (M) 1802 (monthly)</p> <p>DD-COMP (SA) 1803 (semi-annual)</p> <p>with reimbursable issues (statement No. 6). (See next page for these items and disposition).</p>	<p>DESTROY 10 years after the close of the fiscal year involved. (GRS-7-2)</p>	

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134. 326-06

 (U) Stock Fund Files. (continued)

- | | | |
|----|--|---|
| a. | <u>Stock Fund Ledgers and Reports.</u>
the DD-COMP (A) 1033 (annual)
DD-COMP (M) 1302 (monthly)
DD-COMP (SA) 1303 (semi-annual)
with reimbursable issues (statement
No. 6). | DESTROY 10 years after
the close of the fiscal
year involved.
(GRS-7-2) |
| b. | <u>Stock Fund Reference Files.</u>
Spot inventories (RCS 40025); stock
fund compare trail balance (RCS 51035);
monetary value of property accounting
transactions (RCS 40031). | DESTROY when 3 years old,
or sooner if of no
further reference value.
(GRS-8-4) |
| c. | <u>Stock Fund Documents.</u> MIPR's; ship-
ping documents; inventory adjustment
reports; disposal documents; returns
on material; turn-ins; equipment;
milstrip requisitions, receipt
documents, interfund vouchers; and
miscellaneous reference papers. | a. Records created
 prior to Fiscal Year 1976
 (July 1, 1975);
 DESTROY 10 years, 3
 months after period
 covered by account.
 b. Records created after
 Fiscal Year 1975 (June
 30, 1975); DESTROY 6
 years, 3 months after
 period covered by ac-
 count. (GRS-6-1a) |

135. 326-07

 (U) Analysis and Reconciliation Files. These
 files verify and substantiate the accounting
 data developed by other finance and accounting
 units.

- | | | |
|----|--|--|
| a. | <u>Miscellaneous Accounting Documents.</u>
General Journal vouchers; Transfer of
Adjustment vouchers (SF 1907 etc.). | Record on microfilm and
immediately DESTROY
hardcopy.
 a. Records created prior
 to Fiscal Year 1976
 (July 1, 1975);
 DESTROY 10 years, 3
 months covered after
 period by account.
 b. Records created after
 Fiscal Year 1975 (June
 30, 1975); DESTROY 6
 years, 3 months after
 period covered by ac-
 count. (GRS-6-1a) |
|----|--|--|

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
135. 326-07	<p>(U) <u>Analysis and Reconciliation Files.</u> (continued)</p> <p>b. <u>Adjustment Voucher Log Books.</u></p> <p>c. <u>General Ledger Trial Balance</u></p> <p>d. <u>Subsidiary Ledgers (Master Copies).</u> (1) Consolidated Transaction Register (RCS 51080); Status of Subsidiary Ledgers (RCS 51051/2.) (2) Magnetic Tape #F40L03 and #F40L08</p>	<p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p> <p>Record on microfiche, then DESTROY originals. DESTROY film when 10 years old.</p> <p>DEGAUSS when 30 days old for reuse. (GRS 20 Part II Item 3)</p>	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
135. 326-07	<p>(U) <u>Analysis and Reconciliation Files.</u> (continued)</p> <p>e. <u>Other Ledgers and Journals (Master Copies).</u> (1) Financial Plan Details (RCS 51492); Financial Plan Summary (RCS 51495);</p> <p>(2) Magnetic Tape #F40L05 and #F40L06.</p> <p>f. <u>Daily Transaction Registers (RCS 51033).</u></p> <p>g. <u>Automatic Data Processing Reports (Master Copies).</u> (1) Orders Received Reports IRRCS 51112/3/5; Cost and Assets Reports Status of Foreign Military Assistance Transactions (RCS 51160), Abject Class Reports (RCS 51091/s), Fiscal Liquidation (RCS 51061, Fiscal Summary (RCS 51062), Fiscal Case Detail (RCS 5103), Bi-Weekly Payroll (RCS 21032). (2) Magnetic Tape #F40L04, #F40L02, #F40L12/F40L13, #F40L09, and #F40L10.</p>	<p>Record on microfiche and immediately DESTROY hardcopy.</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p> <p>DEGAUSS when 30 days old for reuse. (GRS 20 Part II Item 3)</p> <p>DESTROY monthly after receipt of the Consolidated Transactions Register. (RCS 51080)</p> <p>Record on microfiche and immediately DESTROY hardcopy.</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p> <p>DEGAUSS when 30 days old for reuse. (GRS 20 Part II Item 3)</p>	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
135.	326-07 <u>(U)Analysis and Reconciliation Files. (con't)</u> h. <u>General Ledger.</u> General ledgers, accounting records and supporting adjustment vouchers.		DESTROY 10 years after the close of the fiscal year involved. (GRS-7-2)
136.	326-08 NOT USED.		
137.	326-09 <u>(U)Command Accounts and Reports Files.</u> These files contain papers on the status of funds, statements and financial reports for all funds which are accounted for by the Agency. a. <u>Fund Allotment and Allocation Files.</u> Object classifications, allotment and sub-allotment status and Funding schedules, and allocation advices.		DESTROY 10 years after the close of the fiscal year involved. (GRS-7-3)

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
137. 326-09	<p>(U) <u>Commands Accounts and Reports Files.</u> (con't)</p> <p>b. <u>Financial Reports Files.</u> Copies of reports to DoD or other external accounting offices on status of allotments, expenditure, disbursements, or reimbursements, etc. DELMAR-RCS CSCFA 302 Report.</p> <p>c. <u>Reports Submitted to NSA by External Accounting Offices.</u> For incorporation into miscellaneous DoD and Treasury reports.</p> <p>d. <u>Report of Transactions for/by Others Transfer Vouchers.</u></p> <p>e. <u>General Journal Vouchers Ledger.</u> (NO LONGER USED.)</p>	<p>DESTROY 10 years after the close of the fiscal year involved. (GRS-7-3)</p> <p>DESTROY 10 years after the close of the fiscal year involved. (GRS-7-3)</p> <p>a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.</p> <p>b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)</p> <p>DESTROY 10 years after the close of the fiscal year involved. (GRS-7-2)</p>	
138. 326-10	<p>(U) <u>Military Assistance Program Files.</u> Files relating to the financial activities of the Foreign Military Sales Program to include grant aid to countries by MAP. Files contain original DD Form 1513 "Offer and Acceptance," correspondence pertaining to foreign sales, and copies of related fiscal documents pertaining to sales and grant aid.</p>		

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138.	326-10 (U)Military Assistance Program <u>Files.</u> (continued)		
	a. <u>Documents Relating to Legal Establishment, Policies, Procedures, Management and Evaluation of FMS and Government Aid Cases.</u>	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.	
	b. <u>Correspondence Relating to Routine Observations and Daily Activities in Administering the FMS and Grant Aid Cases.</u>	b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a) DESTROY when 2 years old. (GRS-3-17b)	
139.	326-11 (U)Commercial Accounts. Fiscal copies of contracts, small purchases, charge accounts, and Military Interdepartmental Purchase Requests (MIPR's) maintained to document disbursement actions.		
	a. <u>Transactions of \$10,000 or less. Includes all construction contracts under \$2,000 dated prior to 25 July 1974 and other transactions of \$2,500 or less dated prior to 26 July 1974.</u>	DESTROY 3 years after final payment. (GRS-3-4a(2))	
	b. <u>Transactions of more than \$10,000. Includes all construction contracts exceeding \$2,000 dated prior to 26 July 1974.</u>	DESTROY 6 years and 3 months after final payment. (GRS-3-4a(1))	
	c. <u>Transactions of more than \$2,500 dated prior to 26 July 1974.</u>	DESTROY 6 years after final payment. (GRS-3-4a(3))	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>		
140. 326-12	(U)Bill Register Cards. Cards indicating payee's name, amount paid, voucher number, and date paid. Reflect all payments on contracts and small purchases.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)		
141. 326-13	(U)Imprest Fund Files. Files pertaining to inspection of funds in the hands of Imprest Fund Cashiers; correspondence pertaining to overseas Imprest Funds and traveling Imprest Fund Cashiers.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)		
142. 326-14	(U)Money Account Files. Documents which show the receipt and disbursement of funds and consist of original cash blotters, money folders, and Schedule of Checks Drawn.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)		
143. 326-15	(U)Cash Blotter Files. Monthly summary records of disbursement transactions maintained for reference use.	DESTROY when 3 years old or sooner if of no further reference value.		

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144. 326-16	(U)Individual Accounts Files. Includes individual pay and leave records which show earnings, service, deductions, adjustments, and leave accrued and taken during a calendar year, for each civilian employee.		Close annually. Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 3 years after audit. Microfilm cards of separated employees; DESTROY after 10 years.
145. 326-17	(U)Time and Attendance Cards. Cards (NSA Form B-3091) indicating regular and overtime work and hours chargeable to annual and sick leave for each employee.		Microfilm cards each pay period and DESTROY hard copy cards after verification of microfilm in accordance with FPMR 101.11.5; DESTROY microfilm copies after GAO audit or when 3 years old, whichever is sooner. (NC1-457-78-2, dtd 11 Nov 77; GRS-2-3; GAO ruling dtd 6 Aug 74)
146. 326-18	(U)Applications for Leave. Leave applications, leave records and subsidiary work papers, including time and attendance reports.		
	a. If the time card has been initialed by the employee.		DESTROY at the end of the applicable pay period. (GRS-2-8a)
	b. If the time card has not been initialed by the employee.		DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-8a)
	c. Other copies.		DESTROY 3 months after the end of the period covered. (GRS-2-9b)
147. 326-19	(U)Records of Military Leave. These files show leave used by employees in Organized Reserves, with attached certificates of attendance.		DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-8b)

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
148. 326-20	(U)Payroll Control Files. Papers such as payroll variation transcripts, notifications of personnel actions, federal and state tax changes, applications for or cancellations of savings bonds, requests for checks to be mailed, and Public Law 89-516 Tax Letters (payments for Federal taxes withheld as moving expenses).	DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-14)	
149. 326-21	(U)Payroll Control Registers. Machine runs reflecting all pertinent information affecting individual pay. a. Related working tapes	DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-14) DEGAUSS after 30 days & reissue. (GRS 20 Part I Item 31)	
150. 326-22	(U)Payroll Health Registers. Machine runs reflecting all pertinent information affecting health benefit plans of civilian employees. a. Related working tapes	DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-14) DEGAUSS after 30 days & reissue. (GRS 20 Part I Item 31)	
151. 326-23	(U)Payroll Allotment Registers. Machines runs reflecting all pertinent information affecting allotments. a. Related working tapes	DESTROY after GAO audit or when 3 years old, whichever, is sooner. (GRS-2-14) DEGAUSS after 30 days & reissue. (GRS 20 Part I Item 31)	
152. 326-24	(U)U. S. Savings Bond Issuance Schedules. Copies of savings bond issuance schedules and comparable documents.	DESTROY after GAO audit or when 5 years old, whichever is sooner.	
153. 326-25	(U)Individual Retirement Records. Individual retirement records reflecting amounts deducted from pay of each employee subject to the Retirement Act, and for deposit to the OPM Retirement and and Disability Fund.	Transfer to Office of Personnel Management, Bureau of Retirement, Occupational Health and Insurance, Washington, D. C. 30 days after separation.	

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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
<u>File No.</u>	<u>Title</u>	<u>Disposition</u>		
154. 326-26	(U) <u>Requests for Authorization and Discontinuance of Authorizations.</u> Reflect subsistence and quarters for employees overseas.	DESTROY when 3 years old. (GRS-2-17b)		
155. 326-27	(U) <u>Requests for Separation and Wage Earnings Information.</u> These records are used to certify wages earned and other separation information to State Unemployment Officers.	DESTROY after GAO audit or when 3 years old, whichever is sooner. (GRS-2-16a)		
156. 326-28	(U) <u>Agency Copy of Employee's Income Tax Withheld.</u>	DESTROY when 4 years old. (GRS-2-18b)		

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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
57. 326-29	<u>(U)Memorandum Copies of Payroll Vouchers.</u> Consist of listings and related certification sheets.	DESTROY after or when 3 years old, whichever is sooner. (GRS-2-14)	GAO audit
58. 326-30	<u>(U)Register of Individual Traveler's Records.</u> A card file reflecting all TDY and PCS travel payments made to military and civilian employees.	Place card in file when employee separates from the Agency. DESTROY 6 years after separation.	inactive
59. 326-31	<u>(U)PCS & TDY Travel Commitment and Obligation Documents.</u> Contains funding documentation for civilian and military personnel on PCS or TDY travel for Agency business, and travel for pre-employment personnel visiting NSA for interviews. a. <u>Permanent Change of Station (PCS).</u> b. <u>Temporary Duty (TDY) and Pre-Employment Travel.</u>	DESTROY when 3 years old. (GRS-9-3a) DESTROY when 3 years old. (GRS-9-3a)	years old.
60. 326-32	<u>(U)Transportation Transactions Files.</u> Copies of transportation vouchers and correspondence reflecting Agency PCS and TDY travel and movement of household goods. a. <u>International Shipments of Goods.</u> b. <u>Schedules of Valuables Shipped.</u> CONUS shipments, correspondence, memos reports relating to shipments, including lost or damaged shipments.	DESTROY 6 years after the period of the account. (FPMR B-81, dtd 25 Aug 78) DESTROY when 3 years old. (GRS-9-2)	years old.
61. 326-51	(Internal Review and Audit Files- See Records Category #328)		
62. 326-53	(Internal Review and Audit Files- See Records Category #328)		
63. 326-53	(Internal Review and Audit Files- See Records Category #328)		

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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
<u>327 NONAPPROPRIATED FUND FILES</u>			
<p>These files result from conducting Morale, Welfare, and Recreation (MWR) activities designed to contribute to the comfort, well being and recreation of Agency employees. Primarily they include the records of the NSA/CSS Restaurant Fund and of the NSA/CSS Civilian Welfare Fund. The disposition instructions of this files series was approved by the U. S. General Accounting Office by letter dated 23 January 1980.</p>			
64. 327-01	<p><u>(U)Restaurant Fund and Civilian Welfare Fund Management Files.</u> Records reflecting the formulation, directions, development, and supervision of nonappropriated fund activities. Included are basic authority directives, planning, and procedural development data, legal opinions and interpretations; and council charters.</p>	DESTROY when superseded.	
65. 327-02	<p><u>(U)Restaurant Fund and Civilian Welfare Fund Operations Files.</u> Records reflecting the operating guidance and management of fund operations. Included are minutes of council meetings, memoranda and similar papers.</p>	Close annually. DESTROY when 10 years old.	
66. 327-03	<p><u>(U)Restaurant Fund and Civilian Welfare Fund Employee Time and Attendance Cards.</u> Original record of employee's payroll time and attendance, as well as use of annual, sick, and other leave used.</p>	DESTROY after audit or when 3 years old.	
67. 327-04	<p><u>(U)Restaurant Fund and Civilian Welfare Fund Employee Payroll Records and Tax Records.</u> Records include amounts and dates of wage payments, names, addresses, social security number and occupations of employees, dates of employment, copies of withholding allowance certificates, dates and amounts of tax deposits and copies of returns filed.</p>	Close annually. DESTROY when 4 years old.	
68. 327-05	<p><u>(U)Restaurant Fund Financial Files.</u> Records which reflect the receipt and use of funds derived from revenue producing activities. Included are audit reports, budget, financial statements, ledgers, journals, receipt and disbursement vouchers, sales records, inventory records, and related substantiating documents.</p>	<p>For records created prior to 1 July 1975: DESTROY 10 years, 3 months after the period of the account. For records created after 30 June 1975: DESTROY 6 years, 3 months after the period of the</p>	

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9. 327-06	<p>(U) <u>Concessionaire Agreement Records.</u> Copies of contract bids, current agreements, insurance certificates, financial statements, correspondence, and related documents relative to the operations of concessions. (Cafeteria, vending machines drug store, and barber shop).</p>	<p>For records created prior to 1 July 1975: DESTROY 10 years, 3 months after termination or cancellation of concessionaire agreement. For records created after 30 June 1975: DESTROY 6 years, 3 months after termination or cancellation of concessionaire agreement.</p>	
10. 327-07	<p>(U) <u>Civilian Welfare Fund Financial Fund Files.</u> Records which reflect the receipt of and use of funds to defray expenses incurred in providing athletic, recreational, and other welfare services or facilities. Included are audit reports, budgets, financial statements, ledgers, journals, receipt and disbursement vouchers, sales records, inventory records, and related substantiating documents.</p>	<p>For records created prior to 1 July 1975: DESTROY 10 years, 3 months after the period of the account. For records created after 30 June 1975: DESTROY 6 years, 3 months after the period of the account.</p>	

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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
	328 INTERNAL REVIEW AND AUDIT FILES (Formerly 326-51; 326-52; 326-53)		
	<p>These files include records of reviews and audits of Agency operational management and finance and accounting practices. Also, they document Agency follow-up actions taken in response to the General Accounting Office (GAO) and Defense Audit Service (DAS) audits; actions taken with respect to the specific recommendations in the various audit reports; and the report of audits performed on Agency nonappropriated fund accounts. The disposition instructions of this files series was approved by the U. S. General Accounting Office by letter dated 23 January 1980.</p>		
.71.	328-01 (U)Management Audit Files. Papers documenting the review, recommendations, actions taken, and the results in connection with reviews of Agency operational and resource management practices, relative to DAS and GAO audits.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)	
.72.	328-02 (U)Financial Audit Files (Appropriated Funds). These are Agency copies of GAO or DAS audit certifications or final audit reports indicating proof of on-site audit and clearance of specific accounts. Included are audits of individual contracts, contracting activities, or the management aspects of the organization.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)	
.73.	328-03 (U)Audits of Nonappropriate Funds. Fiscal year audits of each specific nonappropriated account. Included are audit reports and related back-up papers.	a. Records created prior to Fiscal Year 1976 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account. b. Records created after Fiscal Year 1975 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account. (GRS-6-1a)	

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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
74. 328-04	(U) Input to Audit Responses. Responses to draft and final GAO and DAS reports of audit on Agency fiscal and operational management activities. Includes comments from subordinate organizations from which the Director's position was formulated, and related working papers and supporting documentation.	DESTROY 3 years after issuance of final Agency comments. (GRS-6-5b) (GRS-6-1b)	

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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
	<u>330 CIVILIAN PERSONNEL FILES</u>		
	<p>These files result from the administration of the personnel program for the Agency civilian workforce which includes: personnel servicing tasks; administration of salary and wage programs; job analysis and evaluations; position audits; periodic wage surveys; recruitment, hiring and placement; and implementation of employment service.</p>		
175. 330-01	<p><u>(U) Notifications of Personnel Actions.</u> Documents covering personnel actions such as position changes, promotions, pay changes, or separations.</p> <p>a. <u>Official File Copy.</u></p> <p>b. <u>Other Non-Record Copies.</u></p>	<p>Incorporate in individual's official file. (See 330-07)</p> <p>DESTROY when 1 year old. (GRS-1-14b)</p>	
176. 330-02	<p><u>(U) Personnel Requests/Approval for Change in Tour of Duty/Hours.</u> Files relating to the approved notifications with back-up data of the circumstances warranting the change in tours of duty or hours of duty.</p>	<p>DESTROY 2 years after audit except where needed to support continuing authorization, in which case DESTROY on separation.</p>	
177. 330-03	<p><u>(U) Service Record Cards.</u> Forms SF 7 and similar forms. (No longer maintained.)</p> <p>a. <u>Cards for Employees Separated or Transferred On or Before December 31, 1947.</u></p> <p>b. <u>Cards for Employees Separated or Transferred On or After January 1, 1948.</u></p>	<p>Transfer to National Personnel Records Center (CPR) St. Louis, Missouri. DESTROY 60 years after earliest personnel action date.</p> <p>DESTROY 3 years after separation or transfer of employee. (GRS-1-2)</p>	
178. 330-04	<p><u>(U) Military Reserve Program Files.</u> Background information used to respond to requests from the Military Services concerning individual availability for activation.</p>	<p>DESTROY when 5 years old or sooner if of no further reference value.</p>	

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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
179. 330-05	(U) <u>Case Files of an Individual's Deferment from Military Service.</u> Background information and Agency responses to individual requests for deferment. (This file now inactive)	DESTROY 1 year after	deferment action.
180. 330-06	(U) <u>Military Reserve and Retired Questionnaires.</u> Filed by name of individual and NSA organization. Contains information on individual reserve status and Military Retired Questionnaire Form P 50 B.	DESTROY upon separation	of the individual from the Agency or the Reserve Program.
181. 330-07	(U) <u>Official Personnel Files of Civilian Personnel.</u> Case files documenting civilian employment under rules and regulations of the Office of Personnel Management (formerly the CSC). Maintained in accordance with the Federal Personnel Manual. a. <u>Civilian Employees Transferring to another Government Agency.</u> b. <u>Separated Civilian Employees.</u> Maintained on the right side of the official personnel folder. c. <u>Temporary Civilian Personnel Records.</u> Maintained on left side of official personnel folder.	Transfer individual folder to gaining Agency. Place individual folder in an inactive file upon separation. Transfer folder to National Personnel Records Center, St. Louis, 30 days after separation. (GRS-1-1b (2)) DESTROY upon separation or transfer of employee, or when 1 year old, whichever is sooner. (GRS-1-10)	
182. 330-08	(U) <u>Personnel Procedures Files.</u> Correspondence with DOD, OPM, and Services on delegations of authority and procedures basic to formulation of NSA/CSS personnel management.	Place noncurrent items in an inactive file. Close and transfer inactive file to NCRC every 5 years. PERMANENT.	

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183. 330-09

(U)Statements of Employment and Financial Interest, and Related Papers. These statements of employment and financial interest are required of certain classes of Federal employees. They are necessary to meet administrative needs if questions of conflict of interest arise.

DESTROY 2 years after employee leaves a position in which a statement is required; 2 years after the employee leaves the agency, or 2 years after cancellation of the requirement for a particular position, whichever is sooner.
(GRS-1-25)

184. 330-10

(U)Statements of Employment and Financial Interest, and Related Papers on Consultants and Experts Employed on an Intermittent Basis. These statements of employment and financial interest are required of certain classes of employees. They are necessary to meet administrative needs if questions of conflict of interest arise.

Close file upon separation. Place in confidential files of NCRC (NSA Registry of Experts and Consultants). DESTROY 5 years after closing.

185. 330-11

(U)Agency Promotion Review Board Files. These files contain supporting documentation from the Agency Key Components and Field Activities for recommendations made by Agency Promotion Review Boards to the Director, and Deputy Director. Included are Key Component nominations, supporting narrative and statistical data and promotion recommendation packages.

Close every 3 years. Transfer to NCRC 2 years after closing. DESTROY when 7 years old or sooner if of no further reference value.

186. 330-12

(U)Individual Agency Promotion Review Board Folders. Promotion case files of all NSA/CSS employees, GG-12 and above.

DESTROY individual's case file 2 years after separation of employee from NSA/CSS.

187. 330-13

(U)Personnel Information Folders. Maintained in NSA administrative areas where individual is assigned.

a. Employees Transferred Within NSA/CSS.

Transfer to gaining element.

b. Employees Separated from NSA/CSS.

DESTROY on separation.
(GRS-1-6)

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88. 330-14	(U)Professional Qualifications Records (PQR). Files documenting the career panels' certification of personnel as professionals in the various career fields. (See File No. 330-32.)	Close upon completion of an individual's certification. Place in an inactive file, or return to the individual.	DESTROY 2 years after date of last activity in file.
89. 330-15	<u>Interview and Evaluation Cards for Separated NSA Employees.</u>	DESTROY when 2	years old.
90. 330-16	(U)Competitive Selection Files. Records containing position advertisements applications and associated qualifications data. a. <u>Civilian positions.</u> b. <u>Military positions.</u>	DESTROY 1 year after advertisement closure date. DESTROY 10 years after advertisement closure date.	
91. 330-17	(U)Personnel Research Files. Staff studies and projects reflecting applied research in personnel areas, including area personnel surveys, test research, occupational research, and concepts of career development.	Close inactive file every 2 years. Transfer to NCRC 2 years after closing. PERMANENT	
92. 330-18	(U)Incentive Awards Files a. Minutes and reports reflecting actions taken by the Incentive Awards Board and committees. b. Case files documenting actions taken in evaluating, approving or disapproving suggestions and other types of incentive awards recommendations. c. Awards, decorations, and commendation files, excluding copies files in Official Personnel folder.	Close files annually. Transfer to NCRC 1 year after closing. DESTROY when 3 years old. (GRS-1-13) Close files annually. Transfer to NCRC 1 year after closing. DESTROY when 3 years old. (GRS-1-13) DESTROY 2 years after approved or disapproved. (GRS-1-12a)	

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193. 330-19	<u>(U)Job/Position Descriptions.</u> Record copy of statements, prepared and certified as accurate by the responsible supervisor and job classification official, which set forth officially the current duties and responsibilities assigned to an established position/job and qualifications required to perform them.	OPI Place in an inactive file when position rewritten or abolished. DESTROY 5 years after position is abolished or description superseded. (GRS-1-7b(1))	
194. 330-20	<u>(U)Area Personnel Surveys.</u> (Now included in File #330-17 - "Personnel Research Files.")		
195. 330-21	<u>(U)Job/Position Audits and Studies.</u> These files consist of background correspondence accumulated during the annual review of all Agency jobs, individual desk audits, group audits, or supervisory job analyst reviews, used to develop on official job/position description.	Place in an inactive file upon incorporation into the job/position description. Close and Transfer inactive file to NCRC every 2 years. DESTROY when 3 years old or 2 years after regular inspection, whichever is sooner. (GRS-1-7c(1))	
196. 330-22	<u>(U)College and Field Recruitment Files.</u> a. <u>Recruiter's Interview Records.</u> b. <u>Interviewer's Worksheets.</u>	DESTROY when 1 year old. DESTROY when placed on personnel data processing system. Degauss when 5 years old.	
197. 330-23	<u>(U)College Recruitment and Public Relations Reports.</u> Files accumulated during surveys on college participation in NSA's public relations programs and student recruitment. Includes participating and non-participating schools.	DESTROY when 5 years old or sooner if of no further reference value.	
198. 330-24	<u>(U)Engineering Cooperative Recruitment Files.</u> Includes studies and individual papers on applications.		

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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
198. 330-21	a. <u>Evaluations.</u>	Maintain in current files	until the co-op graduates
		from school. If hired see	330-24b; non-hired see
		330-28.	
	b. <u>Individual Papers of Hired Applicants.</u>	Incorporate in individual's	Official Personnel Folder.
		(See 330-07)	
199. 330-25	(U) <u>Applicant Interviews.</u> These are files not included in the applicant's case folders.		
	a. <u>Interview Sheets of Hired Applicants.</u>	Incorporate in individ-	ual's Official Personnel
		Folder.	
	b. <u>Interview Sheets of Non-Hired Applicants.</u>	DESTROY when 45 days old	from date of last action.
		(SF-115, NCl-457-80-1,	dtd 1 Nov 79)
200. 330-26	(U) <u>Testing Records.</u> Answer sheets to CQB, language tests, and proficiency tests.	Transfer to NCRC 6	months after test.
		DESTROY when 10 years old	or sooner, if of no
		further reference value.	
201. 330-27	(U) <u>Hired Applicant Case Files.</u> Correspondence and supplementary related documents for appointed applicants.	Incorporate in individ-	ual's Official Personnel
		Folder. (See 330-07)	
202. 330-28	(U) <u>Non-Hired Applicant Case Files.</u> Documents and materials for those applicants not selected for an Agency appointment because of their qualifications, and for those who decline or will not be available for appointment. Included are recruiters' interview records, worksheets, applications for employment, test results, correspondence and supplementary related documents.	DESTROY when 45 days old	from date of last action.
		(SF-115, NCl-457-80-1,	dtd 1 Nov 79)
203. 330-29	Not used.		

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204. 330-30	<u>(U)Non-Hired Applicant Case Files - Special Interest.</u> Correspondence and supplementary related documents on applicants resulting from Congressional inquiries or other special referrals for individuals who were not hired.	DESTROY when 1 year old. Those files in which there was significant Congressional interest may be held until 5 years old from date of last document.	
205. 330-31	<u>(U)Personnel Strength Report Files.</u> Documents reflecting Agency activity strength report on the official assignment of civilian and military personnel by organizations.	Close annually. Transfer to NCRC 1 year after closing. PERMANENT	
206. 330-32	<u>(U)Career Panel Executive Professional Qualification Records.</u> Case files held by the Career Panels on those individuals seeking certification as professionals in a particular career field. (See 330-14)	Close upon completion of individual's certification. Place in an inactive file, or return to individual. DESTROY 2 years after date of last activity.	
207. 330-33	<u>(U)Suitability Information Files.</u> Case files of disciplinary and adverse actions and other documents or correspondence or other sensitive information relating to Agency employment not included in Official Personnel Folder.	DESTROY 7 years after separation from the Agency. (NC1-457-78-1, dtd 7 Nov 77)	
208. 330-34	<u>(U)NSA/CSS Grievance Files.</u> Official record of grievance proceedings, except EEO complaints, and all related documents.	DESTROY 3 years after case is closed. (GRS-1-31a)	
209. 330-35	<u>(U)Congressional Correspondence Files.</u> Correspondence relating to inquiries concerning personnel matters.	DESTROY when 10 years old, or sooner if of no further reference value.	
210. 330-36	<u>(U)Worker's Compensation Records.</u> Records which reflect employees' claim for job-related injuries or illnesses submitted to the Dept. of Labor, Office of Worker's Compensation Programs (OWCP).	Place original copies in employee's Official Personnel Folder, when case is closed by OWCP. (330-07 applies) DESTROY duplicated case file 5 years after case is closed. (GRS-1-32)	
211. 330-37	<u>(U)Restoration of Forfeited Annual Leave.</u> Documentation pertaining to the official restoration of annual leave.	DESTROY when 3 years old, or hold until restored leave has been used, or, in case of separation, payment is received as part of lump sum leave settlement. (GRS-2-9)	

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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
212. 330-38	<u>(U)Individual Career Panel Files.</u> Records which contain minutes, appointment of individuals to panels, professionalization material, criteria and qualification standards and general correspondence relating to panel policy and procedures.	Close completed files annually. Transfer to NCRC. DESTROY when 10 years old or sooner if of no further reference value.	
213. 330-39	<u>(U)Field Administrative Files.</u> Records relating to selection assignment and tour of duty of NSA/CSS personnel assigned to NSA field operations.	DESTROY 1 year after individual returns to NSA HQ in permanent change of station status.	
214. 330-40	<u>(U)Employee Record Cards.</u> Employee record cards used for informational purposes outside personnel offices (such as SF 7-B).	DESTROY on separation or transfer of employee. (GRS-1-6)	

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<u>332 MILITARY PERSONNEL FILES</u>			
<p>These files contain personnel records and service records maintained for military personnel during their period of assignment to duty at NSA/CSS in accordance with parent service requirements.</p>			
215. 332-01	NOT USED.		
216. 332-02	<p><u>(U)Element Personnel Record Files.</u> Informal convenience files on military personnel assigned to NSA, maintained at organizational level throughout the Agency.</p> <p>a. <u>Personnel Transferred within the NSA/CSS.</u></p> <p>b. <u>Personnel Transferred outside the NSA/CSS.</u></p>	<p>Forward to gaining NSA/CSS element.</p> <p>DESTROY upon transfer or separation.</p>	
217. 332-03	<p><u>(U)Agency Personnel Records Files.</u> Files on each military person assigned to NSA, and maintained in the Agency Military Personnel Office as a central information file.</p>	<p>Place individual's folder in an inactive file upon relief from active duty with NSA/CSS. DESTROY after 1 year.</p>	
218. 332-04	<p><u>(U)Military Awards, Decorations, and Commendation Files.</u> Files of awards made while individual is on active duty with NSA/CSS and maintained in the Agency Awards Office as a central file.</p>	<p>Close annually. Transfer to NCRC 2 years after closing. DESTROY 5 years after transfer.</p>	

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	<u>334 EQUAL EMPLOYMENT OPPORTUNITY FILES</u>		
	These records are created as a result of Agency compliance with Federal Government policy guaranteeing equal employment opportunity to all persons employed by the Agency without regard to race, color, religion, sex, or national origin, in accordance with Executive Order 11246, Office of Personnel Management Regulations, and DoD Directives and Instructions. Also included are records reflecting the Fair Housing Enforcement Program of the Agency in accordance with Public Law 90-284 and the Department of Defense as contained in DoD Instruction 1338.12.		
219.	334-01 <u>(U)Equal Employment Opportunity External Directives and Instructions. Executive Orders, DoD Instructions and Directives, Office of Personnel Management Documents, and like material on policies, procedures, and direction of the Federal Government Fair Housing and Equal Employment Opportunity Program.</u>	DESTROY when 3 years old, or when superseded or obsolete, whichever is applicable. (GRS-1-26g)	
220.	334-02 <u>(U)Equal Employment Opportunity Internal (NSA) Directives and Instructions. Documents issued by Director and Chief, EEO, on policies, procedures, guidelines in carrying out Agency EEO and Fair Housing Program.</u>	Place in an inactive file on supersession or obsolescence. Transfer to NCRC one year after inactivation. PERMANENT.	
221.	334-03 <u>(U)Equal Employment Opportunity Reporting Files. Documents accumulated as a result of reporting to higher authority on activities and conditions related to equal employment and fair housing. Included are statistical and narrative reports, summaries, consolidations, and related papers.</u>		
	a. Statistical E.E.O. reports to Office of Personnel Management and/or DoD (monthly)	DESTROY when 4 years old.	
	b. Semi-annual E.E.O. report to DoD.	DESTROY when 4 years old.	
222.	334-04 <u>(U)Equal Employment Opportunity Complaint Cases. Documents reflecting complaints of personnel concerning equal employment opportunity. Included are complaints, transmittal letters, investigations, and summaries; finding-of-fact statements, final disposition of reports, acceptance statements, withdrawal notices, and similar papers.</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
222. 334-04	<p><u>(U) Equal Employment Opportunity Complaint Cases. (Continued)</u></p> <p>a. Cases resolved within the Agency.</p> <p>b. Cases resolved by the Office of Personnel Management in a U.S. Court</p>	<p>DESTROY 4 years after resolution of case. (GRS-1-26a (1))</p> <p>Files are controlled by the Office of Personnel Management records schedule. (GRS-1-26a (2))</p>	
223. 334-05	<p><u>(U) Fair Housing Compliant Cases.</u> Included in 334-04 .</p>		
224. 334-06	<p><u>(U) Employment Statistics Files.</u> Employment statistics relating to race and sex; particularly for minorities and women.</p>	<p>DESTROY when 5 years old. (GRS-1-26f)</p>	
225. 334-07	<p><u>(U) E.E.O. Special Programs.</u> Includes reports of counseling interviews; analysis and related records of special Agency or DoD Programs, i.e., Federal Womens Program, Spanish-speaking Programs, Youth Opportunity Programs and Handicapped Programs.</p>	<p>DESTROY 3 years after termination of individual case counseling. (GRS-1-27)</p>	
226. 334-08	<p><u>(U) E.E.O. Affirmative Action Plans (AAP)</u></p> <p>a. Agency copy of consolidated AAP(s)</p> <p>b. Agency feeder plan to consolidated AAP(s)</p>	<p>DESTROY 5 years from date of plan.</p> <p>DESTROY 5 years from date of feeder plan, or when administrative purposes have been served, whichever is sooner. (GRS-1-26h (1) and (2))</p>	

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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
<u>336 MEDICAL FILES</u>			
These files reflect the activities of the NSA/CSS Medical Center in providing general management and supervision of the medical service program.			
227. 336-01	<p>(U)Medical Case Files. Basic medical examination certificates, dispensary notes, miscellaneous medical correspondence of NSA/CSS civilian and military employees.</p> <p>a. <u>Civilian Case Files.</u></p> <p>(1) <u>Medical Certificates (SF 78 or equivalent):</u> Pertains only to appointment, reassignment to another job as a result of medical examination, and disability retirement, and other papers and forms relating to these certificates.</p> <p>(2) <u>Medical Certificates (SF 78 or Equivalent):</u> Other than those documents listed in item (1) above; includes miscellaneous medical records, correspondence, dispensary notes, and similar records and papers.</p> <p>b. <u>Military Case Files.</u></p>	<p>Combine with Official Personnel folder upon employee separation from NSA. (GRS-1-1b(2))</p> <p>Place in an inactive file upon separation from NSA. Transfer to NCRC in 45 days or sooner. DESTROY 6 years after separation from NSA.</p> <p>Transfer to parent service upon separation from NSA.</p>	
228. 336-02	<p>(U)Clinical Psychology Case Files. Name folders containing documents accumulated as a result of applicant processing; includes psychological evaluations and other related documents pertaining to individuals.</p> <p>a. <u>NSA Employee Cases.</u></p>	<p>Transfer medical files on military assignees to parent service at completion of visit and/or treatment.*</p> <p>Place in an inactive file upon separation of employee. Close inactive file annually Transfer to NCRC 1 year after closing. DESTROY 2 years after transfer. (SF-115, NCI-457-80-1, dtd 1 Nov 79)</p>	

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

* 7/16/2014: Pen and Ink change made to schedule item 336-01b pursuant to emails between agency and NARA dated April 8, 2014 (included in dossier).

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<u>336 MEDICAL FILES</u>			
<p>These files reflect the activities of the NSA/CSS Medical Center in providing general management and supervision of the medical service program.</p>			
227. 336-01	<p><u>(U)Medical Case Files.</u> Basic medical examination certificates, dispensary notes, miscellaneous medical correspondence of NSA/CSS civilian and military employees.</p> <p>a. <u>Civilian Case Files.</u></p> <p>(1) <u>Medical Certificates (SF 78 or equivalent):</u> Pertains only to appointment, reassignment to another job as a result of medical examination, and disability retirement, and other papers and forms relating to these certificates.</p> <p>(2) <u>Medical Certificates (SF 78 or Equivalent):</u> Other than those documents listed in item (1) above; includes miscellaneous medical records, correspondence, dispensary notes, and similar records and papers.</p> <p>b. <u>Military Case Files.</u></p>	<p>Combine with Official Personnel folder upon employee separation from NSA. (GRS-1-1b(2))</p> <p>Place in an inactive file upon separation from NSA. Transfer to NCRC in 45 days or sooner. DESTROY 6 years after separation from NSA.</p> <p>Transfer to parent service upon separation from NSA.</p>	
228. 336-02	<p><u>(U)Clinical Psychology Case Files.</u> Name folders containing documents accumulated as a result of applicant processing; includes psychological evaluations and other related documents pertaining to individuals.</p> <p>a. <u>NSA Employee Cases.</u></p>	<p>Place in an inactive file upon separation of employee Close inactive file annually Transfer to NCRC 1 year after closing, DESTROY 2 years after transfer. (SF-115, NC1-457-80-1, dtd 1 Nov 79)</p>	

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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
28. 336-02	<p><u>Clinical Psychology Case Files.</u> (Continued)</p>		
	<p>b. <u>Non-Hired Applicant Cases.</u></p>		<p>DESTROY when 45 days old from date of last action. (SF-115, NC1-457-80-1, dtd 1 Nov 79)</p>
	<p>c. <u>Hired Applicant Case File</u></p>		<p>Transfer to NSA Employee Case File. (SF-115, NC1-457-80-1, dtd 1 Nov 79)</p>
229. 336-03	<p><u>(U)X-Ray Film Case Files.</u> X-rays of NSA employees and applicants, with related correspondence. Identified by accompanying X-ray logs.</p>		
	<p>a. <u>Film Cases.</u></p>		<p>Place in an inactive file. upon separation from Agency. Close inactive file annually Transfer to NCRC 1 year after closing. DESTROY 5 years after transfer.</p>
	<p>b. <u>X-ray Logs.</u></p>		<p>DESTROY when files to which they relate are destroyed or in 6 years, whichever is sooner. (GRS-1-21)</p>
230. 336-04	<p><u>(U)Medical Case Files - Non-NSA Employees.</u> Includes dispensary notes and medical correspondence.</p>		
	<p>a. <u>Support Services Personnel.</u> Includes files on personnel working in the Credit Union, drug store, etc.</p>		<p>Place in an inactive file upon separation from NSA. Transfer to NCRC 45 days or sooner. DESTROY 6 years after separation.</p>
	<p>b. <u>Cafeteria Caterer and GSA personnel.</u></p>		<p>Transfer to appropriate parent organization upon separation from NSA.</p>

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
231. 336-04	<p>(U) <u>Medical Case Files - Non-NSA Employees</u> (con't)</p> <p>c. <u>Resident-official liaison personnel</u> <u>of other Federal Agencies</u> <u>and contractor personnel.</u></p>	<p>Review annually. Transfer to NCRC 1 year after last entry. DESTROY 6 years after separation. (GRS-1-21)</p>	

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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
	<u>340 PHYSICAL SECURITY FILES</u>		
	These files accumulate for the implementation of physical security and standards to protect installations and to ensure proper restrictions of access, to sensitive documents and locations.		
<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
232.340-01	<u>(U)Security Policy and Direction Files.</u> Correspondence and other types of documents including directives from higher authority, reflecting policy and direction of security services.	<u>OPI</u> Review annually. Transfer those selected for closing to NCRC 1 year after closing. PERMANENT (GRC-18-1)	
		<u>ALL OTHERS</u> Review annually. Transfer those selected for closing to NCRC 1 year after closing. DESTROY when 6 years old.	
233.340-02	<u>(U)Security Violation Reports.</u> 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.	Consolidate with Personnel Security File. (See 342-01)	
234.340-03	<u>(U)Counterintelligence Files.</u> Documents resulting from the investigation of activities which might be detrimental to NSA, and for similar investigations on personnel affiliated with the Agency, such as employees, contractor personnel, and visitors.	Close annually. Consolidate with Personnel Security File. (See 342-01)	
235.340-04	<u>(U)Classification Advisory Committee Files.</u>	See 343 series.	
236.340-05	<u>(U)Security Classification Assignment Files.</u>	See 343 series.	
237.340-06	<u>(U)NSA/CSS Cryptologic Activities, Surveys and Inspection Files.</u> Periodic or one time surveys conducted primarily by security personnel. Purpose is to determine adequacy of security measures in all Agency installations to safeguard information and facilities against sabotage and unauthorized entry.		

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
237.340-06	<u>(U)NSA/CSS Cryptologic Activities, Surveys and Inspection Files.</u> (con't)		
	a. <u>Cryptologic Activities Files.</u> Routine surveys, studies and reports of various NSA/CSS facilities.	Close annually. Transfer to NCRC 3 years after closing DESTROY when 10 years old.	
	b. <u>Special Project Files.</u> One-time inspections or surveys made of a facility because of an immediate security need or incident, or apparent deficiency.	Close annually. Transfer to NCRC 3 years after closing. DESTROY when 10 years old.	
238.	NOT USED.		
239.340-07	<u>(U)Accident Investigation Files.</u> Reports of investigations, resulting from fires, explosions, or accidents which involve security aspects.	Place in an inactive file upon completion of investigation. DESTROY when 2 years old. (GRS-18-12)	
240.340-08	<u>(U)Classified Material Access Files.</u> (FILE NOW INACTIVE)	DESTROY when superseded by a new list.	
241.340-09	<u>(U)Key Accountability Records.</u> Documents relating to issue, return, and accountability of keys to security areas.	DESTROY 3 years after turn-in of key. (GRS-18-17)	
242.340-10	<u>(U)Safe Combination and Access Files.</u> "Safe Combination Record" and "Classified Container Combination" forms showing personnel authorized to use combination, serial number and location of container, the current combination, and date of next combination change.	DESTROY individual item when superseded by new combination or when container (or safe) is turned in. (GRS-18-8)	
43. 340-11	<u>(U)Safe (or Container) Records.</u> Forms placed on combination safes or containers containing classified information to control entry.	DESTROY after removal from container, except forms involved in an investigation, which will be retained until completion of the investigation.	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
244.	340-12 <u>(U)Agency-Wide Top Secret "Document Control Cards."</u>	See 343 series. (Item 261)	
245.	340-13 <u>(U)Agency-Wide Periodic Top Secret Inventory Runs.</u>	See 343 series. (Item 262)	
246.	340-14 <u>(U)Element Top Secret Control Records.</u>	See 343 series. (Item 263)	
247.	340-15 <u>(U)Security Compromise Files Reports of compromises, violations, or unsecure practices, with analyses of same.</u>	Transfer to NCRC after closing. DESTROY when 10 years old.	3 years
248.	340-16 <u>(U)Contract Facilities Security Case Files. Case files on private facilities performing work on classified contracts. These files originate to protect NSA classified information and equipment in possession of contractors, consultants and advisors; and contain all documents related to the maintenance of security at the contractor facility.</u>	OPI Place individual case in an inactive file upon termination of contract. DESTROY 10 years after termination of contract. All Others DESTROY upon termination of contract or case.	
249.	340-17 <u>Not Used.</u>		
250.	340-18 <u>(U)Industrial Clearance Files. Case files reflecting granting, denying, or revoking industrial security clearances. Include such papers as: security requirements check lists, contract security surveys, and personnel security questionnaires.</u>	Place case in an inactive file upon termination. DESTROY 10 years after termination of contract.	

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
251. 340-19	<p>(U)Protection of NSA/DoD Functions and Property. Consists of investigative case files or information acquired about activities threatening defense military/civilian personnel, defense activities and installations, including vessels, aircraft, communications equipment, and supplies.</p> <p>a. <u>Non-DoD Affiliated Organizations/Individuals</u> not posing continuing threats.</p> <p>b. <u>Non-DoD Affiliated Organizations/Individuals</u> posing continuing threats, such as demonstrated hostile activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostile activities which during the previous year explicitly threatened DoD functions; and dissident activities, which during the previous year have counselled or published information, actively encouraging violation of the law.</p> <p>c. <u>Special Investigations/Operations.</u></p> <p>d. <u>Routine Investigations.</u></p> <p>e. <u>One Time Request for Admittance to Installations</u> (Speakers, band, drill team, etc.)</p> <p>f. <u>Requests for DoD Personnel to Attend or Officiate at Meetings, Ceremonies, etc. as Representatives of DoD.</u></p> <p>g. <u>Investigations Pending on Date of Annual Verification.</u></p>	<p>DESTROY when 90 days old.</p> <p>Review annually. DESTROY when of no further reference value.</p> <p>PERMANENT</p> <p>DESTROY 1 year after service is discontinued.</p> <p>DESTROY 90 days after event.</p> <p>DESTROY 90 days after event.</p> <p>DESTROY 1 year after investigation is completed.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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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
	<u>342 PERSONNEL SECURITY FILES</u>		
	<p>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.</p>		
<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
342-01 252.	<p>(U) <u>Personnel Security Files.</u> 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 Request Forms, Certification Upon Indoctrination for Access to Critical Nuclear Weapon Design Information Forms, and other security related memorandums or correspondence.</p> <p>a. <u>Persons Affiliated with NSA/CSS.</u></p> <p>b. <u>Non-Hired Applicants or Non-Affiliated Individuals.</u></p> <p>c. <u>Investigations Which Result in Adverse Actions.</u></p>	<p>Close upon separation or termination of individual. DESTROY 10 years after separation or upon expiration of Hazardous Activity Group, whichever is later. (SF-115, NCI-457-80-1, dtd 1 Nov 79)</p> <p>DESTROY 45 days after date of last action. (SF-115, NCI-457-80-1, dtd 1 Nov 79)</p> <p>DESTROY 25 years after date of last action. Those files determined to be of possible historical value and those of widespread public or Congressional interest may be offered to NARS. (SF-115, NCI-457-80-1, dtd 1 Nov 79)</p>	

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253. 342-02	<p>d. <u>Major Investigations of Espionage, Sabotage or of a Counterintelligence/ Security Nature.</u></p> <p>(U)Investigative and Polygraph Files. Investigators' and examiners' data and question sheets, notes, polygraph detector charts, examination reports, and related records resulting from investigations and polygraph examinations.</p> <p>a. <u>Record Copy.</u></p> <p>b. <u>M5 Carbon Copy.</u></p> <p>c. <u>Tapes.</u></p> <p>d. <u>Notes and Related Papers.</u></p> <p>e. <u>Case Control Cards.</u></p>	<p>PERMANENT (SF-115, NC1-457-80-1, dtd 1 Nov 79)</p> <p>Retain in Personnel Security File (342-01). Destruction concurrent with Personnel Security File.</p> <p>DESTROY 45 days after case is closed in M5.</p> <p>DESTROY 45 days after case is closed in M5.</p> <p>DESTROY 45 days after case is closed in M5.</p> <p>DESTROY 6 months after case is closed in M5.</p>	<p>80-1,</p>
254. 342-03	<p>(U)Visitor Passes. "Visit Requests and Receipts" giving names, addresses, security status, and nature of business of individuals visiting NSA.</p>	<p>DESTROY when 5 years old, or when of no further reference value, whichever is sooner.</p>	
255. 342-04	<p><u>NOT USED.</u></p>		
256. 342-05	<p>(U)Indoctrination Files. Rosters of individuals indoctrinated and/or cleared for access to special classified material.</p>	<p>Same disposition as item 342-01.</p>	

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257. 342-06	<u>(U)Security Policy and Direction Files.</u> Correspondence and other types of documents including directives from higher authority, reflecting policy and direction of security services.	<u>OPI</u> Review annually. Transfer those selected for closing to NCRC 1 year after closing. PERMANENT (GRC-18-1) <u>All Others</u> Review annually. Transfer those selected for closing to NCRC 1 year after closing. DESTROY when 6 years old.	
258. 342-07	<u>(U)Personnel Security Clearance Status Files.</u> Lists or rosters showing the current security clearance status of individuals.	DESTROY when superseded or obsolete. (GRS-18-24)	

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343 CLASSIFICATION AND DOCUMENT CONTROL FILES			
<p>These files accumulate as a result of insuring 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.</p>			
	<u>File No.</u>	<u>Title</u>	<u>Disposition</u>
259.	343-01	<u>(U)Information Security Program Committee Files. Proceedings and related administrative records of NSA/CSS classification advisory panels, committees, or boards charged with responsibility for solution of classification problems and control of information.</u>	PERMANENT
260.	343-02	<u>(U)Security Classification Guidance Files. Guides and appropriate back-up information used to determine the security classification/declassification or downgrading and review of classified documents.</u>	DESTROY when superseded.
261.	343-03	<u>(U)Agency Top Secret Document Control Cards. These cards serve as the means to account for the receipt, transfer, downgrading, declassification, decontrol or destruction of controlled documents. They also provide input for the machine inventory printouts in Series 343-04 (Item 262).</u>	
	a.	<u>Inactive Cards in Element Top Secret Secret Control Offices.</u>	Send to Agency Top Secret Control Officer upon completion of semi-annual inventory.
	b.	<u>Inactive Cards Received by Agency Top Secret Control Officer.</u>	DESTROY upon receipt and review of semi-annual inventory printouts.
	c.	<u>Master Cards. Maintained by Agency Top Secret Control Officer.</u>	
		(1) Register and Description Cards.	DESTROY when 30 days old.
		(2) Deletion Cards.	DESTROY when 10 years old.

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
262.	343-04	(U)Agency Top Secret Inventory Printouts. (RCS 46254) These printouts consist of input from the Document Control Cards. Two copies of the inventory are sent to each element Top Secret Control Officer/contractors/consultants.	
	a.	<u>Certified Copies.</u> Send to element Top Secret Control Officer/contractor/consultant.	Return to Agency Top Secret Control Officer upon completion of inventory check.
	b.	<u>Element/Contractor/Consultant Working Copy.</u>	DESTROY upon receipt of current inventory.
	c.	<u>Agency Top Secret Officer's Master Listing of Active Controlled Documents.</u> (RCS 46253)	DESTROY when 3 months old.
	d.	<u>Agency Top Secret Control Officer's Historical Listing of Decontrolled Documents.</u> (RCS 46255)	DESTROY when 1 year old.
	e.	<u>Related Working Tapes</u>	DEGAUSS after 30 days for reuse. (GRS 20 Part I Item 31)
263.	343-05	(U)Element Top Secret Control <u>Records.</u> These are controlled by Element Top Secret Control Officers, and consist of cards, listings, etc. covering material internal to NSA/CSS. Documents which require limited distribution outside NSA/CSS will be assigned to the Agency-wide Control System.	Place record in inactive file upon downgrading, destruction or transfer of related items. DESTROY when 1 year old.
264.	343-06	(U)Document Control File <u>Maintenance.</u> (RCS 46251)	DESTROY when 1 year old.
265.	343-07	(U)Document Control Transaction <u>Summary.</u> (RCS 46252)	DESTROY when superseded.
266.	343-08	(U)Document Control Source Material <u>Report.</u> (RCS 46256)	DESTROY when superseded.

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	<u>350 TRAINING MANAGEMENT FILES</u>		
	<p>These records reflect planning and direction of a program for developing and maintaining general and specialized skills of Agency and service personnel in order to ensure the effectiveness of the NSA effort. Included are records accumulated in conduct of instruction by Agency personnel as well as attendance at educational institutions and seminars.</p>		
267. 350-01	<p>(U) <u>Training Coordination Files</u>. Correspondence, planning documents, and other papers relative to the inception, development, and supervision of special training programs and courses of instruction in support of Agency operational requirements. May include liaison with other government agencies and non-government institutions.</p>	<p>Close every 4 years, transfer to NCRC 2 years after closing. DESTROY when 10 years old.</p>	
268. 350-02	<p>(U) <u>Course Planning Projects</u>. Case folders containing papers covering training in specialized skills.</p>	<p>Close every 4 years, transfer to NCRC 2 years after closing. DESTROY when 10 years old.</p>	
269. 350-03	<p>(U) <u>Course Documentation</u>. Formal sets of outlines, lessons, exercises, and related reference material covering courses conducted by training instructors. Evaluation data - questionnaires, grades, etc.</p>	<p>Transfer to NCRC upon discontinuation of course. DESTROY when 10 years old.</p>	
270. 350-04	<p>(U) <u>Instructor's Materials</u>. Notes, lesson plans, outlines, and other data developed and used by individual instructors in conducting courses.</p>	<p>DESTROY items when of no further use to instructor.</p>	
271. 350-05	<p>(U) <u>Training Aids</u>. These files are generated for the conduct of training courses, and consist of a large variety of data, some of long-range and much of transitory value.</p>		
	<p>a. <u>Agency Training Manuals, Compilations, and Handbooks</u> such as language glossaries, cryptanalytic manuals, equipment maintenance handbooks, etc., developed for NSA training courses.</p>	<p>OPI Transfer to NCRC when superseded by a new edition. (GRS 1-30a.(1)) PERMANENT</p>	
	<p>b. <u>Background Papers</u> generated in producing manuals and handbooks.</p>	<p>DESTROY when of no further value in issuing new editions or related publications.</p>	

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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
271. 350-05	<p>c. <u>Training Course Handouts.</u> Student handouts, course outlines, syllabi, bibliographies, workshop materials, and similar data used in conduct of specific training courses.</p> <p>d. <u>Audit Training Aids.</u> Foreign language recordings, audio tapes, magnetic tapes, and practice traffic used by students in connection with training courses, such as radio/telephone.</p>	<p>DESTROY when superseded or obsolete for training purposes.</p> <p>DESTROY or degauss when of no further current training value.</p>	
272. 350-06	<p><u>(U) Employee Training Records.</u> Records of individual training and experience.</p> <p>a. <u>Student "Training Registration and Record"</u> or equivalent forms showing grades and related data on each student taking an Agency-sponsored course; maintained in the National Cryptologic School.</p> <p>b. <u>Supplementary Student/Employee Training Records.</u> Card files or folders on individual employees, maintained in operations offices or on-spot training areas showing education, qualifications, and experience. (These are unofficial files and may contain information duplicated in individual personnel files and/or official Student "Training Registration and Record" files. See "a" preceding item.)</p>	<p>Microfilm original source document. DESTROY original. DESTROY microfilm 60 years after date of earliest record.</p> <p>DESTROY when individual separates from NSA/CSS. Earlier destruction is authorized.</p>	

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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
	<u>360 MAIL MANAGEMENT FILES</u>		
	These files reflect the receipt, control, routing and internal delivery of all incoming Agency mail; repository for Agency regulations; dispatch of all outgoing Agency mail; and distribution of special documents received from external sources (DoD-Army-Navy, etc.); providing courier service; and operating the Agency Top Secret Control System.		
273. 360-01	<p><u>(U)Transmittal Receipt Files.</u> Classified/ Nonclassified transmittal and receipts, or similar logs, receipt cards, or forms showing receipt of incoming mail or dispatch of outgoing mail.</p> <p>a. <u>Incoming.</u></p> <p>b. <u>Outgoing.</u></p>	<p>DESTROY when 3</p> <p>DESTROY when 3</p>	<p>years old.</p> <p>years old.</p>
274. 360-02	<p><u>(U)Correspondence Logs.</u> Records of incoming messages, correspondence, and documents showing subject, classification, date received or dispatched, and subsequent routing.</p> <p>a. <u>Element Logs.</u></p> <p>b. <u>Agency Logs.</u></p>	<p>DESTROY when 2</p> <p>PERMANENT</p>	<p>years old.</p>
275. 360-03	<p><u>(U)Suspense Files (Agency Route Slips).</u> Copies of correspondence maintained chronologically as a record of incomplete/ complete actions and to assure meeting deadlines; includes both back-up correspondence and official route slips. <u>NOTE:</u> NSA/CSS Archivist and Historian will review before material is destroyed.</p>	DESTROY when 5	years old.
276. 360-04	<u>(U)Message Files (SMIs/SMOs).</u> See Telegraph Operations Files Series #372-15.		
277. 360-05	<u>(U)Cross Reference/Index Files.</u> Included in #360-01, above.		

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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
<u>361 TRAVEL AND TRANSPORTATION FILES</u>			
<p>These files include administrative office documentation relating to temporary duty travel and permanent change of station travel of civilian and military personnel officially assigned to this Agency. (Also see records series #301.)</p>			
278. 361-01	<p><u>(U)Passenger Transportation Files.</u> Memoranda from Agency elements requesting administrative airlift, Fort George G. Meade Forms (FGM 110) requesting Army aviation support, forms (unnumbered) requesting aviation support from Andrews AFB, and all supporting papers.</p>	<p>Close annually. Retire to NCRC. DESTROY when 3 years old. (GRS-9-3a)</p>	
279. 361-02	<p><u>(U)Travel Administrative Office Files</u> Travel orders and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p>	<p>Close annually. Retire to NCRC. DESTROY when 3 years old. (GRS-9-4a)</p>	
280. 361-03	<p><u>(U)General Travel and Transportation Files.</u> Correspondence, forms, and related records pertaining to Agency travel and transportation functions, not covered elsewhere in this schedule.</p>	<p>DESTROY when 2 years old. (GRS-9-5a)</p>	
281. 361-04	<p><u>(U)Passports.</u> Official U. S. passports obtained by the Agency for official employee duty travel.</p>	<p>Return to State Department when no longer required or no longer valid.</p>	

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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
	<u>362 PUBLICATION, PRINTING AND REPRODUCTION FILES</u>		
	<p>These files include documents which establish management policies and procedures and control actions for the preparation, coordination, issuance, and maintenance of official Agency publications. These apply to records concerned with printing, reproduction, binding, and print plant equipment. This records series also includes the publications of other government agencies received and used as reference and operational support material by NSA/CSS elements.</p>		
282. 362-01	<p><u>(U)Publications Management Instruction Files.</u> NSA/CSS documents relating to the preparation, review, issue, and interpretation of JCP (Joint Committee on Printing) and related directives concerning regulatory instructions governing preparation, reproduction, and distribution of NSA/CSS publications. Included are studies, supporting documentation on proposed NSA/CSS directives, copies of the published directives, and communications relating to them.</p> <p>a. <u>Approved Policies and Directives.</u></p> <p>b. <u>Supporting Documentation.</u></p>	<p>PERMANENT</p> <p>DESTROY when 10 years old.</p>	
283. 362-02	<p><u>(U)Printing Equipment Control Files.</u> Documents reflecting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related equipment. This includes requests for Congressional (JCP) approval and justification for equipment.</p>	<p>DESTROY 3 years after disposal of equipment, or 3 years after disapproval of acquisition request.</p>	
284. 362-03	<p><u>(U)Printing Report Files.</u> Documents that provide detailed information on NSA/CSS printing operations and equipment, such as individual and cumulative printing jobs, inventory of printing equipment, contract printing costs, and similar data required by the Joint Committee on Printing.</p>	<p>DESTROY when 5 years old.</p>	

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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
285. 362-04	<p><u>(U)Master Files of Agency Publications.</u></p> <p>a. Directives, regulations, circulars, manuals, or other types of publications including internal organizational publications, created and maintained for administration and implementation of the prime mission and function programs of the Agency.</p> <p>b. Periodic and aperiodic publications for purposes of employee notification of social, educational, and employee-sponsored activities; clarifications and announcements of matters of general employee interest; and publications issued for the purposes of employee morale.</p>	<p>Place in an inactive file when superseded or rescinded and close annually. Transfer to NCRC 1 year after closing. PERMANENT</p> <p>DESTROY when 1 year old, or when no longer needed, whichever is sooner.</p>	
286. 362-05	<p><u>(U)Reference Publications Files.</u> Copies of publications issued by any element of the Agency (exclusive of the issuing organization) publications of U. S. Government agencies, and publications of non-governmental organizations, maintained in organized collections for reference purposes.</p>	DESTROY when superseded or rescinded (unless originator requires otherwise).	
287. 362-06	<p><u>(U)Publications Background Files.</u> Documents relating to preparation, coordination, and issuance of Agency and organization publications and supplements.</p>	Place in an inactive file when related publication is superseded or rescinded and transfer to NCRC. DESTROY 5 years after transfer.	
288. 362-07	<p><u>(U)Reproduction Services Requisition.</u> Print plant records related to the planning and execution of printing, binding, duplication, and distribution jobs.</p>	<p>OPI</p> <p>Close at end of each quarter. Transfer to NCRC 3 months after closing. DESTROY when 3 years old.</p> <p><u>All Others</u> DESTROY upon completion of reproduction action.</p>	
88a. 362-08	<p><u>(U)Bulletins.</u> Announcements, notices, temporary instructions, or temporary director material of no permanent reference value, such as local or field daily or weekly bulletins.</p>	DESTROY when superseded, rescinded, obsolete, or when no longer needed, whichever is applicable.	

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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
	<u>364 EQUIPMENT AND SUPPLY PROCUREMENT FILES</u>		
	<p>These files relate to contracting for equipment, supplies and services required to perform the various functions and missions of the Agency. While these files are created in elements primarily engaged in contracting functions, selected series or segments may be created in other offices and maintained as part of office management or administrative files. Records of the Maryland Procurement Office (L4) are maintained in accordance with Defense Acquisition Regulation (S2-501).</p>		
289. 364-01	<p><u>(U)Purchase Requests and Orders.</u> These files reflect the procurement of equipments, materials or supplies.</p> <p>a. <u>Purchase Requests with Ledgers.</u> Maintained by element accountable for committing funds.</p> <p>(1) Purchase Request.</p> <p>(2) Ledgers.</p> <p>b. <u>Purchase Requests Held in Requesting Office.</u></p>	<p>DESTROY when 1 year old.</p> <p>DESTROY 6 years and 3 months after final payment. (GRS-3-4a)</p> <p>Close annually. DESTROY when 3 years old, except orders for expendable items which may be destroyed 6 months after receipt of material.</p>	
290. 364-02	<p><u>(U)Official Contract Files.</u> Copies of contracts for supplies, equipments, material, and services. Includes are applications for contract financing, audit reports, coordination documents, and data with respect to negotiation, approvals, disapprovals, and similar documents.</p>	<p><u>Record Copy:</u> DESTROY 6 years 3 months after final payment. (ASPR-Supp 2: para S2-501(b) (GRS-3-4a)</p> <p>NOTE: Originals are the property of L4, which is responsible for their disposition pursuant to the ASPRs (DARs).</p>	
291. 364-03	<p><u>(U)Bidders Selection Files.</u> Lists of recommended bidders for contracts on equipment, repair parts, and related items.</p>	<p>DESTROY when 6 years 3 months or when superseded, whichever is sooner.</p>	

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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
	<u>365 CATALOGING AND STANDARDIZATION FILES</u>		
	These files result from the compilation, maintenance, and distribution of a catalog of items in the NSA/CSS Supply System.		
292. 365-01	<u>(U)Federal Supply Class (FSC) Standardization Files.</u> Correspondence relative to standardization of NSA/CSS supply items.		DESTROY when 5 years old.
293. 365-02	<u>(U)Accelerated Item Reduction (AIR) Program Correspondence.</u>		DESTROY when 2 years old.
294. 365-03	<u>(U)Item Identification Files.</u> These files are essential reference sources used to identify equipments, standardize nomenclatures, and to compile supply catalogs. They include sets of card files which are kept current by the using organization and are arranged by Federal Item Identification Number (FIIN), NSA/CSS Catalog Class, Federal Supply Class (FSC), manufacturer, nomenclature, or other logical pattern for division.		DESTROY individual item file when superseded by a new description or cancelled because of discontinuance of equipment.

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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
295. 366-01	<p align="center"><u>366 PROPERTY RECORD FILES</u></p> <p>These files include documents relating to the requirements for accounting for property of the U. S. Government.</p> <p><u>(U)NSA/CSS Property Record Files.</u> Consists of voucher registers, receiving vouchers, issuing vouchers, loan vouchers, inventory adjustment reports, reports of survey, inventory count cards.</p>	<p>Close annually. DESTROY 1 year after physical inventory reconciliation or a Defense Audit Service (DAS) audit, whichever occurs earlier.</p>	

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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
	<u>367 DISTRIBUTION, DISPOSAL, AND STORAGE OF MATERIAL FILES</u>		
	<p>These files include records of the administration of packaging, crating, and routing functions, and documentation resulting from the preparation of supplies, material, and equipment for delivery. Also included is the documentation created in the preparation of obsolete and non-serviceable material for salvage or disposal, inspection, storage, and inventorying of supplies, and in internal supply servicing.</p>		
296. 367-01	<u>(U)Shipping Files.</u> Copies of "Requisition and Invoice/Shipping Document," "Shipping Request," or similar documents covering shipment of equipment.	Close annually. DESTROY 3 years	after audit.
297. 367-02	<u>(U)Disposal Files.</u> Documents such as action copies of "Requisition and Invoice/Shipping Document," disposal card files, or turn-in slips showing materials and equipment turned in as excess.	<u>OPI</u> Close annually. DESTROY when 3 years old.	
		<u>All Others</u> DESTROY annually.	
298. 367-03	<u>(U)Inspection Files.</u> Reports on the condition of material, equipments, or supplies received, including copies of "Report of Damaged or Improper Shipment" which give the reason for rejection of any items.	Close annually. DESTROY when 3 years old.	
299. 367-04	<u>(U)Tally-in Sheets.</u> Forms which list equipment turned in and stored in the warehouse system.	Close annually. DESTROY when 2 years old.	
300. 367-05	<u>(U)Document Control Tags.</u> Used to show issuance of expendable items from the warehouse or from bulk storage.	Close annually. DESTROY when 2 years old.	
301. 367-06	<u>(U)Stock Locator Cards.</u> Cards include data on the quantities and storage location of stock items.	DESTROY when superseded.	
302. 367-07	<u>(U)Inventory Count Cards, Preliminary Inventory Adjustment Registers, and "Spot" Inventory Records.</u> These records are generated through the conduct of periodic inventories.	DESTROY when all essential data is incorporated into the final inventory statement.	

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303. 367-08	<u>(U)Records of Material in Long-Term Offsite Storage.</u> These records are used in daily storage operations and for yearly review and inventory purposes. They include records of withdrawals.	Place in an inactive file when related item withdrawn. DESTROY inactive file 1 year after audit.	
304. 367-09	<u>(U)Storeroom Requisitions.</u> "Requisitions and Invoice/Shipping" forms used to verify materials issued or received.	<u>OPI</u> DESTROY 1 year after receipt of related material. <u>All Others</u> DESTROY 6 months after receipt of related material.	
305. 367-10	<u>(U)Stockroom Locator Files.</u> ADP card files which account for administrative expendable items held in supply stockrooms.	DESTROY individual card when superseded.	
306. 367-11	<u>(U)Stockroom Transaction Register and Daily Statistical Reports.</u> Reflect issuances and refusals from stockrooms.	Close annually. DESTROY 6 months after closing.	
307. 367-12	<u>(U)Forms Supply Files.</u> Consist of "Forms Actions Request/Notification" indicating all Agency and non-Agency forms stocked in the forms supply system.	Place in an inactive file upon receipt of cancellation notice. DESTROY 1 year after cancellation.	

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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
<u>368 FACILITIES FILES</u>			
	These records accumulate for construction, installation, maintenance, and operation of NSA/CSS facilities, to include servicing and repair of equipment.		
308. 368-01	<u>(U)Space Allocation Files.</u> Plans, drawings, specifications and related papers showing building and plant spaces assigned to and plant spaces assigned to and occupied by Agency elements.	DESTROY 2 years after termination of space assignment, or when lease is canceled, or when plans are superseded or obsolete. (GRS-11-2a)	
309. 368-02	<u>(U)Facilities Studies and Projects.</u> New site and plant layouts or remodeling of present plants for accommodation of technical equipment. May include briefing material.	DESTROY 3 years after completion of project.	
310. 368-03	<u>(U)Facility Maintenance Call Orders.</u> Forms used for accomplishment of individual remodeling, construction, or repair jobs.	DESTROY 3 months after work performed or requisition canceled. (GRS-11-5)	
311. 368-04	<u>(U)Office Equipment Repairs.</u> Card files consisting of records showing all overhauls and repairs to office machines, furniture and locks.	<u>OPI</u> Place card in inactive file when related equipment is turned in as unserviceable. DESTROY when 3 years old. <u>All Others</u> DESTROY card when related equipment is turned in.	
312. 368-05	<u>(U)Equipment Maintenance Contract Ledgers.</u> These ledgers show contract, allotment and expenditures for servicing equipment on a contract basis.	DESTROY 3 years after closing.	
313. 368-06	<u>(U)Directories of NSA/CSS Fire Wardens.</u> Card files of NSA/CSS personnel assigned as Fire Wardens in Agency installations.	DESTROY when superseded.	

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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
314. 368-07	(U) <u>Accident and Fire Reports.</u> Reports of accidents, fires and property damages resulting therefrom, which occur within Agency jurisdiction and are reported to the NSA/CSS Safety Officer. (Excludes automobile accidents or fires involving security matters.)	DESTROY 3 years after last action in file.	
315. 368-08	(U) <u>Facility Correction or Alteration Files.</u> Records pertaining to the correction or alteration of facilities required due to environmental health hazards.	Hold until work is completed, then transfer to NRC and DESTROY when 20 years old.	

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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
<u>369 DESIGN AND CONSTRUCTION DRAWINGS AND RELATED FILES</u>			
<p>These files include drawings, specifications, and related records involving buildings and facilities erected or modified to meet operational and support requirements of this Agency. (GRS-22 relates.)</p>			
316. 369-01	<p><u>(U)Contract Drawings.</u> Original working drawings on which contract negotiations are based.</p>	PERMANENT	<p>Transfer to responsible department or agency activity when building is transferred.</p>
317. 369-02	<p><u>(U)Standard Drawings.</u> Final drawings for standard details and other documents created in their preparation.</p>	PERMANENT	<p>Transfer to responsible department or agency activity when building is transferred.</p>
318. 369-03	<p><u>(U)Project Specifications.</u> Guides for individual construction projects which outline material requirements and explain materials and manufactured items depicted on related drawings.</p>	PERMANENT	<p>Transfer to responsible department or agency activity when building is transferred.</p>
319. 369-04	<p><u>(U)NSA/CSS Structures Construction Files.</u> Files selected for architectural significance:</p>		
	<p>a. <u>Final Working Drawings; "As Built" Drawings; Standard Drawings; and Specifications and Related Records.</u></p>	PERMANENT	<p>Transfer to responsible department or agency activity when building is transferred.</p>
	<p>b. <u>Shop Drawings and Repair and Alteration Drawings.</u></p>	DESTROY when superseded.	
	<p>c. <u>Files, Including Any of the Above, Which Were Submitted to DoD or Congress for Approval of Construction Projects.</u></p>	PERMANENT	<p>Transfer to responsible department or agency activity when building is transferred.</p>

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	<u>370 CRITICAL INTELLIGENCE COMMUNICATIONS SYSTEM (CRITICOMM) FILES</u>		
	<p>(U) These records accumulate from the operation of the NSA/CSS electronic message traffic and cryptographic facility. They include documents showing coordination with communications authorities in the development of electronic communications systems; establishment of reporting systems which will provide operational data on the CRITICOMM system; programs for testing the responsiveness of the CRITICOMM system to the secure transmission of critical intelligence; and electro-mechanical drawings and schematics which support the system.</p>		
320. 370-01	<p><u>(U) Telecommunications Planning Files.</u> A subject file of correspondence, memoranda for the record, and formal documents on the systems reflecting liaison with the Service Cryptologic Elements, other government agencies, and commercial activities in current and future planning for the Cryptologic Community.</p>	Place in inactive file when action is completed. Close inactive file every 2 years and transfer to NCRC. PERMANENT	
321. 370-02	<p><u>(U) Special Projects Files.</u> Correspondence, layouts, schematics, and related papers received or developed in the fulfillment of cryptologic community telecommunications requirements.</p>	Place completed projects in inactive file. Close inactive file every 2 years and transfer to NCRC. PERMANENT	
322. 370-03 (370-19)*	<p><u>(U) CRITICOMM Engineering Projects.</u> Projects reflecting development, installation, maintenance, and improvements in electronic communications.</p>	Place completed projects in an inactive file and transfer to NCRC 5 years after inactivation. PERMANENT	Transfer to NSA/CSS Archives when 20 years old. Transfer to NARA when 25 years old.*
323. 370-04	<p><u>(U) Original and Microfilmed Electro-Mechanical Drawings and Schematics.</u> These files consist of the original drawings and schematics originated by telecommunications engineering staff of NSA/CSS in support of the CRITICOMM System. Also included are the filmed aperture cards of the original drawing with supporting source deck cards arranged by drawing number sequence.</p> <p>a. <u>Original Drawings.</u></p>	After microfilming, place hardcopy in inactive file. Transfer hardcopy to NCRC when of no further reference value. PERMANENT	

* 4/29/2015 Sena
See documentation dated 4/13/2015.

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323. 370-04	b. <u>Aperture Cards.</u>	DESTROY when 5 years old or of no further reference value	DESTROY when 5 years old or of no further reference value
324. 370-05	(U) <u>Copies of Electro-Mechanical Drawings and Schematics.</u> Used by engineers and contractors in the fabrication and modification of CRITICOMM equipment.	DESTROY when modification is made in master drawing/schematic or when of no further reference value. whichever is sooner.	DESTROY when modification is made in master drawing/schematic or when of no further reference value. whichever is sooner.
325. 370-06	(U) <u>CRITICOMM Traffic Control Files.</u> Control Instructions, Daily Status Logs, Traffic Backlog Sheets, additional circuit support logs and circuit seizure logs. Messages, reports and status logs dealing with the control of traffic throughout the CRITICOMM network to assure orderly and rapid flow.	Close annually. DESTROY when 3 years old.	Close annually. DESTROY when 3 years old.
326. 370-07	(U) <u>CRITICOMM Control Report Files.</u> Reports from the CRITICOMM reporting stations dealing with various circuit and traffic situations.	DESTROY when 30 days old.	DESTROY when 30 days old.
327. 370-08	(U) <u>CRITICOMM Circuit Support Files.</u> Defense Communications Agency, Washington logs and Western-Hemisphere logs dealing with the restoration of high priority CRITICOMM circuits.	Close annually. DESTROY when 3 years old.	Close annually. DESTROY when 3 years old.
328. 370-09	(U) <u>CRITICOMM/DCA-Washington Coordination Files.</u> A file containing coordination talk between both controls dealing with CRITICOMM circuit difficulties.	DESTROY when 30 days old.	DESTROY when 30 days old.
329. 370-10	(U) <u>CRITICOMM Advisory Files.</u> CRITICOMM Situation reports, Abnormal Condition reports submitted to the Service Cryptologic Elements and Complete Outage reports. Situation reports generated by CRITICOMM-CONTROL dealing with various statistics and abnormal conditions that affect the CRITICOMM network.	Close annually. DESTROY when 3 years old.	Close annually. DESTROY when 3 years old.
330. 370-11 (376-21) *	(U) <u>Station Background Information, Commercial System and Trunk Changes.</u> These are station folders containing data on each reporting station's communications background, trunk changes and commercial systems.	Place in an inactive file when station deactivated or system eliminated. Transfer to NCRC 1 year after inactivation. PERMANENT	Place in an inactive file when station deactivated or system eliminated. Transfer to NCRC 1 year after inactivation. PERMANENT *

Transfer to NSA/CSS Archives when 20 years old. Transfer to NARA when 25 years old.

115-203
* 4/29/2015 *Sandra*
See documentation dated 4/13/2015.

Four copies, including original, to be submitted to the National Archives

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331. 370-12	<u>(U)Defense Communications Agency and Special Intelligence Network Summary Files.</u> Summary information used for reference purposes.	DESTROY when 5	years old or when of no further reference value, whichever is sooner.
332. 370-13	<u>(U)Valid Critic Files.</u> Reports, messages, statistics, correspondence, etc., of both on-line and off-line transmissions relating to the handling of valid Critical Communications Messages (CRITIC).	Close annually and transfer to NCRC 1 year after closing	DESTROY when 7 years old.
333. 370-14	<u>(U)Exercise CRITIC Files.</u> Reports, messages, statistics, correspondence, etc., of both on-line and off-line transmissions relating to the handling of exercise Critical Communications Messages.	Close annually and transfer to NCRC 1 year after closing	DESTROY when 7 years old.
334. 370-15	<u>(U)CRITIC Collaborator Files.</u> Reports, messages, statistics, correspondence, etc., concerning participation by other than Critical Communications Stations in the Critical Intelligence Program.	Close annually and transfer to NCRC 1 year after closing	DESTROY when 7 years old.
335. 370-16	<u>(U)Reference Publications.</u> JANAP's, ACP's directives, publications, regulations and etc., governing the operations of communications operations, stations and systems. Fixed stations call signs distribution lists.	DESTROY 2 years after the publication is revised or cancelled.	
336. 370-17	<u>(U)Problem and Error Files.</u> Correspondence and messages relating to station problems, systems errors, routing indicator and etc., relating to problems and errors encountered in the operations of communications facilities and systems.	Close when stations are deactivated or systems eliminated. Transfer to NCRC 2 years after closing. DESTROY when 4 years old.	
		<u>All Others</u>	DESTROY when 4 years old. or when of no further reference value.
337. 370-18	<u>(U)Equipment Files.</u> Correspondence and message inquiries relating to communications center processing equipment, BIX, computers, by-pass equipment and related station operational equipment.	Close when equipment is obsolete or removed from the station. DESTROY 2 years after closing.	

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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
338. 370-19	(U) <u>Communications System Projects.</u> Documented information relating to SPINT-COMM, DSSCS, IDDF, AUTODIN, AUTOSEVOCOMM, STRAWHAT and similar electronic communications systems.	OPI Close when project is completed and transfer to NCRC. PERMANENT All Others DESTROY when 5 years old or of no further reference value, whichever is sooner.	
339. 370-20 (370-25)*	(U) <u>Organizations and Systems Communications Files.</u> Messages and correspondence relating to associations with the Whitehouse, special units, JCS, CIA, DEFSMAC, NCS and similar associations.	Close annually and transfer to NCRC 3 years after closing. PERMANENT	* SEE BELOW
340. 370-21	(U) <u>Communications Operations Instructions (COI).</u> Publications and correspondence and suggestions relating to COI's 101, 102, 103, 104, 105.	OPI Close when superseded and transfer to NCRC 5 years after closing. PERMANENT All Others DESTROY when 5 years old or when of no further reference value, whichever is sooner.	
341. 370-22 (370-26)	(U) <u>ALL CRITICOMM Files.</u> Messages and background information relating to all critical communications instructions.	Close when superseded and transfer to NCRC 2 years after closing. PERMANENT	* SEE BELOW
342. 370-23	(U) <u>Special Project Circuit Files.</u> Special Project Circuit cards and total circuit support cards used to determine the utilization of the special on-call OPSCOMM circuits for various NSA elements.	DESTROY when 2 years old.	
343. 370-24	(U) <u>Daily Operational Files.</u> Daily record of events maintained by the controllers of each watch to provide continuous information of all situations.	DESTROY when 2 years old.	

* Transfer to NSA/CSS Archives when 20 years old. Transfer to NARA when 25 years old.

4/29/2015 *See doc*
See documentation dated 4/13/2015.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
344. 370-25	<u>(U)Command Center Alert Files.</u> A file kept on all alerts affecting the world-wide network.	DESTROY when 1	year old.
345. 370-26	<u>(U)CRITICOMM Station Files.</u> Monthly volume reports from each station having CRITICOMM circuits.	DESTROY when 1	year old.
346. 370-27	<u>(U)CRITICOMM Circuit Backup Files.</u> Work-sheets and related papers developed from analysis of monthly volume reports which are used to produce the Monthly CRITICOMM Operational Summary and Directory.	DESTROY 3 months after information is incorporated in the monthly CRITICOMM Operational Summary and Directory.	
347. 370-28 (370-27A)*	<u>(U)Master File of Monthly CRITICOMM Operational Summaries and Directories.</u> <i>Transfer to NSA/CSS Archives when 20 years old. Transfer to NARA when 25 years old.*</i>	OPI Close annually and transfer to NCRC 2 years after closing. PERMANENT All Others DESTROY when 5 years old or when of no further reference value, whichever is sooner.	
348. 370-29	<u>(U)CRITICOMM Circuitry Files.</u> Folders arranged numerically and alpha-numerically by circuit number which show the information data of each CRITICOMM circuit (routing, restoration priority, cryptographic equipment, etc.).	DESTROY 6 months after circuit is deactivated.	
349. 370-30	<u>(U)Board and Committee Files.</u> Related matters pertaining to attendance and projects of committees and boards such as the ad-hoc committee and Military Communications and Electronics Board (MCEB) and etc.	Transfer to NCRC when 2 years old. PERMANENT	
350. 370-31	<u>(U)CRITICOMM Equipment Procurement Files.</u> Technical data, duplicates of official contracts, correspondence, memoranda for the record, and other pertinent information relating to actions taken during the procurement of major CRITICOMM equipments. <i>* 4/29/2015: See documentation dated 4/13/2015.</i>	Place in an inactive file when all contractual actions have been completed. Close inactive file annually and transfer to NCRC 1 year after closing. DESTROY 6 years after final payment on related contract. (ASPR Supp 2: para S2-504)	

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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
<u>372 TELECOMMUNICATIONS SERVICE FILES</u>			
<p>(U) These records reflect the operation of NSA/CSS Telecommunications Operations, which includes: transmission and physical and cryptographic security of Agency communications, controlling and coordinating assignment of Delivery Distribution Indicators and instructional material required for telecommunications within NSA/CSS and other governmental agencies. They reflect: the receipt, control, processing and transmission of outgoing staff messages; the receipt, control routing, reproduction and dissemination of incoming staff messages; operation of the Automatic Message Processing System (AMPS); formulation of message policy, publication of the NSA/CSS Message Manual and related communications management documents.</p>			
	<u>File No.</u>	<u>Title</u>	<u>Disposition</u>
351.	372-01	(U)Telecommunications Center General Information Files. Operating guidelines for handling communications problems or taking action on abnormal situations which arise that are not specifically covered in existing communications operating procedures.	DESTROY individual item when incorporated in appropriate general operating procedures.
352.	372-02	(U)Delivery Distribution Indicator (DDI) Correspondence Files. Memoranda and messages showing currently assigned DDI's. Maintained alphabetically by DDI.	DESTROY individual items or DDI's when superseded.
353.	372-03	(U)Master Routing Information Files. All DSSCS Address Groups (DAGs) and Spot Routing distribution data, with related work aids.	DESTROY individual item when superseded.
354.	372-04	(U)Communications Publications. Registered and non-registered publications of the Army, Navy, and Air Force, maintained for operation of the Communications Center.	DESTROY individual publications when superseded or cancelled.
355.	372-05	(U)Accounting and Reports Files. Reports and other papers reflecting the control of Account #880645.	Close annually. DESTROY when 3 years old.

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<u>File No.</u>	<u>Title</u>	<u>Disposition</u>	
356.	372-06 (U)Telecommunications Center Operations and Special Purpose Procedures. Papers reflecting teleconference support, circuit information, planning for CommCenter expansion, and new equipments. Includes background material developed for publication of CommCenter operations procedures and related memoranda.	DESTROY	1 year after date incorporated in final operational memorandum or procedure.
357.	372-07 (U)Statistics Data Files. Data for the "CRITICOMM Operational Summary," traffic engineering reports, studies for improvement of the system, communications planning and validating requirements for allocated channels, volume of messages and circuit availability data within the NSA/CSS Telecommunications Center.	DESTROY	when essential data is incorporated in the "CRITICOMM Operational Summary," or when of no further reference value.
358.	372-08 (U)Customer Service Work Files. Paper records related to secure transmission receipt and delivery of electrical messages. Includes page copies of communications service and official messages necessary in satisfying complaints arising from non-delivery or delayed delivery of electrical traffic, plus any necessary back-up data.	DESTROY	when 6 months old.
359.	372-09 (U)Computer Listing of all NSA/CSS Messages Originated and Received. These listings are maintained for retrieval purposes and for proof of transmission. (See Series 372-12 for disposition of related tapes.)	DESTROY	when 30 days old.
360.	372-10 (U)Telecommunications Center Technical Files. Correspondence, memoranda, operational summaries, training material, and other data reflecting the handling, processing, distribution, and control of traffic.	Close annually. DESTROY	when 2 years old.

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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
File No.	Title	Disposition	
361. 372-11	(U) <u>Transmittal Logs</u> . These include the the Message Control Logs which provide a record of all incoming and outgoing messages handled by the CommCenter and the Send and Receive Channel Logs showing all outgoing and incoming transmissions handled. They are maintained to provide continuity in send and receive numbers.	DESTROY	when 60 days old.
362. 372-12	(U) <u>Magnetic Tapes of Incoming/Outgoing Messages</u> . Magnetic tapes which include texts of all incoming/outgoing messages.	DEGAUSS or DESTROY when 30 days old. (GRS 20 Part I Item 29)	
363. 372-13	(U) <u>ALDSSCS Files</u> . Messages relating to communications operating procedures and changes within the CRITICOMM system.	DESTROY	when procedures are cancelled, or superseded.
364. 372-14	(U) <u>Telecommunications Center Operational Circuit Files</u> . Copies of all incoming messages relating to operational procedures. Used for reference purposes by CommCenter personnel only.	DESTROY	when 30 days old.
365. 372-15	(U) <u>Message Files (SMIs/SMOs)</u> . Paper copies of incoming and outgoing staff messages, maintained in numerical or subject order. (Formerly #360-04)		
	a. <u>OPI of the Message</u>	Same disposal instructions as for the information in the message.	
	b. <u>Message Control</u>		
	(1) Incoming staff messages.	DESTROY	when 30 days old.
	(2) AMPS formatted outgoing staff messages.	DESTROY	hardcopy when 2 months old.
	(3) Magnetic tape that contains staff messages data.	DEGAUSS	when 30 days old & reuse. (GRS 20 Part I Item 29)
	(4) Manually processed outgoing staff messages.	DESTROY	when 2 months old.
366. 372-16	(U) <u>Telephone Number Assignment Files</u> . These are card files of each individual assigned a telephone number within the Agency. (Formerly #376-11)	DESTROY	when superseded or of no further reference value.

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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
367. 372-17	(U)NSA/CSS Telephone Directory. A directory of all NSA/CSS employees listing both his/her secure and outside telephone numbers, building to which assigned, and organizational designator. (Formerly #376-12)	OPI Retain one master set as a PERMANENT record. All Others DESTROY when superseded, or upon receipt of a new edition.	
368. 372-18	(U)Telephone Locator Files. Mechanized listings of all personnel assigned to the greater Ft. Meade NSA/CSS complex and their organizational designators and secure and outside telephone numbers. Includes data used in preparing the NSA/CSS Telephone Directory. (Formerly #376-13)	DESTROY when superseded.	

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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
	<u>374 TELECOMMUNICATIONS/CIPHONY MAINTENANCE FILES</u>		
	(U) These records reflect the installation, modification, and technical support of telegraphic related equipment for NSA/CSS Communications Centers and certain non-NSA elements. Includes records of maintenance of inside-plant circuitry, improved installation and maintenance standards and techniques, evaluation of new telegraphic systems, and the preparation and revision of instructional publications on telegraphy equipment, including CRITICOMM system equipment, and documents relating to the management and operation of the NSA/CSS telephone systems.		
369. 374-01	<u>(U) Installation Request Files.</u> Requirements and requests of NSA, SCAs, CRITICOMM stations, collaborating agencies and other government agencies for telegraph facilities.	DESTROY	1 year after action completed.
370. 374-02	<u>(U) Equipment Files.</u> Technical specifications and correspondence dealing with particular equipments maintained by the Telegraph Maintenance Activity.	DESTROY	when equipment is no longer maintained.
371. 374-03	<u>(U) Maintenance Support Files.</u> Requests and agreements for telegraph maintenance.	DESTROY	when agreement is terminated or requests are satisfied.
372. 374-04	<u>(U) Machine Reports of Equipment Maintenance.</u> Monthly and aperiodic machine runs reflecting maintenance performed on all equipments.		
	a. <u>Monthly Runs.</u>	DESTROY	when 1 year old.
	b. <u>All Other Runs.</u>	DESTROY	when 6 months old or when of no further reference value, whichever is sooner.
373. 374-05	<u>(U) Ciphony Equipment Replacement Files.</u> Folders containing information on current ciphony equipment, technology, costs, replacement programs, budget estimates, and related policies. (Formerly #376-01)	PERMANENT	
374. 374-06	<u>(U) Telephone Service Request Files.</u> Requests from NSA/CSS organizations for change of telephone service or for new service. (Formerly #376-02)	DESTROY	when 2 years old.

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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
375. 374-07	<u>(U)Cable Plant Drawings.</u> Drawings of telephone cable layouts within NSA/CSS buildings and consumer areas in other governmental spaces, special purpose cable runs, etc. (Formerly #376-03)		DESTROY when associated cable is removed from operation or is modified.
376. 374-08	<u>(U)Telephone Work Orders.</u> (NSA/CSS Form 5239). Instructions showing the telephone installation work to be performed. (Formerly #376-04)		DESTROY 2 years after installation work is completed.
377. 374-09	<u>(U)Toll Call Statements from Telephone Companies.</u> Statements of toll call charges incurred by the Agency, and received from various telephone companies. (Formerly #376-05)		DESTROY when 2 years old.
378. 374-10	<u>(U)Long Distance Telephone Call Records (Machine Reports).</u> A listing compiled by NSA/CSS of all long distance telephone calls made by elements within NSA/CSS. These statements are certified by an authority within each NSA/CSS element as an appropriate change to the government, and then returned to DDT. (Formerly #376-06)		DESTROY when 1 year old.
379. 374-11	<u>(U)Telephone Trouble Reports.</u> Records of technical problems with the NSA/CSS telephone systems. (Formerly #376-07)		DESTROY when 6 months old.
380. 374-12	<u>(U)Telephone Equipment Drawings.</u> Drawings used for the installation of telephone equipment and maintenance of the NSA/CSS telephone systems. (Formerly #376-08)		DESTROY individual drawings when subject equipment is no longer in use.
381. 374-13	<u>(U)Bell Systems Practices.</u> Technical documents published by Bell System for maintenance of equipment maintained by Western Electric. (Formerly #376-09)		DESTROY when superseded.
382. 374-14	<u>(U)Line Records Cards.</u> Records of all telephone numbers installed within the NSA/CSS, cable repairs, room number, organization, etc. (Formerly #376-10)		DESTROY when related telephone is removed or location changed.

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	<u>376 TELEPHONE FILES</u>		
	The following files series were transferred to or consolidated with other files series as previously shown in the Administrative & Management Records Disposition Schedule, dated 21 May 1971.		
383.	376-01 <u>Ciphony Equipment Replacement Files.</u> See files series #374-05.		
384.	376-02 <u>Telephone Service Request Files.</u> See files series #374-06.		
385.	376-03 <u>Cable Plant Drawings.</u> See files series #374-07.		
386.	376-04 <u>Telephone Work Orders.</u> See files series #374-08.		
387.	376-05 <u>Toll Call Statements from Telephone Company.</u> See files series #374-09.		
388.	376-06 <u>Long Distance Telephone Call Records (Machine Runs).</u> See files series #374-10.		
389.	376-07 <u>Telephone Trouble Reports.</u> See files series #374-11.		
90.	376-08 <u>Telephone Equipment Drawings.</u> See files series #374-12.		
91.	376-09 <u>Bell System Practices.</u> See files series #374-13.		
92.	376-10 <u>Line Records Cards.</u> See files series #374-14.		
93.	376-11 <u>Telephone Number Assignment Files.</u> See files series #372-16.		
94.	376-12 <u>NSA Telephone Directories.</u> See files series #372-17.		
95.	376-13 <u>Telephone Locator Files.</u> See files series #372-18.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
This SF-115	records disposition request supersedes Job Numbers as follows: NN-3344 approved 29 August 1960 NN-3484 approved 14 June 1961 NN-163-118 approved 26 March 1963 NN-164-24 approved 24 September 1963 NN-UN-76-1 approved 7 October 1975 NCI-457-78-1 approved 10 November 1977 NCI-457-78-2 approved 11 November 1977 NCI-457-80-1 approved 1 November 1979		

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 50 U.S.C. 402, noting National Security Agency Act of 1959) , which protects from disclosure "information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>