

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	<i>N1-374-89-16</i>
1. FROM (Agency or establishment) <u>Defense Nuclear Agency</u>		DATE RECEIVED	<i>4/5/89</i>
2. MAJOR SUBDIVISION <u>Directorate for Command Services, Asst for Log &amp; Engr</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Support Services Division</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Pauline E. Korpanty</u>	5. TELEPHONE EXT. <u>325-1162</u>		
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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <u>31 Mar 89</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE <u>DNA Records Management Officer</u>
-----------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
<i>4</i> <u>503</u>	<u>SIGNAL</u> <u>PERSONNEL AND COUNTERINTELLIGENCE SECURITY FILES</u> (See attached pages <del>2-4</del> <u>1-3</u> of revised schedule.)	NC1-374-81-23; revised disposition for 504.02 & 504.03; rearrangement & renumbering of 504.04--504.07; added 504.08--504.10	

504

SIGNAL SECURITY FILES. These files relate to signal security and consist of records, reports, and correspondence concerned with cryptosecurity, physical security of COMSEC material, transmission security, electronic security, Red/Black wiring, radiation security (TEMPEST), and COMSEC logistics. Access to cryptographic records, including processing for storage and destruction will be in accordance with appropriate Instructions. All files accumulated through administration of signal security within the Defense Nuclear Agency will be destroyed as indicated in this section. Commanders of organizations which are ordered to be inactivated or which have no further need for COMSEC material or signal security files will, prior to disposition of COMSEC material accounting records, secure authorization from appropriate office of issue to close their account and dispose of holdings. These files accumulate in communications elements at all levels of DNA as well as in selected security units. (Record series 504.02, 504.04, and 504.05 are new items and have been added to the schedule since it was initially approved. (NC1-374-81-23, 504) (NOTE: With the exception of Item 504.06, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.)

504.01 COMSEC SUPPLY CORRESPONDENCE FILES. Documents relating to the routine supply of COMSEC material, such as requests for advice of the status of shipment of COMSEC Aids, requests for reduction in copy count or cancellation in distribution of COMSEC Aids, and requests for disposition of COMSEC Aids. (NC1-374-81-23, 504.01)

**DESTROY WHEN 1 YEAR OLD.**

504.02 DAILY INVENTORY FILES. Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each workday or between shifts.

Proposed Disposition

**DESTROY ON RECEIPT OF THE CERTIFICATION OF VERIFICATION FOR THE PREVIOUS REPORT PERIOD.**

504.03 ACCOUNTING REPORTING FILES. Documents reflecting the receipt, possession, inventory, transfer, destruction and relief from accountability for accountable COMSEC material and documents. Included are destruction, transfer, inventory and possession reports, document vouchers, certificates of verification, relief from accountability, and related routine COMSEC accounting correspondence. (NC1-374-81-23, 504.03)

a. Change of custodian transfer reports and possession reports:

**DESTROY WHEN 1 YEAR OLD.**

b. Other documents:

**DESTROY WHEN 2 YEARS OLD.**

504.04 CRYPTO-AREA REGISTER FILES. Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.

Proposed Disposition

**DESTROY AFTER 1 YEAR. CUT OFF EACH SHEET AT THE END OF EACH CALENDAR YEAR.**

504.05 SIGNAL SECURITY APPROVAL FILES

- a. Requests for--
  - (1) Approval to establish, alter, expand, or relocate a facility.
  - (2) Exceptions to provisions of AR 530-4.
  
- b. Included are--
  - (1) Questionnaires.
  - (2) Reports of approval.
  - (3) Related papers.

Proposed Disposition

- a. Approving offices:

**DESTROY 1 YEAR AFTER RECEIPT OF RELATED SUPERSEDING APPROVAL OR AFTER CLOSING OF ACCOUNT OR FACILITY.**

~~504.06 SIGNAL SECURITY (SIGSEC) INSPECTION FILES. Inspection reports and related correspondence, such as a cryptofacility inspection, Red/Black wiring inspection, TEMPEST test report, periodic command inspection, and similar inspections. (NC1-374-81-23, 504.06)~~

- a. Inspecting offices:

**DESTROY 1 YEAR AFTER RECEIPT OF RELATED SUPERSEDED INSPECTION OR AFTER CLOSING OF ACCOUNT OR FACILITY, WHICHEVER IS EARLIER.**

- b. Inspected offices:

**DESTROY ON RECEIPT OF RELATED SUPERSEDING INSPECTION OR UPON CLOSING OF ACCOUNT OR FACILITY, WHICHEVER IS EARLIER.**

~~504.07 ALLOCATION FILES. Documents reflecting allocation of COMSEC material held for distribution (NC1-374-81-23, 504.07)~~

~~a. Allocation cards:~~

~~DESTROY 1 YEAR AFTER FINAL DISTRIBUTION OF ALL MATERIAL TO WHICH THE FORM RELATES.~~

~~b. ADP printouts:~~

~~DESTROY AFTER VERIFICATION OF ALLOCATION RECORD.~~

~~504.08 COMSEC MATERIAL DISTRIBUTION REPORTING FILES. Documents submitted to DNA COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material). (NC1-374-81-23, 504.08)~~

~~DESTROY WHEN 1 YEAR OLD. EARLIER DISPOSAL IS AUTHORIZED IF FILES HAVE SERVED THEIR INTENDED PURPOSE.~~

~~504.09 SYSTEM STATUS FILES. Documents maintained by the Communications Security (COMSEC) National Inventory Control Point (NICP) relating to the procurement and issuance of individual items of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material. (NC1-374-81-23, 504.09)~~

~~a. Documents related to COMSEC material other than Aids:~~

~~DESTROY IN CFA 6 MONTHS AFTER OBSOLESCENCE OF THE RELATED SYSTEM.~~

~~b. Documents related to COMSEC Aids:~~

~~DESTROY WHEN 2 YEARS OLD OR WHEN MATERIAL INVOLVED IS SUPERSEDED OR REMOVED FROM THE SYSTEM, WHICHEVER IS FIRST.~~

~~504.10 TRANSACTION FILES. An ADP or EAM produced record of COMSEC accounting transactions which shows receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material. (NC1-374-81-23, 504.10)~~

~~a. COMSEC NICP and ACCOR:~~

~~DESTROY WHEN 2 YEARS OLD.~~

~~b. CFOR and other offices:~~

~~DESTROY WHEN 1 YEAR OLD.~~