

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-374-81-23
DATE RECEIVED	8 OCT 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-21-80 Date	<i>Phed McKare</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)	Defense Nuclear Agency
2. MAJOR SUBDIVISION	Personnel/Administration Directorate
3. MINOR SUBDIVISION	Administrative Services Division
4. NAME OF PERSON WITH WHOM TO CONFER	Pauline E. Korpany
5. TEL EXT	N 325-7058

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
SEP 24 1980	<i>Pauline E. Korpany</i>	Records Administrator
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
504 (504)	<p>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.</p> <p>504.01 (504-02) 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.</p> <p style="text-align: center;">Destroy when 1 year old.</p>	12 items

Per ink changes made with DNA concurrence

Closed Out: 10-24-80: K.T.D. Copied to Agency

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
504.02 (504-05)	<p><u>ACCOUNTING REPORTING FILES.</u> 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.</p> <p>Change of custodian transfer reports and possession reports: Destroy when 1 year old.</p> <p>Other documents: Destroy when 2 years old.</p>		
504.03 (504-08)	<p><u>SIGNAL SECURITY INSPECTION FILES.</u> Inspection reports and related correspondence, such as a cryptofacility inspection, Red/Black wiring inspection, TEMPEST test report, periodic command inspection, and similar inspections.</p> <p>Inspecting offices: Destroy 1 year after receipt of related superseding inspection or after closing of account or facility, <i>whichever is earlier.</i></p> <p>Inspected offices: Destroy on receipt of related superseding inspection or upon closing of account or facility, <i>whichever is earlier.</i></p>		
504.04 (504-13)	<p><u>ALLOCATION FILES.</u> Documents reflecting allocating of COMSEC material held for distribution.</p> <p>Allocation cards: Destroy 1 year after final distribution of all material to which the form relates.</p> <p>ADP printouts: Destroy after verification of allocation record.</p>		
504.05 (504-15)	<p><u>COMSEC MATERIAL DISTRIBUTION REPORTING FILES.</u> 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).</p> <p>Destroy when 1 year old. Earlier disposal is authorized if files have served their intended purpose.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
504.06 (504-16)	<p>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.</p> <p>Documents related to COMSEC material other than Aids: Destroy in CFA 6 months after obsolescence of the related system.</p> <p>Documents related to COMSEC Aids: Destroy when 2 years old or when material involved is superseded or removed from the system, whichever is first.</p>		
504.07 (504-17)	<p>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.</p> <p>COMSEC NICP and ACCOR: Destroy when 2 years old.</p> <p>CFOR and other offices: Destroy when 1 year old.</p>		