

Request for Records Disposition Authority

Records Schedule Number **DAA-0457-2015-0002**

Schedule Status **Approved**

Agency or Establishment **National Security Agency/Central Security Service**

Record Group / Scheduling Group **Records of the National Security Agency/Central Security Service**

Records Schedule applies to **Agency-wide**

Schedule Subject **Polygraph Files**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0457-2015-0002

Sequence Number

1

Polygraph Files

Disposition Authority Number: DAA-0457-2015-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Polygraph Files</p> <p>Disposition Authority Number DAA-0457-2015-0002-0001</p> <p>Examiners' data, question sheets, notes, polygraph charts, and related records resulting from polygraph examinations, to include Polygraph Technical Report, which in accordance with DoDI 5210.91 dated August 12, 2010; Incorporating Change 1, Effective October 15, 2013 includes, but is not limited to, the technical report, recordings of physiological test data, identity of the examinee, and the purpose for which examination was conducted. Test questions and results, including relevant admissions, examiner notes and observation, quality control observations and instructions may also be included. Additionally, if an interpreter is used during the examination, the report shall include a translation of test questions.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-457-07-001 / 340-18</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Retain locally while active. Close inactive files annually.</p> <p>Transfer to Inactive Storage Transfer inactive files to NCRC 3 years after closing.</p> <p>Retention Period Destroy 35 year(s) after closing.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/13/2015	Certify	NSA One	NSA User	NSA - NSA
10/28/2015	Submit for Concurrency	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2015	Approve	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program