

Request for Records Disposition Authority

Records Schedule Number **DAA-0457-2017-0003**

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 **Major Subdivision**

Major Subdivision **Strategic Plans and Policy**

Schedule Subject **Pre-Publication Review Files**

Internal agency concurrences will be provided **No**

Background Information **This revision distinguishes different retention periods between the Permanent record (agency or mission-related items) category and the Temporary record category (not agency or mission-related items)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

0002

Outline of Records Schedule Items for DAA-0457-2017-0003

Sequence Number	
1	Pre Publication Review Files
1.1	High Profile Pre-Publication Review Files. Disposition Authority Number: DAA-0457-2017-0003-0001
1.2	Routine Pre-Publication Review Files Disposition Authority Number: DAA-0457-2017-0003-0002
1.3	Pre-Publication Resume Files Disposition Authority Number: DAA-0457-2017-0003-0003

Records Schedule Items

Sequence Number	
1	<p>Pre Publication Review Files This revision of a previously authorized category (N1-457-89-1) entitled the same, further distinguishes between items identified as permanent versus temporary record categories.</p>
1.1	<p>High Profile Pre-Publication Review Files.</p> <p>Disposition Authority Number DAA-0457-2017-0003-0001</p> <p>Material related to the agency's current or past mission or is related in way to predecessor missions and activities, or is otherwise of a high-profile nature. High-profile is defined as material developed by: existing and former agency senior leadership (defined as the NSA Director, Deputy Director, heads of the Directorates, or those acting on their behalf); material that is subject of congressional, judicial, executive branch inquiry, investigation, or litigation; material that becomes the subject of nationwide media coverage; and, material that results in a change to NSA mission. This may include conference papers, speeches, university papers, and information being prepared for release by former and current agency employees.</p> <p>Final Disposition Permanent</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when review is complete</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1993</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p>

1.2

Routine Pre-Publication Review Files

Disposition Authority Number **DAA-0457-2017-0003-0002**

Documents of a more routine nature, such as job descriptions and biographies. Includes all pre-publication review that are not related to the agency's mission or activities, but are submitted as contingent to pre-publication requirements, and does not meet the criteria for inclusion in item 0001. Does not include resume files, which are covered by a separate disposition authority.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year. Maintain inactive files for one year after cut off.**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Required and Received**

1.3

Pre-Publication Resume Files

Disposition Authority Number **DAA-0457-2017-0003-0003**

Resumes of current and former agency employees reviewed prior to public release and related supporting documentation for approval or denial of release either for employment or training opportunities or as biographical details provided for other external forums or entities.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-457-11-002 / 1**

Disposition Instruction

Cutoff Instruction

Cutoff upon completion of review

Retention Period

Destroy 25 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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
03/31/2017	Certify	NSA One	NSA User	NSA - NSA
09/20/2018	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
09/21/2018	Submit For Certification	NSA One	NSA User	NSA - NSA
09/21/2018	Certify	NSA One	NSA User	NSA - NSA
03/05/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
03/18/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/18/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/19/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist