

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0457-2017-0004

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0457-2017-0004**  
Schedule Status                      **Returned Without Action**

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                      **(b)(3)**  
Schedule Subject                      **Resume - Pre-Publication Review File**  
Internal agency concurrences will be provided      **No**

Background Information              **To adjust the retention period for a record category currently authorized by the National Archives and Records Administration.**

### Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

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## Outline of Records Schedule Items for DAA-0457-2017-0004

| Sequence Number |   |
|-----------------|---|
| 1               | Resume - Pre-Publication Review File  |
| 1.1             | Resume - Pre-Publication Review File<br>Disposition Authority Number: DAA-0457-2017-0004-0001 |

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## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Resume - Pre-Publication Review File</b><br/>The revised retention period is adjusted from 40 years to 25 years and fully supports the agency's need to access this information, while alleviating the burden of maintaining this record beyond that business need.</p>   |
| 1.1             | <p><b>Resume - Pre-Publication Review File</b><br/>Disposition Authority Number      <b>DAA-0457-2017-0004-0001</b></p> <p><b>Includes resumes of current and former employees of the Agency reviewed prior to public release and related supporting documentation for approval or denial of release either for employment or training opportunities or as bibliographic details provided for other external forums or entities.</b></p> <p><b>Final Disposition                      Temporary</b></p> <p><b>Item Status                              Withdrawn</b></p> <p><b>Is this item media neutral?            Yes</b></p> <p><b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          No</b></p> <p><b>Disposition Instruction</b></p> <p><b>Cutoff Instruction                      Retain as active files for 3 years.</b></p> <p><b>Transfer to Inactive Storage          Transfer inactive files to Records Management for continued retention.</b></p> <p><b>Retention Period                      Destroy when 25 years old.</b></p> <p><b>Additional Information</b></p> <p><b>GAO Approval                          Not Required</b></p> |

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## 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  |
| 07/19/2017 | Return Without Action | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |

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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 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/>