

Request for Records Disposition Authority

Records Schedule Number **DAA-0457-2017-0005**
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 **Civil Liberties, Privacy and Transparency (CLPT) Office**
Schedule Subject **Civil Liberties, Privacy and Transparency Office Correspondence and Complaints Files**

Internal agency concurrences will be provided **No**

Background Information **In accordance with the Privacy Act of 1974, the National Security Agency/Central Security Service (NSA/CSS) is proposing to establish this new system of records that will be used to manage the receiving and addressing of individuals' inquiries, complaints, comments or other correspondence sent to the NSA/CSS Civil Liberties, Privacy and Transparency Office (CLPT).**

The system will contain information from the receipt and processing of unsolicited inquiries, complaints, comments or other correspondence sent to the NSA/CSS CLPT. The records under this new system of records are not already maintained under records disposition schedule items elsewhere.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

0002

Outline of Records Schedule Items for DAA-0457-2017-0005

Sequence Number	
1	Complaints and Related Correspondence Disposition Authority Number: DAA-0457-2017-0005-0001
2	Actionable Inquiries, Comments or other Correspondence Disposition Authority Number: DAA-0457-2017-0005-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 417 938 453">Complaints and Related Correspondence</p> <p data-bbox="365 470 1153 506">Disposition Authority Number DAA-0457-2017-0005-0001</p> <p data-bbox="365 523 1498 740">Records related to complaints and allegations of abuses of civil liberties and privacy by NSA/CSS. These complaints are submitted by employees and/or members of the general public. Complaints are reviewed by staff, and relevant ones are referred to other offices within NSA/CSS for action. Records include the complaint as well as related correspondence and documentation, such as the formal referral to other NSA/CSS offices for action.</p> <p data-bbox="365 757 926 793">Final Disposition Temporary</p> <p data-bbox="365 810 860 846">Item Status Active</p> <p data-bbox="365 863 827 900">Is this item media neutral? Yes</p> <p data-bbox="365 917 811 1038">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 data-bbox="365 1076 670 1112">Disposition Instruction</p> <p data-bbox="365 1129 1219 1166">Cutoff Instruction Cutoff at the resolution of action.</p> <p data-bbox="365 1183 1177 1219">Retention Period Destroy 5 year(s) after cut off</p> <p data-bbox="365 1257 665 1293">Additional Information</p> <p data-bbox="365 1310 954 1347">GAO Approval Not Required</p>
2	<p data-bbox="365 1368 1161 1404">Actionable Inquiries, Comments or other Correspondence</p> <p data-bbox="365 1421 1153 1457">Disposition Authority Number DAA-0457-2017-0005-0002</p> <p data-bbox="365 1474 1498 1549">Records of inquiries, comments, or other non-complaint correspondence that are actionable by CLPT.</p> <p data-bbox="365 1566 926 1602">Final Disposition Temporary</p> <p data-bbox="365 1619 860 1655">Item Status Active</p> <p data-bbox="365 1672 827 1708">Is this item media neutral? Yes</p> <p data-bbox="365 1725 811 1847">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 data-bbox="365 1885 670 1921">Disposition Instruction</p>

Cutoff Instruction	Cutoff at the resolution of action.
Retention Period	Destroy 1 year(s) after cut off
Additional Information	
GAO Approval	Required and Received

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
10/25/2017	Certify	NSA One	NSA User	NSA - NSA
02/25/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
02/25/2019	Submit For Certification	NSA One	NSA User	NSA - NSA
02/25/2019	Certify	NSA One	NSA User	NSA - NSA
02/25/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
02/27/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/28/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/04/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist