

Request for Records Disposition Authority

Records Schedule Number **DAA-0457-2018-0002**
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 **Major Subdivision**
Major Subdivision **Security and Counterintelligence**
Schedule Subject **Security Forensic Investigative Files**
Internal agency concurrences will be provided **No**

Background Information **This is an addition to the Security Files category to support investigative activities.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001, 0002

Outline of Records Schedule Items for DAA-0457-2018-0002

Sequence Number	
1	Security Forensic Investigative Files
1.1	Security Forensics Investigative Files - No Action Required Disposition Authority Number: DAA-0457-2018-0002-0001
1.2	Security Forensics Investigative Files - Action Required Disposition Authority Number: DAA-0457-2018-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Security Forensic Investigative Files Records created and/or obtained to identify, explain, mitigate and/or refute potential security risks and/or threats as well as any sensitive or classified information compromises discovered during the course of security examinations. Records may include data obtained from restricted items owned by the U.S. Government or an individual that are voluntarily turned over or confiscated on Federal property after being brought into secure government spaces. Records may include but are not limited to: * Snapshot or facsimile of material downloaded for review by security * Digital forensic copy, partial copy or data extraction from evidentiary material * Investigators' initial and deliberative notes * Internal reports and findings.</p>
1.1	<p>Security Forensics Investigative Files - No Action Required Disposition Authority Number DAA-0457-2018-0002-0001</p> <p>Cases Which Do Not Require Administrative and/or Criminal Proceedings</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Retain while examination is active. Cut off upon completion of examination and reporting mechanisms have been completed.</p> <p>Retention Period Destroy immediately after end of adjudication or receipt of final notification or receipt of final notification, or when no longer needed for agency business, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
1.2	<p>Security Forensics Investigative Files - Action Required</p>

Disposition Authority Number **DAA-0457-2018-0002-0002**

Cases Resulting in Administrative and/or Criminal Referrals

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 **Retained while referral process is active.**

Retention Period **Destroy 1 year(s) after closure of any administrative
or criminal proceedings, or when no longer needed
for agency business, whichever is later.**

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
11/29/2018	Certify	NSA One	NSA User	NSA - NSA
07/18/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/12/2019	Submit For Certification	NSA One	NSA User	NSA - NSA
08/12/2019	Certify	NSA One	NSA User	NSA - NSA
11/22/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
12/09/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/09/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/11/2019	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist