

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-457-05-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-457-07-001.

Date Reported: 08/27/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**The dossiers that are located on NARA@Work are for the use of NARA staff only. These files have not been reviewed for public release, and should not be shared with the public. If a NARA staff member wants to provide the public with a copy of a dossier they must submit their request to the FOIA Officer, Office of General Counsel.**

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
National Security Agency

2. MAJOR SUBDIVISION  
(b)(3)

3. MINOR SUBDIVISION  
(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER  
(b)(3)

5. TELEPHONE  
(b)(3)

**LEAVE BLANK (NARA use only)**

JOB NUMBER NI-457-05-1

DATE RECEIVED 6/22/05

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 6/21/05 ARCHIVIST OF THE UNITED STATES  
[Signature]

**6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested

DATE 17 June 05 (b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3.	337 Employee Assistance Service (EAS) Case Records. Case records compiled by counselors, questionnaires completed by patients, questionnaires completed by private counselors to whom clients are referred, and related reports.		
1.	337-01 NSA/CSS Employees, Military, Integrees, and Assignees from Other Agencies Client Cases.  A. Current Individual Records. Retain locally. Transfer to NCRC 3 years after case closure. Destroy after 5 years.  B. Separated Individual Records. Retain locally. Transfer to NCRC 1 year after date of separation or retirement. Destroy after 5 years.  C. Transferred Individual Records. Transfer to new employing agency only upon written request of employee. Ensure all records are complete before transfer. Destroy after 5 years if record is not transferred.		
2.	<del>337-02 Counselor Referral Records. Records of counselors to whom cases are referred will be destroyed at the same time that the counselors are removed from the referral list.</del>	Deletion made per telecon of 10/17/05 between David A. Langhart and (b)(3)	

SA 10/26/05 copies sent to agency

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/>