

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
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
N1-457-05-3

DATE RECEIVED
8/22/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
11/4/06

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 2 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
9 August 05

(b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
M12-1 A, B, C 1.	<p>336-02 Clinical Psychology Case Files. Name folders containing documents accumulated as a result of applicant processing, subsequent psychological evaluations and other related documents.</p> <p>A. NSA Civilian Employee Cases.</p> <p>1. Current Civilian Employee Records. Retain locally until separation. [Redacted]</p> <p>2. Separated Civilian Employee Records. Transfer to NCRC. Destroy 75 years after employee's DOB; 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after separation, whichever is later. [Redacted]</p> <p>3. Transferred Civilian Employee Records. Transfer to new employing agency upon request of new agency or employee. Remove items of temporary nature and ensure all records are complete before transfer. Records not transferred follow disposition as stated for Separated Civilian Employee Records. See CFR 5 Part 293.306 for more information. [Redacted]</p>	<p>N1-457-89-3, Item 72</p> <p>N1-457-95-1, Item 1</p>	

24 11/10/06 copies sent to Agcy, NARA

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>B. Military Assignees, Integrees, Assignees from other Agencies, and Contractor Cases.</p> <p>Retain locally. Transfer to NCRC after 2 years. Destroy 30 years after the date of last psychological evaluation.</p> <p>[REDACTED]</p> <p>C. Non-hired Applicant Psychological Evaluations. Psychological evaluations of individuals applying for employment with NSA as a civilian employee.</p> <p>1. Who are not hired and are not denied for cause. Transfer to NCRC. Destroy after 5 years.</p> <p>2. Who are not hired and are denied for cause. Transfer to the NCRC for 25 years after which files should be returned to OPI for subsequent review and determination. [REDACTED]</p> <p>(NOTE: Any personnel security files may be otherwise retained beyond routine retention periods for reasons of national security at the recommendation of the Associate Director of Security and Counterintelligence.)</p>		

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/>