

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-457-08-1	DATE RECEIVED 4/21/08
1. FROM (Agency or establishment) National Security Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Information Policy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5. TELEPHONE (b)(3)	DATE 1-13-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>

**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 6 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 <b>6 MAR 08</b>	SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	TITLE Associate Director for Community Integration, Policy and Records
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	The Sigint Disposition schedule has been updated to be more in-line with NSA/CSS's business processes, in addition to separate out the files series exemptions and the FOIA exemptions by category to make review more efficient. This new condensed schedule will prepare NSA/CSS to move forward with our electronic records management program.		
2.	This schedule authorizes the agency to apply the approved disposition instructions to records in any medium. Permanent records will be preserved in accordance with applicable NARA regulations and guidance.		

<u>NO.</u>	<u>TITLE AND DESCRIPTION</u>	<u>DISPOSITION</u>
ITEM 1 (200-01)	<p><b><u>SIGINT Operational Data Other Than Serialized Intelligence:</u></b> Intercepted communications, including cipher and plain text, which are slated for processing/exploitation. This includes any voice, data or video and related records.</p> <p><b>For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.</b></p>	<p><b>TEMPORARY.</b> Retain for use so long as data may be of intelligence interest or potentially useful in analytic research. Review every year for destruction. (NC1-457-90-1)</p> <p>EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.</p>
ITEM 2 (200-02)	<p><b><u>SIGINT Product:</u></b> Serialized Communication Intelligence (COMINT), Electronic Intelligence (ELINT) or Foreign Instrumentation Signals Intelligence (FISINT) report/ records issued to customers that are originated or received by NSA/CSS.</p> <p><b>This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.</b></p>	<p><b>PERMANENT.</b> Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old. (NC1-457-90-1)</p>

ITEM 3  
(200-03)

**SIGINT Operational Analysis Information and Records:** Includes requirements, directives, tasking messages, reports, reference files, working aids and papers, instructions, informal technical notes, manuals, technical exchange letters, handbooks, dossiers, listings, glossaries, collateral documents, procedure files, evaluation plans, specific documentation portraying steps, processes, tables, devices, and/or others means employed in SIGINT development, cryptanalysis, signals analysis or traffic analysis of target communications.

**For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.**

**PERMANENT.** Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after ~~30~~ years. *20 years.\** Transfer to the National Archives and Records Administration when ~~50~~ *25\** years old. (NC1-457-90-1)

**EXCEPTION -** Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

ITEM 4  
(200-04)

**SIGINT Cryptanalysis Methodologies:** Records related to the analysis of encrypted and/or enciphered information/data.

**For Freedom of Information purposes this category of records is an exempt operational file unless residing in the NSA/CSS Archives. This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.**

**PERMANENT.** Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 30 years. Transfer to the National Archives and Records Administration when 50 years old. (NC1-457-90-1)

*\* 4/29/2015: Sca  
See documentation dated  
4/13/2015.*

ITEM 5  
(200-05)

**SIGINT Collection Methods**: This category relates to the acquisition, processing, analysis, reporting, and forwarding of intercepted target communications.

**For Freedom of Information purposes, a record in this category is an exempt operational file unless residing in the NSA/CSS Archives.**

**TEMPORARY.** Place individual items in an inactive file when of no further current operational value. Close inactive files annually and transfer to NSA/CSS Records Center. Review every 5 years for destruction. (NC1-457-90-1)

**EXCEPTION** - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

ITEM 6  
(200-06)

**SIGINT Policy and Program Records:** These files contain information related to SIGINT relationships, SIGINT collection terms and definition, technical documents, SIGINT product distribution lists, background materials, studies, reports, establishing SIGINT projects, and official administrative and technical documentation establishing Foreign Partner relations and operations.

**PERMANENT.** Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after ~~30 years~~ *20 years\**. Transfer to the National Archives and Records Administration when ~~30~~ *25\** years old.  
(NC1-457-90-1)

**This category of records is File Series Exempt from automatic declassification, under Executive Order 12958 as amended.**

EXCEPTION - Any data that contains, or could contain, U.S. person information has legal ramifications. There are strict timelines for retention of this data, and it must be handled in accordance with USSID SP0018, including Annex A, Appendix 1; DoD 5240.1-R; and any special minimization procedures that govern the retention of that data. For data collected pursuant to the Foreign Intelligence Surveillance Act (FISA) or Protect America Act (PAA), retention may only be done in accordance with the minimization procedures for that data.

*\*12-19-16: Meredith A. Cohen  
See documentation dated  
4-13-2015.*

ITEM 7  
(200-07)

**SIGINT Tasking/Targeting Analysis:**

Information/data that document the exchange of SIGINT material with collaborating centers, copies of validated SIGINT requirements, documentation reflecting the acquisition, receipt, source control, distribution/location, obsolescence status of SIGINT material, distribution lists, and publications on the latest trends in collection.

**TEMPORARY.** Place individual items in an inactive file when of no further current operational value. Close inactive files annually and transfer to NSA/CSS Records Center. Review every 5 years for destruction. (NC1-457-90-1)

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DispAuthNo.	Item #	Title	Updated Disposition	ACNR Notes	Approx Vol	Beg Date	Format
N1-457-08-1	200-03	SIGINT Analysis Information and Records	PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 20 years. Transfer to NARA when 25 years old.	Reduction from 50 years.	520	1898	Textual
N1-457-08-1	200-06	SIGINT Policy and Program Records	PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 20 years. Transfer to NARA when 25 years old.	Reduction from 50 years.			Textual

\* Note: sheet updated to reflect accidental omission of item 200-06, which was part of original NSA request

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DispAuthNo.	Item #	Title	Updated Disposition	Change
N1-457-08-1	200-03	SIGINT Analysis Information and Records	PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to the NSA/CSS Archives after 20 years. Transfer to NARA when 25 years old.	Reduction from 50 years.

UNCLASSIFIED

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/>