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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-457-12-01 | DATE RECEIVED 1/12/12 |
| 1. FROM (Agency or establishment) National Security Agency | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION (b)(3) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 (b)(3) | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER (b)(3) | 5. TELEPHONE (b)(3) | DATE 02-02-2012 | ARCHIVIST OF THE UNITED STATES <i>Paul M. [Signature]</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 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 **6 Jan 2012** (b)(3)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 300-02 | <p>Visitor File. This file contains information concerning foreign and domestic visitors. Data includes date of last visit, country of origin, position, date of birth, reason for visit, security clearances, agency or country.</p> <p>TEMPORARY. Retain in Director's staff office while operationally useful. Transfer inactive files to the NCRC. Destroy when 25 years old.</p> | N1-457-88-3 | |

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/>