

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-457-13-02

DATE RECEIVED
1/19/2013

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
05 Jan 13 [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 _____ 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: 11 JAN 2013

SIGNATURE OF AGENCY REPRESENTATIVE: (b)(3)

TITLE: (b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
330.42	<p>Succession Management Files. Correspondence, performance appraisals, and other documentation gathered, reviewed and relied upon to garner decisions by a Human Resources-empowered Career Development Board in conjunction with the Succession Management at the Agency. This process which, along with job elements and standards, will be used to ensure that the process of building a leadership pipeline to prepare Agency employees are appropriately trained and prepared for possible assignment to senior agency leadership positions upon completion of this process. This leadership development process will be duly supported by appropriate developmental opportunities such as rotational assignments, long-term training, JOA assignments, etc. plus other records relating to the development of standards for classification of positions peculiar to the agency. Candidates are reviewed and placed within the pipeline development process which can be for a period of at least 3 years and no more than 5 years before completion.</p> <p>1. Candidates successfully finished the pipeline process: (TEMPORARY. Destroy records 5 years after completion of the program.)</p> <p>2. Candidates that are removed from the pipeline process: (TEMPORARY. Destroy records 5 years after removal from the program.)</p> <p>3. Candidates not accepted in to the pipeline process: (TEMPORARY. Destroy records 7 years after last action taken on the application).</p> <p>* Correspondence, copies of performance appraisals and other personnel-related records, and other documentation gathered...</p> <p>(See email of 9/11/13 - SP)</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/>