

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 **5. TELEPHONE**
(b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-457-14-01

DATE RECEIVED
10/18/13

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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**
8/4/14 WITHDRAWN

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 **SIGNATURE OF AGENCY REPRESENTATIVE** **TITLE**
10/7/2013 (b)(3) (b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
301-16	<p>Adjustment to further define high-level official calendar items, as noted in GRS-23-5 (Item C): Previous subsections A & B are not affected and therefore removed at this time for review.</p> <p>Schedules of Daily Activities. Documenting recording activities (i.e., meeting notes, telephone calls by Federal Employees while serving in an official capacity whether created and maintained in hard copy or electronic form. Such items include: Calendars, appointment books, schedules, logs, diaries, telephone calls, trips, visits, EXCLUDING materials determined to be personal. (formerly 301-20; GRS-23-5)</p> <p>C. Calendars, programs or hardcopy appointment books at the Senior Leadership Team level including Director NSA/CSS; Deputy Director, NSA/CSS; Executive Director, NSA/CSS; Chief of Staff NSA/CSS; Deputy Chief, CSS; Director SID; Director IAD; Director, BMI; Director Research; Director Technology; Director NTOC; Director NSOC; Director NCSC; Director FAD; and NSA General Counsel, wherever kept, containing schedules and activities which record meetings and appointments giving attendee, contact, time, and place information. Additional documentation used to facilitate the appointment and/or discussions referenced or attached to an electronic calendar and are substantive in nature to the overall awareness of the appointment are to be retained.</p> <p>PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to National Archives and Records Administration when 40 years old.</p>	GRS-23-5	<p align="center">WITHDRAWN</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/>