

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION

INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION

OFFICE OF HISTORY AND ARCHIVES

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

(b)(3)

LEAVE BLANK

JOB NO.

N1-457-88-5

DATE RECEIVED

6/15/88

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/13/89
Date

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

(b)(3)

6/15/88

7.

ITEM NO.

(With Inclusive Dates or Retention Periods)

JOB NO.

ACTION TAKEN

TRAINING ORGANIZATION (E)

234 ITEMS TOTAL

32 ITEMS PERMANENT

PERMANENT RECORD MEDIA INCLUDES PAPER, MICROFORM,
VIDEO TAPE, SLIDES, VIEW GRAPHS, AND MAGNETIC
DISK.

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES
APPRAISAL MEMO DATED JULY 25, 1988.

PERMANENT SERIES WILL BE TRANSFERRED TO THE
NATIONAL ARCHIVES AFTER 50 YEARS IF DECLASSIFIED.

SERIES STILL CLASSIFIED AFTER 50 YEARS WILL BE
RE-REVIEWED EVERY 10 YEARS UNTIL DECLASSIFIED.

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**NSA RECORDS DISPOSITION
SCHEDULE FOR
E
EDUCATION AND
TRAINING ORGANIZATION**

NT-45788-5

Declassified and Approved for Release by NSA on 10-18-2018 pursuant to E.O. 13526

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NSA RECORDS DISPOSITION
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NSA RECORDS DISPOSITION
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INTRODUCTION

NSA RECORDS DISPOSITION SCHEDULES

WHAT ARE RECORDS DISPOSITION SCHEDULES?

Records disposition schedules provide for the proper disposition of an agency's records. Schedules list and describe the records generated by a Federal agency and provide guidance on how long records are to be maintained. As defined in 44 USC 30 "records" include all books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of physical form or characteristic made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business. Federal law mandates that the head of each agency submit to the Archivist of the United States record schedules proposing the disposition of that agency's records. The schedules provide for the prompt destruction of temporary records and for the permanent retention and preservation of records which illustrate and document the organization, functions policies, decisions, procedures, operations, or other activities of the agency, or which contain informational data of an historical nature.

WHY NSA HAS RECORDS DISPOSITION SCHEDULES

NSA's Records Disposition Schedules are designed to provide for and to simplify the appropriate disposition of Agency records and to aid Agency officials in gaining intellectual control over the increasing amount of information generated by the Agency. Designed to reflect the records actually produced, used, or stored by each Agency Key Component, the proper application of these schedules will ensure that NSA complies with the Federal Records Act, the Privacy Act, and the Freedom of Information Act. Furthermore, the schedules, if properly implemented, will provide a cost effective, efficient management program for the Agency's information by drastically reducing duplication and the unnecessary storage of paper records.

Traditional schedules have dealt with records on a generic basis. In general, these schedules concentrated on paper records and ignored or dismissed the growing volume of electronically produced and stored information. Consequently, most schedules quickly became dated and virtually unusable as the records described in the schedules and the records maintained in agency offices did not correspond. The new schedules attempt to remedy these problems by identifying and describing in detail the specific records of each Key Component. The schedules reflect all records – paper, microform, or electronically generated, compiled, used, or maintained by each Key Component. They are uniquely designed for each Key Component.

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WHAT INFORMATION IS CONTAINED IN THE SCHEDULES?

Each schedule contains a list of the data bases or files generated or used by each Key Component. The description of each data base or file includes:

1. the title
2. a narrative description of the contents
3. the inclusive date span of the information contained in the data base or file
4. the physical location
5. the storage media
6. the volume of material created or held by the office per year (for paper files the volume is given in cu. ft., for data bases the volume is given in sectors, tracks, or the number of characters)
7. the highest classification of the inclusive material
8. the approved disposition
9. the disposition number.

For data bases the description also includes information on the hardware and the software required to run them.

HOW TO USE THE SCHEDULES

For the proper disposition of a data base or file locate the appropriate office in the Table of Contents, identify the data base or file, and apply the approved disposition. If a file is permanent retire it to the NSA Archives using the disposition number from the schedule. If you have records that are scheduled for destruction you may retire them to the NSA Records Center prior to their destruction date and the Records Center will handle the disposition or you may dispose of them yourself at the appropriate time. Records retired to the NSA Records Center must have a specific destruction date. If the schedule does not indicate a specific date call the NSA Records Center and the T54 staff will provide one. For the disposition of records not covered by the schedules contact T54, The Office of Archives and Records, and fill out a Standard Form 115.

The schedules are produced in loose leaf form to facilitate changes as they occur in the record keeping practices of the offices. New pages will reflect additions, deletions, or changes in the description and will be issued periodically. Future generations of the schedules will be available on-line with updates made by the Key Components following approval by T54 and the National Archives. This will ensure greater accuracy and currentness.

HOW TO RETIRE RECORDS

In order to retire noncurrent records – paper, microform, or audio-visual, to the NSA Records Center for temporary or permanent storage the office records monitor needs to follow the following procedures.

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(1) Call the Records Center (972-2295) to ascertain if storage space is presently available and to receive a unique accession control number for the material being retired.

(2) Prepare a triplicate Form 02295 for each series of records being retired. The office records monitor must assure that the proper disposition number from the Records Disposition Schedule is noted on the form. Please follow those instructions carefully. One form should be prepared for each series of records being retired.

(3) Follow the proper procedures for forwarding classified materials.

(4) Deliver to nearest NSA mail center for forwarding to the NSA Records Center via the NSA courier service.

Retirement requirements for special records (audio-visual, microform, electronic) are different because of the perishability of the media. The Code of Federal Regulations requires that permanent microform records be stored on silver halide process microform. A master copy of permanent audiovisual records (video tapes, audio tapes, etc.) should be sent as soon as possible to the NSA Archives to ensure their preservation. Permanent text files stored on floppy disks should be printed out in hard copy before retirement to the NSA Archives. The NSA Archives is at present not equipped to handle electronic records. Current handling procedures (SAB 3, OPI) should be followed in the interim.

REFERENCE SERVICE ON RETIRED RECORDS

Retired records are held in the NSA Records Center for the period of time prescribed in the NSA Records Disposition Schedules. During this period the records are available for loan or reference. Permanent records will be held indefinitely by the NSA Archives. They will be processed and made available for Agency reference purposes upon their arrival at the NSA Archives. After 30 years T54 archivists will review them and remove duplicative and extraneous materials. Requests for loans of retired records may be made by telephone or in writing to T541. The requester should know the accession control number as shown in Form 02295 in order to request records. The loan period is 30 days. Records may also be reviewed at the NSA Records Center by appointment.

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

Federal law requires the Director of the National Security Agency to establish safeguards against the unlawful removal or loss of agency records, and to make known to NSA personnel the penalties provided for the unlawful removal or destruction of such records. 44 USC 3106 provides that the Director, with the assistance of the Archivist of the United States, initiate action through the Attorney General for the recovery of records believed to be unlawfully removed from the

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Agency. 44 USC 3314 also states that no records of the United States Government may be altered or destroyed except as stipulated under 44 USC Chapter 31. Penalties for the willful and unlawful destruction, damage, or alteration of Federal records are stipulated in the U.S. Criminal Code (18 USC 2071).

OFFICIAL AND PERSONAL RECORDS

Records and papers of a private or nonofficial nature which pertain only to an individual's personal affairs but are maintained in a Federal office must be clearly designated as nonofficial and will at all times be filed and maintained separately from the official records of the office. In cases where matters requiring the transaction of official business are received in private correspondence, the portion of such correspondence pertaining to official business must be extracted and made a part of the official record. The definition of official records includes any materials generated or received in pursuance of Federal law or in connection with the transaction of public business. Correspondence designated "personal," "private," etc., but which pertains to the conduct of public business, is an official record subject to the provisions of Federal law. Official records are public records and belong to the office not the individual.

Questions regarding Agency records, official records, the schedules, or the transfer of records to the NSA Archives should be addressed to T54, The Office of Archives and Records.

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CONTENTS

Title

Introduction

NSA Mission Statement

TRAINING ORGANIZATION

Mission Statement

E Records

- Reports File

- Travel File

- Regulation File

- Security File

- Projects File

- Miscellaneous File

- Personnel File

- Communications File

- Contractor Information File

- Transmittals and Receipts File

- Periodical Requests File

- National Cryptologic Training Facility File

E1 REQUIREMENTS AND SUPPORT DEPARTMENT

Mission Statement- E1

E1 Records

- National Cryptologic School Course Catalog

- CY and CS Course Data Base

- E1 RQMTS Data Base

- Subject Files

- Office Administration File

- Serial File

- Training Support File

E106 NSA FIELD AND SPECIAL TRAINING STAFF

E106 Records

- Field Training Support File

- Third Party Actions File

- Adjunct Faculty Data Base

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E11 NSA/CSS SIGINT SYSTEMS REQUIREMENTS

E11 Records

- Training Management File
- TRAILS Data Base

E12 REGISTRATION AND EXTERNAL TRAINING

E12 Records

- Subject File
- USSID 505 File
- Personnel File
- Course Catalog File
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E121 REGISTRATION AND RECORDS

E121 Records

- FY Summary File
- Special Requests File
- Data Report File
- FY Schedule File
- Academic Review Board File
- Historical Training Listings File
- Grade Certificates File
- OPM Reports File
- Transcripts File
- Employee Data Processing System
- SCHOOLMASTER Data Base
- Requirements File

E122 EXTERNAL TRAINING

E122 Records

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- College Catalogs File
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- E5824 File (External Training)
- Miscellaneous File
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E16 MILITARY CRYPTOLOGIC TRAINING DIVISION

E16 Records

- Military Cryptologic Administrative/Historical Files

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E2 TECHNOLOGY AND MEDIA DEPARTMENT

E2 Records

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- Missions and Functions File
- Administrative File

E21 TRAINING TECHNOLOGY AND OFFICE AUTOMATION DIVISION

E21 Records

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- Equipment Inventory Data Base
- Software Inventory Data Base
- Mission and Functions File
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E22 EDUCATIONAL RESOURCES

E22 Records

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- Budgeting File
- Inspections and Investigations File
- Management File
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E221 LEARNING CENTERS BRANCH

E221 Records

- Resource Materials for Personal Computers
- Miscellaneous Resource Materials File
- Language Courses File
- Administrative File
- Office Automation Course Material
- Cryptanalysis Course Materials
- Signals Analysis Course Materials
- E22 Training and Educational Resources Manual
- Linguistics Course Materials File
- Course Exams and Master Copies File
- Cryptologic Management Course Materials File
- General Management Course Materials File

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- Mathematics Course Materials File
- Intelligence Skills Course Materials File
- Communication Skills Course Materials File
- Computer Security Course Materials File
- Area Studies Course Materials File
- Computer Science and Applications Course Materials File
- Resources Management Course Materials File
- Resource Video Tapes File
- Safety and First Aid Course Materials
- Tests/Keys File
- NCS Learning Center Working Aids File
- IBM PC Resources File
- Office Skills Course Materials File
- Physical Science Course Materials File
- E22 Resource Catalog File
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E223 Records

- Student Rosters File
- Course Materials for Students File
- Reference File
- Correspondence Course Catalog File
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- Extension Services Tests File
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E23 TELEVISION CENTER

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- NCS Television Catalog File
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E3 LANGUAGE AND TARGET STUDIES DEPARTMENT

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- Personnel File
- Resources Management File
- Regulatory Documents File
- Correspondence File

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Message File
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E312 CORE AND SPECIALIZED CURRICULUM

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 Slavic Language Courses File

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 Correspondence File
 Keylists File
 Personnel Actions File
 Administrative File
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 Programs File
 Course Information Data Base

E322 AFRICAN, SW ASIAN, AND MIDDLE EASTERN BRANCH

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E323 ROMANCE AND GERMANIC BRANCH

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 Machine Assisted Translation System (MATS) Data Base

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E324 EAST ASIAN BRANCH

E324 Records
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E325 CHINESE BRANCH

E325 Records
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E33 LANGUAGE RESEARCH AND TARGET STUDIES DIVISION

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E331 EDUCATIONAL TECHNOLOGY AND SUPPORT BRANCH

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Equipment Inventory Data Base

E332 TARGET STUDIES BRANCH

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E333 TESTING AND METHODOLOGIES BRANCH

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Xerox Star Classified Network
Linguistics Course Materials File

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E43 MULTI-DISCIPLINED CRYPTOLOGIC SKILLS DIVISION

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E52 HARDWARE AND MAINTENANCE

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E53 SOFTWARE AND COMPUTER OPERATIONS

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E54 SIGNALS AND SYSTEMS OPERATIONS

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Student Data Data Base

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- Safety and First Aid Curriculum File
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E63 SYSTEMS ACQUISITION MANAGEMENT

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E7 MANAGEMENT AND EVALUATION DEPARTMENT

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E72 RESOURCES MANAGEMENT SUPPORT

E72 Records

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- Resources Management Support File

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Programming Management Support File

E72 RESOURCES MANAGEMENT SUPPORT

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- Resources Management Support File

E73 ADMINISTRATIVE AND PERSONNEL SUPPORT

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NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
NSA/CSS

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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

Pursuant to the Presidential directives of 24 October 1952, which declare that Communications Intelligence (COMINT) and Communications Security (COMSEC) are national responsibilities, the Department of Defense established, by directive, the National Security Agency to succeed the Armed Forces Security Agency. The National Security Council added Electronic Intelligence (ELINT) to NSA's national mission in 1958.

In accordance with Presidential directives and pursuant to the National Security Act of 1947, the National Security Council issued National Security Council Intelligence Directive (NSCID) No. 9, dated 29 December 1952, and the National COMSEC Directive, dated 20 October 1953, which defined the NSA COMINT and COMSEC missions respectively. ELINT functions were first recognized in NSCID No. 17, dated 16 May 1955. The original COMINT and ELINT directives were superseded by and combined into NSCID No. 6, "Communications Intelligence and Electronics Intelligence," dated 15 September 1958. NSCID No. 6 was updated on 17 February 1972 and retitled "Signals Intelligence." The COMSEC directive of 1953 was updated on 25 April 1957, on 26 August 1968, and again on 20 June 1979. The SIGINT and COMSEC directives name the Secretary of Defense as executive agent for the conduct of SIGINT and COMSEC activities and direct that the SIGINT and COMSEC missions be carried out in response to guidance from the National Foreign Intelligence Board (NFIB) and the National Communications Security Committee (NCSC), respectively.

In accordance with the provisions of NSCID No. 6, the Secretary of Defense established the Central Security Service (CSS) under the Director, NSA. The Secretary of Defense provided for the National Security Agency/Central Security Service (NSA/CSS) by promulgating DoD Directive S-5100.20 dated 23 December 1971. He approved the NSA/CSS Organization Plan on 14 April 1972 to implement that directive. The NSA/CSS is a separately organized agency within the Department of Defense under the direction, authority, and control of the Secretary of Defense. It is subject to the provisions of Department of Defense directives and procedures to the extent that they are applicable and consistent with its missions and functions. Major components of the NSA/CSS are the National Security Agency (NSA) and the Service Cryptologic Elements (SCEs) of the Military Departments. Under the NSA/CSS, SIGINT resources are unified but decentralized. The NSA is the management, operational tasking, analytical and production arm of the system and the SCEs are the field arm. The Director, NSA/Chief, CSS exercises operational control of the collection effort through the Deputy Chief, CSS and the SCE Commanders. The NSA operates a number of special field collection facilities, but the primary field collection effort is conducted by the SCEs.

In January 1983, the Secretary of Defense approved having the Director, NSA, perform the collateral duty of Director, Joint Special Studies Group (JSSG). The Director, JSSG is responsible for conducting classified studies under the direction of the Joint Chiefs of Staff.

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In September 1984, NSDD-145 expanded the authority of the Secretary of Defense as the Executive Agent of the Government for COMSEC to include telecommunications and automated information systems security. NSDD-145 established the Director, NSA as the National Manager to act as the operating arm of the Executive Agent.

PURPOSE

The resources of the National Security Agency/Central Security Service are organized for the accomplishment of two national missions:

a. The Signals Intelligence (SIGINT) mission is to provide an effective, unified organization and control of all SIGINT collection and processing activities of the United States, and to produce SIGINT in accordance with objectives, requirements, and priorities established by the Director of Central Intelligence with the advice of the National Foreign Intelligence Board.

b. The Information Security (INFOSEC) mission encompasses two major activities: (1) The Communications Security (COMSEC) mission is to implement protective measures to deny unauthorized persons national security-related, including sensitive but unclassified, information derived from telecommunications and to also prevent these persons from disrupting or causing the deception of such communications. Measures included within COMSEC are cryptosecurity, transmission security, emissions security, physical security, and technical security. (2) The Computer Security (COMPUSEC) mission is to implement protective measures designed to prevent deliberate or inadvertent unauthorized access, disclosure, acquisition, manipulation, modification, or loss of information contained in automated systems used within the Department of Defense, other Government Agencies and the private sector. DoD Directive 5215.1, dated 25 October 1982, established the DoD Computer Security Evaluation Center (CSEC), provided policy, and assigned responsibilities for the technical evaluation of computer system and network security, and related technical research.

ORGANIZATION

~~(C)~~ The Director, NSA/Chief, CSS is assisted in the management and direction of NSA/CSS by a principal Deputy Director, NSA, and a Deputy Chief, CSS. His organization includes seven Deputy Directors for specific functional areas, two Assistant Directors, a Chief of Staff, an Inspector General, a General Counsel, a Chief Scientist, and the Director's Senior Council.

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ASSISTANT DIRECTOR FOR EDUCATION AND TRAINING
TRAINING DIRECTOR, NSA/CSS
COMMANDANT, NATIONAL CRYPTOLOGIC SCHOOL
CRYPTOLOGIC TRAINING MANAGER

The Assistant Director for Education and Training (ADET) serves as the Commandant, National Cryptologic School (CNCS), the Training Director, National Security Agency/Central Security Service (TDNC) and the Cryptologic Training Manager (CTM). The CNCS is responsible for providing cryptologic and cryptologic-related training to NSA/CSS personnel assigned to headquarters and field elements, and to satisfy specific Second and Third Party requirements. The TDNC is the principal executive for the Director, National Security Agency/Chief, Central Security Service (DIRNSA/CHCSS) in matters related to Cryptologic Training System (CTS) responsibilities. The CTM is responsible for ensuring the technical adequacy and appropriateness of foreign language training conducted for military cryptologic personnel.

Primary functions include:

1. Serving as the principal executive for DIRNSA/CHCSS in matters related to cryptologic training;
2. Managing the National Cryptologic School (NCS);
3. Serving as the management authority for training matters in support of cryptologic systems;
4. Serving as the NSA/CSS senior representative for audio-visual activities; and
5. Providing timely and effective technical support (as defined in USSID 601) to the CTS Schools as well as to field components of the USSS (NSA and CSS/service field cryptologic units).

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Reports File

This file contains copies of incoming NSA reports and NCS Weekly Activities Reports.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E-1

Travel File

This file contains information on travel policy, travel messages, vouchers, and forms.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 2 years thereafter. (GRS 9-4a)
DISPOSITION NO.: E-2

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Regulation File

This file contains Agency regulation changes, additions, and deletions.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded or rescinded.
DISPOSITION NO.: E-3

Security File

This file contains security information received from M5, visitor request forms, special access information, and related information.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E-4

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Projects File

This file contains information on current National Cryptologic School projects.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: E-5

Miscellaneous File

This file contains information on the WANG system, furniture, NSA support services and other miscellaneous subjects.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 3 years thereafter.
DISPOSITION NO.: E-6

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Personnel File

This file contains new, up-to-date information from the Office of Personnel, PERSGRAMS, E employee files, personnel summary forms, and billet information.

DATE SPAN: 1986 to Present

LOCATION: E

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel files: Destroy 1 year after separation or transfer of employee (GRS 1-18a)
B. All other records: Destroy when superseded or no longer needed for operations.

DISPOSITION NO.: E-7A and E7B

Communications File

This file contains outgoing correspondence signed by ADT, D/ADT and EXEC/E, as well as incoming correspondence from other NSA elements, and incoming and outgoing messages.

DATE SPAN: 1966- 1988

LOCATION: E

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy 5 years thereafter.

DISPOSITION NO.: E-8

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Contractor Information File

This file contains information, pamphlets, and brochures on contractors that the National Cryptologic School deals with or contractor facilities that ADT, D/ADT, or EXEC/E have visited.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy after 5 years.
DISPOSITION NO.: E-9

Transmittals and Receipts File

This file contains records of outgoing packages and information on wrapping and packaging materials.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E-10

UNCLASSIFIED

UNCLASSIFIED

Periodical Requests File

This file contains copies of request forms for periodicals, books, and magazines, as well as up-to-date information on how to submit these forms.

DATE SPAN: 1986 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: A. Periodical requests: Destroy when 3 months old. (GRS 23-4)
B. All other records: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E-11A and E-11B

National Cryptologic Training Facility File

This file contains project supporting data on the scheduled FY-90 National Cryptologic Training Facility military construction program.

DATE SPAN: 1987 to Present
LOCATION: E
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Review after 5 years. Destroy when no longer needed for operations.
DISPOSITION NO.: E-12

UNCLASSIFIED

UNCLASSIFIED

E1

REQUIREMENTS AND SUPPORT DEPARTMENT

UNCLASSIFIED

~~SECRET~~

E1

REQUIREMENTS AND SUPPORT DEPARTMENT

The Chief, Requirements and Support Department, is responsible to the Assistant Director for Training (ADT) for Registrar and National Cryptologic School (NCS) requirement processing functions.

Primary functions include:

1. Maintaining academic records, providing information and Registrar services for the NCS, and administering the NSA/CSS external training programs;
2. Providing, in the person of the Registrar, the NCS Academic Policy Officer; the Executive Secretary of the Council of Learned Organizations; and the Executive Secretary of the Cryptologic Literature Review Board;
3. Conducting preliminary analysis of all incoming training requirements for the NCS;
4. Maintaining the NCS Training Requirements Tracking System;
5. Participating in the planning, programming, and budgeting of the NCS training programs;
6. Providing training support to headquarters, NSA/CSS field stations;
7. Serving as the focal point for NSA/CSS field activities and Second and Third Party cryptologic training matters and developing and coordinating training plans;
8. Receiving, processing, and tracking Second and Third Party cryptologic training requirements;
9. Providing initial processing of SIGINT system training requests;
10. Ensuring training support planning and execution for new SIGINT systems;
11. Monitoring contractor-developed training for adequacy;
12. Attending Third Party conferences as the representative of the ADT; and
13. Assisting the ADT in his role as the Training Director, NSA/CSS (TDNS), in coordinating the activities of the Cryptologic Training System (CTS) and providing assistance and technical advice to CTS elements.

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~SECRET~~

UNCLASSIFIED

National Cryptologic School Course Catalog

This publication file is used to generate annual hard copy versions of the NCS course cataloge. The catalog pages are generated on a Xerox 6085/Documenter Computer and then sent to Y16 for publicatione

DATE SPANe	1965 to Present
LOCATIONe	E1
STORAGE MEDIAe	Paper, Floppy Disk, Magnetic Tape
HARDWARE;	PC/Mainframe (WINDMILL)e, Xerox 6085/Documenter Computer
SOFTWAREe	Custom/Super Bee
VOLUMEe	3.5 cu. ft., 6 floppy disks, 1 magnetic tape
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN
DISPOSITIONe	A. Hard Copye Permanente Retire to NSA Archives when no longer needed for operationse B. Magnetic Tape and Floppy Diskse Destroy when no longer needed for operations.
DISPOSITION NOe:	E1-1A and B

UNCLASSIFIED

UNCLASSIFIED

CY and CS Course Data Base

This file contains information on courses in cryptography and COMSEC, including announcements, acceptance notices, rosters, and other administrative work.

DATE SPAN: 1987 to Present
LOCATION: E1
STORAGE MEDIA: Floppy Disk
HARDWARE: PC
SOFTWARE: M204
VOLUME: 13 floppy disks
CLASSIFICATION: TOPSECRET,NOFORN
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E1-2

UNCLASSIFIED

UNCLASSIFIED

E1 RQMTS Data Base

This data base is used to track, store, manipulate, and retrieve data on E1 training requirements.

DATE SPAN: FY 1977 to Present
LOCATION: E1
STORAGE MEDIA: Hard Disk
HARDWARE: DD 7000T (Flagship)
SOFTWARE: Multics Relational Data Store (PL/1)
VOLUME: 1 disk pack
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E1-3

Subject Files

This file contains ADT guidance, as well as records on a variety of subject areas including Joint Programs, Corporate Management Reviews, and Academic Review Boards.

DATE SPAN: 1983 to Present
LOCATION: E1
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E1-4

UNCLASSIFIED

UNCLASSIFIED

Office Administration File

This file relates to everyday office administration subjects such as time and attendance, travel requests, awards, and personnel matterse

DATE SPANe	FY 1985 to Present
LOCATIONe	E1
STORAGE MEDIAe	Paper
VOLUMEe	20 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSTIONE	Cut off annually by fiscal yeare Destroy 2 years thereafter. (GRS-23-1)
DISPOSITION NOe:	E1-5

Serial File

This file contains office memos, messages, and external letterse

DATE SPANe	FY 1987 to Present
LOCATIONe	E1
STORAGE MEDIAe	Paper
VOLUMEe	1.5 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSITIONe	Cut off annually by fiscal yeare Destroy 5 years thereaftere
DISPOSITION NOe:	E1-6

UNCLASSIFIED

UNCLASSIFIED

Training Support File

This file contains training regulations, historical data on training, and training program documentation.

DATE SPAN: 1972 to Present
LOCATION: E1
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Retire to NSA Archives after 5 years.
DISPOSITION NO.: E1-7

UNCLASSIFIED

UNCLASSIFIED

E106

NSA FIELD AND SPECIAL TRAINING STAFF

UNCLASSIFIED

Field Training Support File

This file contains messages, memoranda, and related data reflecting actions taken in support of training for NSA personnel in field locations.

DATE SPAN: 1984 to Present
LOCATION: E106
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 3 years thereafter or when no longer active, whichever is later.
DISPOSITION NO.: E106-1

Third Party Actions File

This file consists of incoming and outgoing messages, memoranda, and related data showing actions in support of Third Party activities. File is subdivided by country.

DATE SPAN: 1984 to Present
LOCATION: E106
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD NOFORN
DISPOSITION: A. Policy, meetings, conferences and related files: Permanent. Retire to NSA Archives after 5 years.
B. Administrative records: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E106-2A and E106-2B

UNCLASSIFIED

Adjunct Faculty Data Base

This data base contains names, locations, names of courses certified to teach, and dates of rotation for all adjunct faculty members at field location.

DATE SPAN: 1987 to Present
LOCATION: E106
STORAGE MEDIA: Floppy Disk
HARDWARE: PC
VOLUME: 72 logical records
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO: E106-3

UNCLASSIFIED

UNCLASSIFIED

E11

NSA/CSS SIGINT SYSTEMS REQUIREMENTS

UNCLASSIFIED

UNCLASSIFIED

Training Management File

This file contains project folders for all new systems acquisitions requiring training support under NSA Circular 25-5, Systems Acquisition Management.

DATE SPAN: 1975 to Present
LOCATION: E11
STORAGE MEDIA: Paper
VOLUME: 375 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Retire to NSA Records Center after 5 years. Destroy when 10 years old.
DISPOSITION NO.: E11-1

TRAILS Data Base

This data base is used to track training actions related to NSA Circular 25-5, Systems Acquisition Management.

DATE SPAN: 1975 to Present
LOCATION: E11
STORAGE MEDIA: Floppy and Hard Disks
HARDWARE: PC
SOFTWARE: D Based II & Plus
VOLUME: 10 million bytes
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E11-2

UNCLASSIFIED

UNCLASSIFIED

E12

REGISTRATION AND EXTERNAL TRAINING

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains memoranda, reports, and letters for E12 generated by its Branches.

DATE SPAN: 1985 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E12-1

USSID 505 File

This directive contains shipping and mailing address information for areas associated with NSA.

DATE SPAN: 1987 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 3 in.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E12-2

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains personnel information on all individuals assigned to E12, including subjects such as promotions, new assignments, awards, and performance appraisals.

DATE SPAN: UNAVAILABLE
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee (GRS 1-18a)
DISPOSITION NO.: E12-3

Course Catalog File

This file contains copies of course catalogs and other information pertaining to courses offered at the National Cryptologic School.

DATE SPAN: 1965 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 25 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, revised, or rescinded.
DISPOSITION NO.: E12-4

UNCLASSIFIED

UNCLASSIFIED

Senior Cryptologic Courses File

This file contains records pertaining to all Senior Cryptologic Courses such as applications, clearances, rosters and related information.

DATE SPAN: 1972 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 20 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E12-5

Correspondence File

This file contains incoming and outgoing correspondence, reports, and memoranda reflecting the mission and actions of Registration and External training.

DATE SPAN: 1986 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E12-6

UNCLASSIFIED

UNCLASSIFIED

E121

REGISTRATION AND RECORDS

UNCLASSIFIED

UNCLASSIFIED

FY Summary File

This file contains a summary of training by department, language, and digraph per fiscal year.

DATE SPAN: 1978 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E121-1

Special Requests File

This file contains a yearly collection of procedures used or programs written to retrieve financial, training, and statistical data from the Employee Data Process System (EDPS) in response to special requests from NSA/CSS organizations, DoD, and other external agencies.

DATE SPAN: 1978 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually, destroy when no longer needed for operations.
DISPOSITION NO.: E121-2

UNCLASSIFIED

UNCLASSIFIED

Data Report File

This file contains financial, statistical, and training data by NSA/CSS organizations and course categories collected quarterly and at the end of the year.

DATE SPAN: 1978 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually, destroy when no longer needed for operations.
DISPOSITION NO.: E121-3

FY Schedule File

This file contains schedules of National Cryptologic School Courses by fiscal year.

DATE SPAN: 1978 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, obsolete or revised.
DISPOSITION NO.: E121-4

UNCLASSIFIED

UNCLASSIFIED

Academic Review Board File

This file contains reports of the Academic Review Board concerning academic qualifications of military students.

DATE SPAN: 1970 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E121-5

Historical Training Listings File

This file contains listings of all individuals who take National Cryptologic School (NCS) courses or are sponsored by NCS for external or college courses. The listings are by name and course and are replaced with an updated listing annually.

DATE SPAN: 1987 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy upon receipt of annual updated listing.
DISPOSITION NO.: E121-6

UNCLASSIFIED

UNCLASSIFIED

Grade Certificates File

This file contains individual registration and record cards (Grey Cards) for all studentse

DATE SPAN: 1952 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 16 cue fte
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annuallye Destroy after 5 yearse
DISPOSITION NO.: E121-7

OPM Reports File

This file contains National Cryptologic School actual reports of training activities that are sent to the Office of Personnel Management in DODe

DATE SPAN: FY 1970 to Present
LOCATION: E121
STORAGE MEDIA: Paper
VOLUME: 20 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised or obsoletee
DISPOSITION NOe: E121-8

UNCLASSIFIED

UNCLASSIFIED

Transcripts File

This file contains letters on individual training records, including, course numbers and descriptions, completion data, course length, and course grade information that are sent to various colleges for credit.

DATE SPAN: FY 1986 to Present
LOCATION: E121
STORAGE MEDIA: Paper, Lexitron Disk
HARDWARE: Lexitron
SOFTWARE: Proprietary
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E121-9

Employee Data Processing System (EDPS)

This data base contains the official training record for both Agency and non-Agency personnel who have taken National Cryptologic School Courses.

DATE SPAN: 1952 to Present
LOCATION: E12
STORAGE MEDIA: Hard Disk
HARDWARE: Flannel (Carillon)
SOFTWARE: M 204
VOLUME: 500,000 logical records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E121-10

UNCLASSIFIED

UNCLASSIFIED

SCHOOLMASTER Data Base

This data base is the mechanized registration system used by the National Cryptologic School.

DATE SPAN: 1986 to Present
LOCATION: E12
STORAGE MEDIA: Hard Disk
HARDWARE: ADMIN (Flannel)
SOFTWARE: M 204
VOLUME: 100,000 logical records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy data after 5 years.
DISPOSITION NO.: E121-11

Requirements File

This file contains training requirements for all National Cryptologic School courses offered each fiscal year.

DATE SPAN: 1978 to Present
LOCATION: E12
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or no longer needed for operations.
DISPOSITION NO.: E121-12

UNCLASSIFIED

UNCLASSIFIED

E122

EXTERNAL TRAINING

UNCLASSIFIED

UNCLASSIFIED

College Bills File

This file contains bills from all colleges and universities relating to training and credit for National Cryptologic School enrollees.

DATE SPAN: FY 1988 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E122-1

College Catalogs File

This file contains catalogs from various colleges and universities.

DATE SPAN: 1984 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E122-2

UNCLASSIFIED

UNCLASSIFIED

DD 1556 File

This file covers approvals for training for all colleges and universities covering all career fields.

DATE SPAN: 1980 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 44 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 10 years thereafter.
DISPOSITION NO.: E122-3

E 5824 File (External Training)

This file contains requests for all short, technical courses covering all career fields.

DATE SPAN: 1985 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 68 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 10 years thereafter.
DISPOSITION NO.: E122-4

UNCLASSIFIED

UNCLASSIFIED

Miscellaneous File

This file contains training agreements, travel requests, approved vendor 1556s, and related items concerning external training.

DATE SPAN: 1987 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E122-5

Regulatory File

This file contains copies of policy messages, National Cryptologic School letters, guidance on travel and training, and other related records.

DATE SPAN: 1984 to Present
LOCATION: E122
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E122-6

UNCLASSIFIED

UNCLASSIFIED

E16

MILITARY CRYPTOLOGIC TRAINING

UNCLASSIFIED

UNCLASSIFIED

Military Cryptologic Administration/Historical File

This file contains incoming and outgoing letters, memoranda, correspondence, reports, and studies relating to requirements for military cryptologic training, funding, programming actions, and budget planning. Also included are supporting operational directives, circulars, and USSIDs.

DATE SPAN: 1980 to Present

LOCATION: E16

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Reports, studies, OPI regulations, and related records pertaining to military training requirements: Permanent. Retire to NSA Archives when no longer needed for operations.

B. General Administration Files: Cut off annually. Destroy 5 years thereafter.

C. Non-OPI Regulatory Records: Destroy when superseded, revised, rescinded, or obsolete.

DISPOSITION NO.: E16-1A, ~~E16-1B~~, ~~E16-1C~~

UNCLASSIFIED

UNCLASSIFIED

E2

TECHNOLOGY AND MEDIA DEPARTMENT

UNCLASSIFIED

E2
TECHNOLOGY AND MEDIA DEPARTMENT

The Chief, Technology and Media Department, is responsible to the Assistant Director for Training (ADT) for all NSA/CSS audiovisual activities; research, application and implementation of advanced technologies in support of the National Cryptologic School (NCS) and Cryptologic Training System (CTS); developing and administering a program of instructor education courses; providing School-wide support for office automation; operating the NCS Learning Center/Extension Services complex; administering the Instructional Television Program; providing graphic arts support to the School; and providing special programs for training of employees in the New Employee Program.

Primary functions include:

1. Serving as principal advisor to the ADT for all NSA/CSS audiovisual activities;
2. Administering the NCS Learning Centers and Self-Paced Instruction/Extension Services Program;
3. Administering the Instructional Television Program;
4. Operating the NSA Television Center;
5. Developing and presenting the Instructor Education Curriculum;
6. Researching and implementing advanced technologies in support of NCS and CTS training;
7. Providing School-wide support for office automation;
8. Providing School-wide graphic arts support; and
9. Participating in the planning, programming and budgeting of NCS activities.

UNCLASSIFIED

Regulatory Documents File

This file contains copies of Agency manuals, directives, and other regulatory documents.

DATE SPAN: 1983 to Present
LOCATION: E2
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E2-1

Missions and Functions File

This file contains mission and functions statements for the Technology and Media Department as well as inputs into the FOCUS plan for training.

DATE SPAN: 1984 to Present
LOCATION: E2
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Cut off annually. Retain 5 years and thereafter destroy.
DISPOSITION NO.: E2-2

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains personnel and other general administrative information for in-house purposes.

DATE SPAN:	1983 to Present
LOCATION:	E2
STORAGE MEDIA:	Paper
VOLUME:	4 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Cut off annually. Destroy 2 years thereafter. (GRS 23-1)
DISPOSITION NO.:	E2-3

UNCLASSIFIED

UNCLASSIFIED

E21

TRAINING TECHNOLOGY AND OFFICE AUTOMATION DIVISION

UNCLASSIFIED

UNCLASSIFIED

Software Repository File

This file contains software used for research, training, and development, as well as related documentation.

DATE SPAN: UNAVAILABLE
LOCATION: E21
STORAGE MEDIA: Floppy disk/Paper
VOLUME: 54 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E21-1

Equipment Inventory Data Base

This data base contains information on technology based equipment used in or for training related activities. The information consists of type of equipment, location, ID numbers, and the responsible department.

DATE SPAN: July 1986 to Present
LOCATION: E21
STORAGE MEDIA: Floppy Disk
HARDWARE: Wang Alliance
SOFTWARE: Visual Memory
VOLUME: 3 5-1/4" floppy disks
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E21-2

UNCLASSIFIED

UNCLASSIFIED

Software Inventory Data Base

This data base is used to support personal computer projects and research in the National Cryptologic School.

DATE SPAN: November 1986 to Present
LOCATION: E21
STORAGE MEDIA: Hard Disk
HARDWARE: PC
SOFTWARE: PF files
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: E21-3

Mission and Functions File

This file contains mission and functions statements for Training Technology and Office Automation.

DATE SPAN: April 1986 to Present
LOCATION: E21
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, rescinded, revised or when obsolete.
DISPOSITION NO.: E21-4

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains personnel and other general office administration information for in-house purposes.

DATE SPAN: April 1986 to Present
LOCATION: E21
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter. (GRS 23-1)
DISPOSITION NO.: E21-5

Education Curriculum File

This file contains master print material, course control documents, student handouts, media transparencies and slides, course material stored on floppy disks, and related records.

DATE SPAN: 1972 to Present
LOCATION: E21
STORAGE MEDIA: Paper/Floppy Disks
VOLUME: 218.5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when no longer needed for operations. (See retirement instructions in introduction regarding any applicable special records.)
B. All other records: Destroy when superseded, revised, rescinded, or when obsolete.
DISPOSITION NO.: E21-6A and E21-6B

UNCLASSIFIED

UNCLASSIFIED

E22

EDUCATIONAL RESOURCES

UNCLASSIFIED

UNCLASSIFIED

Office Administration File

This file contains information on E22 personnel and office equipment and supplies.

DATE SPAN: 1987 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 23-1)
DISPOSITION NO.: E22-1

Budgeting File

This file contains E22 budget estimates.

DATE SPAN: 1984 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: .6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E22-2

UNCLASSIFIED

UNCLASSIFIED

Inspections and Investigation File

This file contains records concerning inspections and investigations relating to safety and security matters.

DATE SPAN: October 1987 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: .6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 18-11)
DISPOSITION NO.: E22-3

Management File

This file contains information on E22 data automation, forms management, missions and functions, and courier services used.

DATE SPAN: 1986 to Present
LOCATION; E22
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E22-4

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains time and attendance, overtime, performance, promotion, and other information for each E22 employee.

DATE SPAN: 1985 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: CLASSIFIED
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E22-5

Procurement File

This file contains information on contracts with private industry and the academic community. It contains reports on all outgoing procurement requests.

DATE SPAN: 1984 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy upon termination or completion of contract. (GRS 3-3c)
DISPOSITION NO.: E22-6

UNCLASSIFIED

UNCLASSIFIED

Security File

This file contains information on industrial security and personnel security relating to E22.

DATE SPAN: 1985 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: .6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E22-7

Supplies and Equipment File

This file contains records relating to the storage and budgeting for supplies and equipment.

DATE SPAN: 1986 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 1 year old. (GRS 3-4b)
DISPOSITION NO.: E22-8

UNCLASSIFIED

UNCLASSIFIED

Training File

This file contains information on learning centers as well as containing the training catalog.

DATE SPAN: Spring 1988 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E22-9

Travel File

This file contains information on temporary travel as well as visitor requests.

DATE SPAN: December 1985 to Present
LOCATION: E22
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 9-5)
DISPOSITION NO.: E22-10

UNCLASSIFIED

UNCLASSIFIED

E221

LEARNING CENTERS BRANCH

UNCLASSIFIED

UNCLASSIFIED

Resource Materials for Personal Computers

This file contains training, reference, and workbooks for personal computer programs such as Multiplan, Lotus 1-2-3, Aztec C Compiler.

DATE SPAN: 1982 to Present
LOCATION: E221
STORAGE MEDIA: Paper/Floppy Disks
VOLUME: 86 workbooks/152 floppy disks
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E221-1

Miscellaneous Resource Materials File

This file contains a wide variety of personal development and technical resources materials. Included are records relating to retirement planning, foreign language broadcasts, science and technology lectures, and computer system tutorial tapes.

DATE SPAN: 1982 to Present
LOCATION: E22
STORAGE MEDIA: Paper/Video Cassette
VOLUME: 24 cu. ft./84 video cassettes
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
DISPOSITION NO.: E221-2

UNCLASSIFIED

UNCLASSIFIED

Language Course Files

This file contains course materials and presentations for a variety of language courses.

DATE SPAN: 1960 to Present
LOCATION: E221 (E3 OPI)
STORAGE MEDIA: Paper/Video Cassette/Audio Cassette
VOLUME: 40 cu. ft./51 video cassettes/1,000 audio cassettes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or when obsolete.
DISPOSITION NO.: E221-3

Administrative File

This file contains student records, forms, and incoming and outgoing correspondence.

DATE SPAN: October 1987 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E221-4

UNCLASSIFIED

UNCLASSIFIED

Office Automation Course Material

This file contains instructional materials for self-paced office automation courses in typing and word processing.

DATE SPAN: 1983 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft. (including 3 floppy disks)
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E221-5

Cryptanalysis Course Materials

This file contains reference materials pertaining to various cryptanalysis courses, including codebooks, difference tables, and IBM card packs.

DATE SPAN: 1948 to Present
LOCATION: E221 (E42 OPI)
STORAGE MEDIA: Paper/Audio tape
VOLUME: 3 cu. ft./1 audio tape
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)
B. All other records: Destroy when superseded, revised, rescinded or when obsolete.
DISPOSITION NO.: E221-6A and E221-6B

UNCLASSIFIED

UNCLASSIFIED

Signals Analysis Course Materials

This file contains reference and course materials for instruction in SIGINT technology, earth satellites, space probes, and multichannel technology.

DATE SPAN: 1972 to Present

LOCATION: E221 (E51 OPI)

STORAGE MEDIA: Paper/Video Cassette

VOLUME: 3 cu. ft./7 video cassettes

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in the introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, rescinded, or when obsolete.

DISPOSITION NO.: E221-7A and E221-7B

E22 Training and Educational Resources Manual

This file contains E22's handbook of self-paced courses, reference materials and resources.

DATE SPAN: Current

LOCATION: E221

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.

DISPOSITION NO.: E221-8

UNCLASSIFIED

UNCLASSIFIED

Linguistics Course Materials File

This file contains instructional materials for self-paced language processing courses.

DATE SPAN: (Info unavailable)
LOCATION: E221 (E33 OPI)
STORAGE MEDIA: Paper/Audio Cassette
VOLUME: 2 cu. ft./1 audio cassettes
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded, revised, rescinded, or when obsolete.
DISPOSITION NO.: E221-9

Course Exams and Master Copies File

This file contains course examinations and master copies of course materials used for the reproduction of handouts.

DATE SPAN: Current
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 14 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded, or when obsolete.
DISPOSITION NO.: E221-10

UNCLASSIFIED

UNCLASSIFIED

Cryptologic Management Course Materials File

This file contains course materials relating to supervisory skills and time management.

DATE SPAN: 1982 to Present
LOCATION: E221 (E62 OPI)
STORAGE MEDIA: Paper/Video Cassette/Audio Cassette
VOLUME: 5 cu. ft./1 video cassette/15 audio cassettes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E221-11

General Management Course Materials File

This file contains course materials for general management courses including MG-Z29, Manage Your Stress.

DATE SPAN: 1980 to Present
LOCATION: E221 (E62 OPI)
STORAGE MEDIA: Paper/Video Cassette/Audio Cassettes
VOLUME: 3 cu. ft./ 1 video cassette/5 audio cassettes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-12

UNCLASSIFIED

UNCLASSIFIED

Mathematics Course Materials File

This file contains instructional materials for self-paced mathematics courses.

DATE SPAN: 1983 to Present
LOCATION: E221 (E42 OPI)
STORAGE MEDIA: Paper/Video Cassettes
VOLUME: 24 cu. ft./64 video cassettes/32 audio tapes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E221-13

Intelligence Skills Course Materials

This file contains reference materials for self-paced intelligence skills courses.

DATE SPAN: October 1985 to Present
LOCATION: E221 (E41 OPI)
STORAGE MEDIA: Video Cassette
VOLUME: 2 Video Cassettes
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instruction in introduction regarding applicable special records.)
B. All other records: Destroy when superseded, revised, rescinded or when obsolete.
DISPOSITION NO.: E221-14A and E221-14B

UNCLASSIFIED

UNCLASSIFIED

Communication Skills Course Materials File

This file contains course materials concerning the principles of effective writing and (refresher) principles of grammar in courses EG-102, Grammar Review and EG-222, Power Writing.

DATE SPAN: 1979 to Present
LOCATION: E221 (E41 OPI)
STORAGE MEDIA: Paper/Video Cassettes/Audio Tapes
VOLUME: 5 cu. ft./23 video cassettes/5 audio tapes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-15

Computer Security Course Materials

This file contains instructional materials for self-paced courses in computer security.

DATE SPAN: 1977 to Present
LOCATION: E221 (C421 OPI)
STORAGE MEDIA: Paper/Video Cassette
VOLUME: 3 cu. ft./4 video cassettes
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)
B. All other records: Destroy when superseded, revised, rescinded or when obsolete.
DISPOSITION NO.: E221-16A and E221-16B

UNCLASSIFIED

UNCLASSIFIED

Area Studies Course Material File

This file contains instructional materials for self-paced Area Studies courses.

DATE SPAN: 1985 to Present
LOCATION: E221 (E413 OPI)
STORAGE MEDIA: Video Cassette/Paper
VOLUME: 1 video tape/2 cu ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded, or when obsolete.
DISPOSITION NO.: E221-17

Computer Science and Applications Course Materials File

This file contains workbooks, video cassettes, and other instructional materials for a variety of MP courses.

DATE SPAN: 1969 to Present
LOCATION: E221 (E5 OPI)
STORAGE MEDIA: Paper/Video Cassette/Audio Cassette
VOLUME: 80 cu. ft./211 video cassettes/8 audio tapes
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-18

UNCLASSIFIED

UNCLASSIFIED

Resources Management Course Materials File

This file contains course instructional materials for self-paced resources management courses.

DATE SPAN: 1975 to Present
STORAGE MEDIA: Paper/Video Tapes
VOLUME: 8 cu. ft./18 video tapes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-19

Resource Video Tapes File (S Building)

This file contains video tapes concerning the mission of OPS III (S Building).

DATE SPAN: 1977
LOCATION: E221
STORAGE MEDIA: Paper/Video Tapes
VOLUME: 10 cu. ft./48 video tapes
CLASSIFICATION: SECRET
DISPOSITION: A. Master copy: Permanent. Retire immediately to NSA Archives.
B. All other copies: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-20A and E221-20B

UNCLASSIFIED

UNCLASSIFIED

Safety and First Aid Course Materials File

This file contains instructional materials for self-paced safety and first aid courses.

DATE SPAN: 1974
LOCATION: E221 (E6 OPI)
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-21

Tests/Keys File

This file contains copies of all tests and answer keys as well as student records relating to courses offered by E221.

DATE SPAN: 1987 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-22

UNCLASSIFIED

UNCLASSIFIED

NCS Learning Center Working Aids File

This file contains working aids for National Cryptologic School's Learning Codes including course master files and reproduction copies.

DATE SPAN: 1950 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 18 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E221-23

IBM PC Resources File

This file contains PC software tutorials and packages.

DATE SPAN: 1987 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-24

UNCLASSIFIED

UNCLASSIFIED

Office Skills Course Materials File

This file contains instructional materials for self-paced office skills courses.

DATE SPAN: 1972
LOCATION: E221 (E630 OPI)
STORAGE MEDIA: Paper/Audio Tape
VOLUME: 6 cu. ft./46 audio tapes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-25

Physical Science Courses Materials File

This file contains instructional materials for self-paced physical science courses.

DATE SPAN: 1975 to 1976
LOCATION: E221 (E51 OPI)
STORAGE MEDIA: Paper/Video Cassette
VOLUME: 12 cu. ft./20 video cassettes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-26

UNCLASSIFIED

UNCLASSIFIED

E22 Resource Catalog File

This file contains copies of the E22 catalog of self-paced courses, reference materials, and resources for distribution.

DATE SPAN: 1987 to Present
LOCATION: E221
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E221-27

20 Top Video Tapes File

This file is a collection of the 20 most requested video tapes used in National Cryptologic School Learning Centers.

DATE SPAN: 1987
LOCATION: E221
STORAGE MEDIA: Video Tape/Paper
VOLUME: 20 video tapes/4 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when superseded or replaced.
DISPOSITION NO.: E221-28

UNCLASSIFIED

UNCLASSIFIED

E223

UNCLASSIFIED

UNCLASSIFIED

Student Rosters File

This file contains lists of students who are enrolled in Extension Services courses by course designator, start and stop date for course, course completion date, and the grade for each student.

DATE SPAN: 1980 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E223-1

Course Materials for Students File

This file contains all course materials for Extension Services courses that are mailed to students within NSA Headquarters and FANX.

DATE SPAN: 1950 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 290 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E223-2

UNCLASSIFIED

UNCLASSIFIED

Reference File

This file contains incoming correspondence, suspense items, records of material stored in T5411, transmittals awaiting receipts, and logs of course materials sent to field sites, as well as copies of USSIDs and related items.

DATE SPAN: 1980 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, or when no longer needed for reference purposes.
DISPOSITION NO.: E223-3

Correspondence Course Catalogs File

This file contains copies of correspondence course catalogs from colleges and universities, trade and technical schools, military schools, and other government agencies.

DATE SPAN: Current Year
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 7 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy annually when superseded.
DISPOSITION NO.: E223-4

UNCLASSIFIED

UNCLASSIFIED

Nominee Sheets File

This file contains copies of registration forms for students from field sites filed by course designator for Extension Services courses.

DATE SPAN: 1982 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E223-5

Extension Services Tests File

This file contains copies of all Extension Services blank tests that are administered to students.

DATE SPAN: 1980 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E223-6

UNCLASSIFIED

UNCLASSIFIED

Student Test File

This file contains copies of all Extension Services tests administered to students within the last three months.

DATE SPAN: Current Year
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Retain 3 months and then destroy.
DISPOSITION NO.: E223-7

Extension Services Course File

This file contains master copies of all Extension Services courses. Included are bulletins and any correspondence between students or departments about courses.

DATE SPAN: 1950 to Present
LOCATION: E223
STORAGE MEDIA: Paper
VOLUME: 28 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E223-8

UNCLASSIFIED

UNCLASSIFIED

Extension Services Field Site File

This file contains all correspondence between Extension Services and field sites regarding training for each particular site, including all Field sites and SCEs. Included are copies of transmittals for courses sent to sites and registration formse

DATE SPAN: 1980 to Present

LOCATION: E223

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.: E223-9

UNCLASSIFIED

UNCLASSIFIED

E23

TELEVISION CENTER

UNCLASSIFIED

UNCLASSIFIED

Television Tapes File

This file contains video tapes covering a wide variety of topics including language training, data systems operations, personnel, security, logistics, administrative matters, COMSEC, and SIGINT operations.

DATE SPAN: 1974 to Present

LOCATION: E23

STORAGE MEDIA: Video Tape

VOLUME: 1127 video tapes

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITION: A. Master copy of tapes relating to COMSEC, security, and SIGINT, general communications: Permanente Retire immediately to NSA Archive

B. All other copie~~s~~e Destroy when 5 years olde

DISPOSITION NO.: E23-1A and E23-1B

NCS Television Catalog File

This file contains copies of NCS catalogs listing selected NCS television productions.

DATE SPAN: 1974 to Present

LOCATION: E23

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Retain 2 years and then destroy.

DISPOSITION NO.: E23-2

UNCLASSIFIED

UNCLASSIFIED

Administration Files

This file contains correspondence and memoranda concerning general office administration subjects such as budget, security, and related items.

DATE SPAN: 1980 to Present
LOCATION: E23
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when 2 years old. (GRS 23-1)
DISPOSITION NO.: E23-3

Personnel File

This file contains personnel folders, personnel summaries, rating sheets, and related information for E23 employees.

DATE SPAN: 1976 to Present
LOCATION: E23
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 years after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E23-4

UNCLASSIFIED

UNCLASSIFIED

Contracts File

This file contains copies of E23 contract and procurement actions.

DATE SPAN: 1980 to Present
LOCATION: E23
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy upon termination or completion of contract. (GRS 3-3c)
DISPOSITION NO.: E23-5

Purchasing Catalog File

This file contains reference copies of purchasing catalogs and brochures.

DATE SPAN: 1987 to Present
LOCATION: E23
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy annually when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E23-6

UNCLASSIFIED

UNCLASSIFIED

E3

LANGUAGE AND TARGET STUDIES DEPARTMENT

UNCLASSIFIED

LANGUAGE AND TARGET STUDIES DEPARTMENT

The Dean, Language Department, is responsible to the ADT for providing linguistic and foreign language acquisition, enhancement and maintenance training for civilian and military linguists assigned to the operational elements of the Agency and, in certain languages and special programs, for military linguists assigned to the Service Cryptologic Elements (SCEs). The Department is also responsible for providing training in target studies and special topics to meet cryptologic training needs and those of other users.

Primary functions include:

1. Developing, scheduling and conducting linguistic, foreign language and target studies courses to satisfy cryptologic training requirements and, in special cases, the needs of other elements of the intelligence community and the Department of Defense;
2. Maintaining close liaison with the Defense Language Institute, Foreign Language Center (DLIFLC), Foreign Service Institute (FSI), military technical schools, contract facilities, and other governmental and private language training institutions to ensure the quality and adequacy of the language and language related technical training received by Agency and SCE linguists at those institutions;
3. Participating in planning, programming and budgeting for current and projected training requirements to include computer and audio/visual equipments needed for the classroom;
4. Conducting research with emphasis on improving language teaching methodologies, and providing faculty training to implement these methodologies in the classroom;
5. Conducting research on applications of current technology to the classroom, and providing faculty training to implement these technologies in the classroom;
6. Fostering interest in language learning and target studies and the exchange of ideas with and among academic institutions. Reviewing contract proposals and research grant requests and monitoring the progress of those approved for funding;
7. Managing the Language Testing Design and Development Program including the development, evaluation, and validation of Agency Language Proficiency Tests (LPTs) and Language Transcription Tests (LTTs), and the evaluation and validation of Professional Qualification Examinations (PQEs);
8. Providing course description and content information to the Registrar for inclusion in the Cryptologic Training System Course Catalog;
9. Maintaining student performance and attendance records and providing appropriate data to the Registrar for issuance of course certificates and record maintenance;

UNCLASSIFIED

10. Participating in course evaluation and curricula review functions in cooperation with the Evaluation Department;

11. Maintaining liaison with the Language and Intelligence Research Career Panels and appropriate operational elements to ensure relevance of courses;

12. Providing instructional services and materials for self-paced training programs to the Learning Centers; and

13. Providing language and target studies training materials to Agency field activities, technical training schools or other agencies as appropriate.

UNCLASSIFIED

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Administrative File

This file contains records concerning awards, external training, TDYs, travel reports, assignments, vacancy announcements, and position classification.

DATE SPAN: 1986 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy after 2 years. (GRS 23-1)
DISPOSITION NO.: E3-1

Personnel File

This is an unofficial personnel file for E3 employees and contractors. Also included are files on candidates for instructor positions.

DATE SPAN: 1950 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.: E3-2

UNCLASSIFIED

UNCLASSIFIED

Resources Management File

This file contains records concerning billets, distribution of employees, overtime, and related items.

DATE SPAN: 1986 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy after 5 years.
DISPOSITION NO.: E3-3

Regulatory Documents File

This file contains copies of NSA/CSS Regulations, Directives, and Circulars; the Classification Manual; the National Cryptologic School Administrative Instructions, USSIDs; and other regulatory documents.

DATE SPAN; 1979 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E3-4

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains correspondence, memoranda, and reports concerning budgets, communications, management, personnel, security, training, and travel.

DATE SPAN: 1980 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 22 cu. ft.
CLASSIFICATION: TOP SECRET NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E3-5

Blank Forms File

This file contains forms required to accomplish the E3 mission.

DATE SPAN: Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E3-6

UNCLASSIFIED

UNCLASSIFIED

Message File

This file contains incoming and outgoing messages pertaining to the Language Department.

DATE SPAN: 1986 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 1.5 cu. ft.
CLASSIFICATION: TOP SECRET NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E3-7

Contracts and Memoranda of Understanding File

This file contains copies of all E3 originated contracts.

DATE SPAN: 1980 to Present
LOCATION: E3
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy upon termination or completion of contract.
(GRS 3-3c)
DISPOSITION NO.: E3-8

UNCLASSIFIED

UNCLASSIFIED

E31

SLAVIC DIVISION

UNCLASSIFIED

UNCLASSIFIED

Pretests File

This file contains Russian Intermediate Placement Test 1 and 2, as well as RU270 and RU280 pretests.

DATE SPAN: Present
LOCATION: E31
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: E31-1

Office File

This file includes incoming and outgoing letters, memoranda, reports, and other records regarding course development, computer assisted instruction, and other related matters.

DATE SPAN: 1985 to Present
LOCATION: E31
STORAGE MEDIA: Paper
VOLUME: 22 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E31-2

UNCLASSIFIED

UNCLASSIFIED

Slavic Language Courses File

This file contains records relating to Slavic Language courses, including course materials.

DATE SPAN: 1981 to Present

LOCATION: E31

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when superseded, revised, rescinded or when obsolete.

DISPOSITION NO.: E31-3

UNCLASSIFIED

UNCLASSIFIED

E311

BASIC CURRICULUM

UNCLASSIFIED

UNCLASSIFIED

Slavic Language Courses File

This file contains records relating to Slavic Language courses, including course materials.

DATE SPAN:	1980 to Present
LOCATION:	E311
STORAGE MEDIA:	Paper
VOLUME:	32 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.:	E311-1

UNCLASSIFIED

UNCLASSIFIED

E312

CORE AND SPECIALIZED CURRICULUM

UNCLASSIFIED

UNCLASSIFIED

Slavic Language Courses File

This file contains records relating to Slavic Language courses, including course materials.

DATE SPAN:	1981 to Present
LOCATION:	E312
STORAGE MEDIA:	Paper/Reel to Reel Tape
VOLUME:	61.5 cu. ft./ 154 reel to reel tapes
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.:	E312-1

UNCLASSIFIED

UNCLASSIFIED

E32

NON-SLAVIC DIVISION

UNCLASSIFIED

UNCLASSIFIED

External Language Training File

This file contains information on language courses taught at external (non-NCS) schools and the NSA enrollees attending those courses.

DATE SPAN: 1987 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E32-1

Program Evaluation Assessment Keys (PEAK) File

This file consists of completed PEAK forms containing student evaluations of E32's classes and instructors.

DATE SPAN: 1987 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E32-2

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file consists of incoming and outgoing letters, memoranda, reports, and messages.

DATE SPAN: 1986 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E32-3

Keylists File

This file contains all keylists for rooms belonging to E3 and E32.

DATE SPAN: 1986 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 1 in.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: E32-4

UNCLASSIFIED

UNCLASSIFIED

Personnel Action File

This file contains all records and correspondence on contract instructors, awards, performance appraisals, promotion recommendations, and related information.

DATE SPAN: 1980 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E32-5

Administrative File

This file includes a variety of subjects including personnel, billets, applicants, training, systems furniture, conferences, manpower projections, university assessments, and related topics.

DATE SPAN: 1983 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E32-6

UNCLASSIFIED

UNCLASSIFIED

External Contacts File

This file contains correspondence with the Defense Language Institute, Foreign Language Center (DLIFLC), the Foreign Service Institute (FSI), and other training organizations.

DATE SPAN: 1985 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E32-7

Programs File

This file contains records relating to college credit equivalency recommendations and curriculum reviews.

DATE SPAN: 1983 to Present
LOCATION: E32
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E32-8

UNCLASSIFIED

UNCLASSIFIED

Course Information Data Base

This data base consists of information on courses offered by E32.

DATE SPAN:	1986 to Present
LOCATION:	E32
STORAGE MEDIA:	Hard Disk
HARDWARE:	IBM PC
SOFTWARE:	IBM Proprietary
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.:	E32-9

UNCLASSIFIED

UNCLASSIFIED

E322

AFRICAN, SW ASIAN, AND MIDDLE EASTERN BRANCH

UNCLASSIFIED

UNCLASSIFIED

African, SW Asian, and Middle Eastern Languages Courses File

This file contains records relating to African, SW Asian, and Middle Eastern Language courses, including course materials.

DATE SPAN: 1970 to Present
LOCATION: E322
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E322-1

Course Information File

This file includes information on courses taught by E322, including student names, dates of courses, grades, and rosters.

DATE SPAN: 1986 to Present
LOCATION: E322
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy 3 years thereafter.
DISPOSITION NO.: E322-2

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file consists of information on personnel in E322, including background information, awards, promotion recommendations, hiring, and contract employees.

DATE SPAN: UNAVAILABLE

LOCATION: E322

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)

DISPOSITION NO.: E322-3

UNCLASSIFIED

UNCLASSIFIED

E323

ROMANCE AND GERMANIC LANGUAGES BRANCH

UNCLASSIFIED

UNCLASSIFIED

Romance and Germanic Languages Courses File

This file contains records relating to Romance and Germanic Languages courses, including course materials.

DATE SPAN: 1982 to Present
LOCATION: E323
STORAGE MEDIA: Paper
VOLUME: 51 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E323-1

Machine Assisted Translation System (MATS) Data Base

This data base is used as translation courseware for German, Spanish, French, and Portuguese language courses.

DATE SPAN: 1983 to Present
LOCATION: E323
STORAGE MEDIA: Hard Disk
HARDWARE: Sperry PC
SOFTWARE: MATS
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E323-2

UNCLASSIFIED

UNCLASSIFIED

E324

EAST ASIAN BRANCH

UNCLASSIFIED

UNCLASSIFIED

East Asian Languages Courses File

This file contains records relating to East Asian Languages courses, including course materials.

DATE SPAN: 1982 to Present
LOCATION: E324
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: Xerox State
SOFTWARE: Star Viewpoint
VOLUME: 53cu.ft./_____
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E324-1

UNCLASSIFIED

UNCLASSIFIED

E325
CHINESE BRANCH

UNCLASSIFIED

UNCLASSIFIED

Chinese Language Courses File

This file contains records relating to Chinese Language courses, including course materials.

DATE SPAN:	1982 to Present
LOCATION:	E325
STORAGE MEDIA:	Paper/Hard Disk
HARDWARE:	IBM PC/XT
SOFTWARE:	DB III
VOLUME:	20 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.:	E325-1

UNCLASSIFIED

UNCLASSIFIED

E33

LANGUAGE RESEARCH AND TARGET STUDIES DIVISION

UNCLASSIFIED

UNCLASSIFIED

Language Research and Target Studies Division Subject File

This file includes project folders, administrative files, and briefing folderse

DATE SPAN: 1986 to Present

LOCATION: E33

STORAGE MEDIA: Paper/Floppy Disks

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Project and Briefing Folders: Permanente
Retire to NSA Archives after 5 years.

B. Administrative Files: Cut off annually.
Destroy 3 years thereafter.

DISPOSITION NOe: E33-1A, E33-1B

Correspondence File

This file consists of memoranda, reports, forms, and other records pertaining to budgets, communication, management, personnel, security, training, and travele

DATE SPAN: 1984 to Present

LOCATION: E33

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: a. Personnel files: Destroy 1 year after separation or transfer of employee (GRS 1-18a)e

b. Others: Cut off annually. Destroy 3 years thereaftere

DISPOSITION NOe: E33-2

UNCLASSIFIED

UNCLASSIFIED

E331

EDUCATIONAL TECHNOLOGY AND SUPPORT BRANCH

UNCLASSIFIED

UNCLASSIFIED

E3: E (Language) Data Base

This data base contains files used for creating foreign language and area studies training materials

DATE SPAN: 1983 to Present
LOCATION: E331
STORAGE MEDIA: Removable Disk Packs
HARDWARE: Xerox Star Network
SOFTWARE: Viewpoint
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete
DISPOSITION NO.: E331-1

Equipment Inventory Data Base

This data base contains an inventory of audio/visual equipment, including audio recorders, cassette duplicators, computers, color monitors, and related items for E3e

DATE SPAN: 1985 to Present
LOCATION: E331
STORAGE MEDIA: Paper/Hard Disk
HARDWARE: IBM PC XT
SOFTWARE: PFS
VOLUME: 2 cu. ft. & 539 records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete
DISPOSITION NO.: E331-2

UNCLASSIFIED

UNCLASSIFIED

E332

TARGET STUDIES BRANCH

UNCLASSIFIED

UNCLASSIFIED

Target Studies and Subject Courses File

This file contains records relating to Target Studies and Subject Courses, including course materials.

DATE SPAN: 1971 to Present

LOCATION: E332

STORAGE MEDIA: Paper/Floppy Disk/Video Cassette

VOLUME: 102 cu. ft. (REMAINING UNAVAILABLE)

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, rescinded or obsolete.

DISPOSITION NO.: E332-1A and E332-1B

UNCLASSIFIED

UNCLASSIFIED

E333

TESTING AND METHODOLOGIES BRANCH

UNCLASSIFIED

UNCLASSIFIED

Linguistics Reference Materials File

This file includes foreign language texts, newspapers, and magazines; applied linguistics articles; textbooks; dictionaries; and atlases.

DATE SPAN: 1950 to Present
LOCATION: E333
STORAGE MEDIA: Paper/Audio Tape/Video Tape
VOLUME: 71 cu. ft./~~(REMAINING UNAVAILABLE)~~
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for references purposes.
DISPOSITION NO.: E333-1

Language Tests File

This file contains second and third level language proficiency tests, both graphic and phonic. Phonic tests include audio cassette.

DATE SPAN: 1970 to Present
LOCATION: E333
STORAGE MEDIA: Paper/Audio Cassette
VOLUME: 62 cu. ft./~~(REMAINING UNAVAILABLE)~~
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E333-2

UNCLASSIFIED

UNCLASSIFIED

Xerox Star Classified Network

This network is used to create foreign language teaching materials.

DATE SPAN: 1980 to Present
LOCATION: E333
STORAGE MEDIA: Disk Decks
HARDWARE: Xerox Star
SOFTWARE: Viewpoint
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy files when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E333-3

Linguistics Courses File

This file contains records relating to linguistics courses, including course materials.

DATE SPAN: 1980 to Present
LOCATION: E333
STORAGE MEDIA: Paper/Audio Cassette/Reel to Reel Tape
VOLUME: 50 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E333-4

UNCLASSIFIED

UNCLASSIFIED

E4

INTELLIGENCE AND ANALYSIS DEPARTMENT

UNCLASSIFIED

E4

INTELLIGENCE AND ANALYSIS DEPARTMENT

The Dean, Intelligence and Analysis Department, is responsible to the ADT for providing education and training in SIGINT reporting, information research, operational ELINT, communications skills, traffic analysis, cryptanalysis, mathematics, and crypto-mathematics to headquarters, NSA/CSS elements, other intelligence community agencies, the Department of Defense, and Second and Third Parties.

Primary functions include:

1. Scheduling and conducting courses to satisfy cryptologic training needs;
2. Providing technical direction of and instructional services in the self-paced and independent study training programs;
3. Allocating student spaces for all class offerings conducted by the Department;
4. Arranging or preparing and presenting special lectures and seminars;
5. Effecting course revisions necessary to ensure material is kept current with operational needs;
6. Providing training materials in response to requests for technical support for service training schools, NSA/CSS field activities, or other agencies;
7. Participating in the planning, programming, and budgeting of training program;
8. Conducting Cryptologic Skills courses for military personnel;
9. Conducting training for and providing training materials to Second and Third Parties;
10. Collecting internal evaluation data under guidance of the Evaluation Department;
11. Maintaining continuous liaison with appropriate operations and career management activities to ensure relevancy and currency of courses;
12. Maintaining continuous liaison with training and education elements throughout the intelligence community and DoD to take advantage of relevant curricula and course development activities which can be used to the advantage of NSA/CSS and the other agencies and departments;

~~SECRET~~

13. Providing training advisory services to career panels and professional cryptologic organizations;

14. Counseling students and their supervisors on curricula and courses;

15. Programming for the purchase of classroom books, supplies, and equipment;

16. Developing courses to meet approved requirements according to established standards;

17. Performing curricula review functions in coordination with the Evaluation Department; and

18. Providing the WRITE-LINE service for use by the entire NSA/CSS work force.

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~SECRET~~

UNCLASSIFIED

Correspondence File

This file contains incoming and outgoing letters, memos, reports, and other records reflecting E4 functions, ~~programs and planning.~~

DATE SPAN: 1983 to Present

LOCATION: E4

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent: Cut off annually. Retire to NSA Archives after 5 years.

DISPOSITION NO.: E4-1

UNCLASSIFIED

UNCLASSIFIED

E403

TECHNIQUES, PLANNING, AND ADMINISTRATIVE STAFF

UNCLASSIFIED

UNCLASSIFIED

Security File

This file contains memos, logs, forms, and reports for E4's personnel and physical security requirements.

DATE SPAN: 1983 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E403-1

Serial File

This file consists of all outgoing staff memoranda pertaining to the conduct of everyday activities in support of the training school.

DATE SPAN: 1986 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: .5 cu ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E403-2

UNCLASSIFIED

UNCLASSIFIED

Regulatory Documents File

This file consists of non-OPI copies of regulatory documents, including the Career Service Occupational Handbook.

DATE SPAN: 1983 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, obsolete, revised or rescinded.
(GRS 13-1b)
DISPOSITION NO.: E403-3

Personnel File

This file contains convenience copies of records relating to E4 personnel.

DATE SPAN: 1970 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E403-4

UNCLASSIFIED

UNCLASSIFIED

204 System

This data base is used by E4 to record and retrieve training data.

DATE SPAN:	1983 to Present
LOCATION:	E403
STORAGE MEDIA:	Hard Disk
HARDWARE:	ADMIN (Flannel)
SOFTWARE:	M204 (Schoolmaster)
VOLUME:	UNAVAILABLE
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	E403-5

Comet Message System

This electronic mail system is used to send nontasking messages overseas.

DATE SPAN:	1983 to Present
LOCATION:	E403
STORAGE MEDIA:	Hard Disk
HARDWARE:	ADMIN (Flannel)
SOFTWARE:	M204 (Comet)
VOLUME:	UNAVAILABLE
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Destroy after 3 years or when superseded or obsolete.
DISPOSITION NO.:	E403-6

UNCLASSIFIED

UNCLASSIFIED

Budget File

This file consists of reports, forms, memos and internal and external correspondence generated by E4 in conducting day-to-day support of the budget program.

DATE SPAN: 1983 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E403-7

Administrative File

This file contains incoming and outgoing correspondence relating to time and attendance, assignment of personnel, awards, promotions, travel, clearances, and related subjects for E4.

DATE SPAN: 1984 to Present
LOCATION: E403
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 2 years thereafter. (GRS 23-1)
DISPOSITION NO.: E403-8

UNCLASSIFIED

UNCLASSIFIED

**E41
INTELLIGENCE
SKILLS
DIVISION**

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains reports, memoranda, lesson plans, course descriptions, class schedules, statistical data, and applicable regulations and requirements that have a direct impact on E41 operationse

DATE SPAN: 1980 to Present

LOCATION: E41

STORAGE MEDIA: Paper

VOLUME: 7.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annuallye Destroy 5 years thereaftere

DISPOSITION NOe: E41-1

UNCLASSIFIED

UNCLASSIFIED

Intelligence Skills Courses File

This file contains records relating to Intelligence Skills courses, including course materials.

DATE SPAN: 1984 to Present

LOCATION: E41

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: IBM (Apollo)

SOFTWARE: Officewriter, Wordstar

VOLUME: 90 cu. ft./2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Transfer to NCRC when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NO.: E41-2A or 2B (PREVIOUSLY E411-1A or 1B)

UNCLASSIFIED

UNCLASSIFIED

E42
ANALYTIC
SKILLS
DIVISION

UNCLASSIFIED

UNCLASSIFIED

Cryptanalysis Courses File

This file contains records relating to cryptanalysis courses, including course materialse

DATE SPAN: 1930 to Present

LOCATION: E42

STORAGE MEDIA: Paper

VOLUME: 94 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Transfer to NCRC when course is superseded or terminated

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NOe: E42-1A or 1B

UNCLASSIFIED

UNCLASSIFIED

Cryptanalysis Courses File

This file contains records relating to cryptanalysis courses, including course materials

DATE SPAN: 1930 to Present

LOCATION: E42

STORAGE MEDIA: Paper/Floppy Disk/VideoTape

HARDWARE: IBM (Apollo)e IBM XT

SOFTWARE: Officewriter, IBM proprietary

VOLUME: 201 cu. ft./96 floppy disks/1 video tape

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Transfer to NCRC when course is superseded or terminatede (See retirement instructions in introduction for any applicable special recordse)

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NOe: E42-2A or 2B (PREVIOUSLY E421-1A or 1B)

UNCLASSIFIED

UNCLASSIFIED

Mathematics Courses File

This file contains records relating to mathematics courses, including course materials.

DATE SPAN: 1960 to Present

LOCATION: E42

STORAGE MEDIA: Paper/Video Tapes

VOLUME: 62 cu. ft./54 video tapes

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or obsolete. (See retirement instructions in introduction for any applicable special records.)

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NO.: E42-3A or 3B (**PREVIOUSLY E421-2A or 2B**)

NSA Technical Journal/Cryptologic Quarterly Reference File

This file contains reference copies of these two publications for convenience purposes.

DATE SPAN: 1956 to Present

LOCATION: E42

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for reference purposes.

DISPOSITION NO.: E42-4 (**PREVIOUSLY E421-3**)

UNCLASSIFIED

UNCLASSIFIED

Textbook/Software Manual File

This file consists of reference copies of mathematics textbooks and computer software manuals

DATE SPAN: 1983 to Present

LOCATION: E42

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, revised, rescinded or obsolete

DISPOSITION NO: E42-5 (PREVIOUSLY E421-4)

CY File

This file consists of briefing notes regarding E42 programs

DATE SPAN: 1970 to Present

LOCATION: E42

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy after 3 years

DISPOSITION NO: E42-6 (PREVIOUSLY E421-5)

UNCLASSIFIED

UNCLASSIFIED

E43
MULTI - DISCIPLINED
CRYPTOLOGIC
SKILLS
DIVISION

UNCLASSIFIED

UNCLASSIFIED

Cryptologic Skills Courses File

This file contains records relating to Cryptologic Skills courses, including course materials

DATE SPAN: 1986 to Present

LOCATION: E43

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: IBM (Apollo)

SOFTWARE: Word processor, Officewriter, Wordstar

VOLUME: 7.5 cu. ft./ .5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent Transfer to NCRC when course is superseded or terminated (See retirement instructions in introduction regarding any applicable special records)

B. All other records: Destroy when superseded, revised, or when obsolete

DISPOSITION NOe: E43-1A or 1B (PREVIOUSLY E412-1A or 1B)

UNCLASSIFIED

UNCLASSIFIED

Cryptologic Skills Courses File

This file contains records relating to Cryptologic Skills courses, including course materials

DATE SPAN: 1956 to Present

LOCATION: E43

STORAGE MEDIA: Paper/Floppy Disks

HARDWARE: IBM (Apollo)

SOFTWARE: Officewriter, Wordstar

VOLUME: 75 cu. ft./1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent Transfer to NCRC when course is superseded or terminated (See retirement instructions in introduction regarding any applicable special recordse)

B. All other records: Destroy when superseded, revised, or when obsolete

DISPOSITION NOe: E43-2A or 2B (PREVIOUSLY E414-1A or 1B)

UNCLASSIFIED

UNCLASSIFIED

E44
TRAFFIC
ANALYSIS
SKILLS
DIVISION

UNCLASSIFIED

UNCLASSIFIED

TA General File

This file consists of Traffic Analysis briefing materials and reference documents.

DATE SPAN: 1986 to Present

LOCATION: E44

STORAGE MEDIA: Paper/Slides/View Graphs

VOLUME: 3.5 cu. ft./367 slides/22 view graphs

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when materials are superseded, obsolete, revised or rescinded.

DISPOSITION NO.: E44-1 (**PREVIOUSLY E422-1**)

UNCLASSIFIED

UNCLASSIFIED

Traffic Analysis Courses File

This file contains records relating to Traffic Analysis courses, including course materials

DATE SPAN: 1958 to Present

LOCATION: E44

STORAGE MEDIA: Paper/Floppy Disks/Slides/View Graphs/Video Tapes

HARDWARE: IBM PC

SOFTWARE: IBM proprietary

VOLUME: 46 cu. ft./83 floppy disks/2,500 slides/250 view graphs/27 video tapes

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent Transfer to NCRC when course is superseded or terminated (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, or when obsolete

DISPOSITION NOe: E44-2A or 2B (PREVIOUSLY E422-2A or 2B)

UNCLASSIFIED

UNCLASSIFIED

E5

SCIENCE AND TECHNOLOGY DEPARTMENT

UNCLASSIFIED

E5

SCIENCE AND TECHNOLOGY DEPARTMENT

The Dean, Science and Technology Department, is responsible to the ADT for providing education and training in engineering and communications theory and systems, equipment maintenance, signals collection and analysis, software and computer operations, and specialized SIGINT systems operation for the Cryptologic Community, including Second and Third Party organizations.

Primary functions include:

1. Scheduling and conducting courses to satisfy cryptologic training needs; developing and upgrading courses to meet approved requirements according to established standards; arranging or preparing and presenting lectures, programs and seminars; and providing instructional services in the self-paced and independent study training programs;
2. Conducting training for and providing training materials to Second and Third Parties; and providing training material in response to requests for technical support for service training schools, NSA/CSS field activities, or other agencies;
3. Allocating student spaces for all class offerings conducted by the Department; counseling students and their supervisors on curricula and courses; and providing training advisory services to career panels and professional cryptologic organizations;
4. Collecting internal evaluation data under guidance of the Evaluation Department; maintaining continuous liaison with appropriate operations and career management activities to ensure relevancy and currency of courses; and performing curricula review functions, in coordination with the Evaluation Department; and
5. Participating in the planning, programming, and budgeting of training programs; programming for the purchase of classroom books, supplies and equipment; and programming educational activities for instructors to maintain proficiency and currency in their subject matter fields.

UNCLASSIFIED

Personnel File

This file consists of unofficial personnel, promotion, award, billet, career panel, and work force requirements records.

DATE SPAN: 1984 to Present
LOCATION: E5
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E5-1

Personnel Data Base

This data base contains unofficial personnel information on all E5 employees.

DATE SPAN: 1987 to Present
LOCATION: E5
STORAGE MEDIA: Hard Disk
HARDWARE: Wang Alliance
SOFTWARE: Visual Memory
VOLUME: 567 sectors
CLASSIFICATION: FOR OFFICIAL USE ONLY
DISPOSITION: Delete or destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.: E5-2

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file includes incoming and outgoing correspondence, memoranda, and reports relating to timekeeping, newsletters, classroom utilization, purchase requests, space, travel, security, and furniture requisitions, as well as message and serial files.

DATE SPAN: 1985 to Present
LOCATION: E5
STORAGE MEDIA: Paper
VOLUME: 17 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E5-3

Training File

This file contains information pertaining to training requirements for E5.

DATE SPAN: 1986 to Present
LOCATION: E5
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E5-4

UNCLASSIFIED

UNCLASSIFIED

Purchase Order File

This file includes record copies of purchase orders issued by the E5 ordering officer.

DATE SPAN: FY 1987 to Present
LOCATION: E5
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annually. Destroy when 3 years old except orders for expendable items, which may be destroyed 6 months after receipt of material.
DISPOSITION NO.: E5-5

Budget File

This file includes program build files as well as FINPLAN (Financial Plan) records.

DATE SPAN: FY 1986 to Present
LOCATION: E5
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually by fiscal year. Destroy 5 years thereafter.
DISPOSITION NO.: E5-6

UNCLASSIFIED

UNCLASSIFIED

Contract File

This file contains support contractor contract files, task files, and status reports, as well as one-time contractor (training course) records.

DATE SPAN: FY 1984 to Present

LOCATION: E5

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy upon termination or completion of contract. (GRS 3-3c)

DISPOSITION NO.: E5-7

UNCLASSIFIED

UNCLASSIFIED

E51
ENGINEERING

UNCLASSIFIED

UNCLASSIFIED

Training File

This file contains course materials including lesson plans, plans of instruction, course standards, monographs, lecture notes, exams, and tests for courses in engineering disciplines.

DATE SPAN: 1981 to Present

LOCATION: E51

STORAGE MEDIA: Paper/Video Tape

VOLUME: 171 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NO.: E51-1A and E51-1B

Administrative File

This file consists of memoranda, reports, contracts, purchase agreements, and related records concerning the operations of E51 in subject areas such as management, publications, training, and personnel.

DATE SPAN: 1981 to Present

LOCATION: E51

STORAGE MEDIA: Paper

VOLUME: 46 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Cutoff annually. Destroy 5 years thereafter.

DISPOSITION NO.: E51-2

UNCLASSIFIED

UNCLASSIFIED

E52

HARDWARE MAINTENANCE

UNCLASSIFIED

UNCLASSIFIED

Training File

This file consists of training materials for E52's 73 hardware maintenance courses. These materials include training plans, course outlines, lesson guides, student workbooks, job manuals, view graphs, and student handouts.

DATE SPAN: 1970 to Present

LOCATION: E52

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC/HPW

SOFTWARE: Wang WP and Officewriter

VOLUME: 81 cu. ft./345 floppy disks

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, or when obsolete.

DISPOSITION NO.: E52-1A and E52-1B

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file consists of incoming and outgoing letters, memoranda, reports, purchase requests, and related records reflecting office functions, programs, projects, and planning.

DATE SPAN: 1983 to Present
LOCATION: E52
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E52-2

UNCLASSIFIED

UNCLASSIFIED

E53

SOFTWARE AND COMPUTER OPERATIONS

UNCLASSIFIED

UNCLASSIFIED

Training File

This file consists of course materials including lesson plans, student handouts, textbooks, reference materials, equivalency exams, catalog entries, announcements, contract documentation, course critiques, and student evaluationse

DATE SPAN: 1983 to Present

LOCATION: E53

STORAGE MEDIA: Paper/Video Tape/Audio Tape/Diskette/Slide

VOLUME: 90 cue fte

CLASSIFICATION: SECRET

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Re-tire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special recordse)

B. All other records: Destroy when superseded, revised, obsolete or rescinded.

DISPOSITION NO.: E53-1A, E53-1B

Administrative File

This file contains correspondence relating to personnel, training, travel and contracts dealing with supplies, furniture, book orders, and equipmentse

DATE SPAN: 1983 to Present

LOCATION: E53

STORAGE MEDIA: Paper/Diskette

VOLUME: 36 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annuallye Destroy 5 years thereaftere

DISPOSITION NOe: E53-2

UNCLASSIFIED

UNCLASSIFIED

E54

SIGNALS AND SYSTEMS OPERATIONS

UNCLASSIFIED

UNCLASSIFIED

Training File

This file contains course materials including lesson plans, student handouts, course documentation, and reference materials.

DATE SPAN: 1984 to Present

LOCATION: E54

STORAGE MEDIA: Paper/Slides

VOLUME: 75 cu. ft./

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, obsolete or rescinded. .

DISPOSITION NO.: E54-1A and E54-1B

Administrative File

This file consists of incoming and outgoing letters, memoranda, reports, and related records pertaining to communications, security organization and management, personnel, supplies and equipment, publications, training, and travel.

DATE SPAN: 1985 to Present

LOCATION: E54

STORAGE MEDIA: Paper

VOLUME: 22 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy 5 years thereafter.

DISPOSITION NO.: E54-2

UNCLASSIFIED

UNCLASSIFIED

E6

CRYPTOLOGIC MANAGEMENT DEPARTMENT

UNCLASSIFIED

CRYPTOLOGIC MANAGEMENT DEPARTMENT

The Dean, Cryptologic Management, is responsible to the ADT for the curricula and programs of the National Cryptologic School dealing with cryptologic education, executive development and management training, and for training in assigned cryptologic-related subjects.

Primary functions include:

1. Developing, scheduling, and conducting courses to satisfy cryptologic education, executive development, management training, and other training needs;
2. Providing instructional services in the self-paced and independent study training programs;
3. Administering courses, workshops and seminars as provided by other DoD departments, or by contract, as required;
4. Arranging or preparing and presenting special lectures, programs and seminars;
5. Maintaining continuous liaison with appropriate external activities to ensure relevancy and currency of curricula;
6. Effecting course and program revision necessary to ensure material is kept current with operational needs;
7. Providing training or training support materials in response to requests for technical support from service training schools, NSA/CSS field activities, or other agencies;
8. Maintaining liaison with other federal agencies and DoD components to ensure availability of expert guest speakers for Senior Cryptologic Courses;
9. Maintaining cognizance of current executive development and management trends through independent research, attendance at formal courses, seminars and conferences;

UNCLASSIFIED

- 10. Maintaining and scheduling the Cryptologic Course Centers;**
- 11. Providing administrative and technical support to other Agency elements conducting specialized programs in the Cryptologic Course Centers;**
- 12. Programming for the purchase of classroom books, supplies and equipment;**
- 13. Participating in the planning, programming and budgeting of training programs;**
- 14. Providing training advisory services to career panels and professional cryptologic organizations;**
- 15. Counseling students and their supervisors on curricula and courses;**
- 16. Performing internal evaluation and participating in curricula reviews in coordination with the Department of Management and Evaluation (E7); and**
- 17. Providing for the training and continuing professional development of assigned personnel.**

UNCLASSIFIED

UNCLASSIFIED

Administrative and General Information File

This file contains records pertaining to budgets, personnel, security, training, forms, and requirements, and other general topics

DATE SPAN: 1980 to Present

LOCATION: E6

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: a. Personnel Files: Destroy 1 year after separation or transfer of employee (GRS 1-18a)
b. Other Files: Cut off annuallye Destroy 3 years thereaftere

DISPOSITION NOe: E6-1A and E6-1B

Regulations and Computer Reference File

This file contains copies of NSA/CSS Regulations as well as computer reference books

DATE SPAN: 1980 to Present

LOCATION: E6

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, obsolete, rescinded or revised

DISPOSITION NOe: E6-2

UNCLASSIFIED

UNCLASSIFIED

Dean's Reference File

This file consists of reference and briefing materials for the Dean.

DATE SPAN: 1980 to Present

LOCATION: E6

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, revised, obsolete or rescinded.

DISPOSITION NO.: E6-3

UNCLASSIFIED

UNCLASSIFIED

E61

CRYPTOLOGIC EDUCATION

UNCLASSIFIED

UNCLASSIFIED

Administration and Security File

This file consists of purchase requests, transmittal records, security passes, logs, and files on security procedures.

DATE SPAN: 1983 to Present
LOCATION: E61
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E61-1

Biographical Sketches File

This file contains biographical sketches of speakers who give briefings for CY (cryptology) courses.

DATE SPAN: 1976 to Present
LOCATION: E61
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E61-2

UNCLASSIFIED

UNCLASSIFIED

Cryptology Courses File

This file includes instructional materials, letters, memoranda, course manager's handbooks, rosters, schedules, messages, registration forms, and reports for a variety of cryptology courses.

DATE SPAN: 1966 to Present

LOCATION: E61

STORAGE MEDIA: Paper/Floppy Disks/Video Tape

HARDWARE: Lexitron

SOFTWARE: Proprietary

VOLUME: 41 cu. ft./

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instructions in introduction regarding any applicable special records.)

B. All other records: Destroy when superseded, revised, obsolete or rescinded.

DISPOSITION NO.: E61-3A and E61-3B

UNCLASSIFIED

UNCLASSIFIED

Classified Reading File

This file contains classified publications from NSA and the military services. Students use this material for research purposes while attending cryptology (CY) courses in the National Cryptologic Course Center.

DATE SPAN: 1980 to Present
LOCATION: E61
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when no longer needed for reference purposes
DISPOSITION NO.: E61-4

Division Chief's Correspondence File

This file contains EEO information forms and correspondence as well as Federal Women's Program information and correspondence.

DATE SPAN: 1985 to Present
LOCATION: E61
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Cut off annuallye Destroy 5 years thereaftere
DISPOSITION NOe: E61-5

UNCLASSIFIED

UNCLASSIFIED

Division Chief's Management File

This file contains records concerning the administration and management of E61, including information on functions and courses. Also included are division personnel files.

DATE SPAN: 1983 to Present

LOCATION: E61

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: a. Personnel Files: Destroy 1 year after separation or transfer of employee (GRS 1-18a)
b. Other Files: Cut off annually. Destroy 5 years thereafter

DISPOSITION NO.: E61-6A and E61-6B

Division Administration File

This file consists of incoming and outgoing correspondence, memoranda, and other records reflecting division functions, courses, and planning.

DATE SPAN: 1981 to Present

LOCATION: E61

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy when no longer needed for operations.

DISPOSITION NO.: E61-7

UNCLASSIFIED

UNCLASSIFIED

E614

CRYPTOLOGIC ORIENTATION

UNCLASSIFIED

UNCLASSIFIED

Cryptologic Courses File

This file contains records relating to cryptologic courses, including course materials.

DATE SPAN: 1986 to Present

LOCATION: E614

STORAGE MEDIA: Paper/Video Cassette/3/4" Video Tape/35 mm Slides

VOLUME: 74 cu. ft./70 video tapes/23 slides

CLASSIFICATION: SECRET NOFORN

DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (See retirement instruction in introduction for any applicable special records.)

B. All other records: Destroy when superseded, revised, rescinded or obsolete.

DISPOSITION NO.: E614-1A and E614-1B

Administrative File

This file contains records pertaining to the general administration of E614 as well as the running CY-187, Introduction to Cryptology.

DATE SPAN: 1987 to Present

LOCATION: E61

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: SECRET NOFORN

DISPOSITION: Cut off annually. Destroy 3 years thereafter.

DISPOSITION NO.: E614-2

UNCLASSIFIED

UNCLASSIFIED

Student Data Data Base

This data base contains enrollment, level of access, and testing information for each class of CY-187, Introduction to Cryptology.

DATE SPAN:	1987 to Present
LOCATION:	E614
STORAGE MEDIA:	Floppy Disk
HARDWARE:	PC
SOFTWARE:	DB III
VOLUME:	4 floppy disks
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy data after 3 years.
DISPOSITION NO.:	E614-3

UNCLASSIFIED

UNCLASSIFIED

E62

CRYPTOLOGIC MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains records pertaining to daily office administration in areas such as personnel, travel, security, budget, and procurements

DATE SPAN: 1981 to Present

LOCATION: E62

STORAGE MEDIA: Paper

VOLUME: 24 cue fte

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: a. Personnel Files: Destroy 1 year after transfer or separation of employee (GRS 1-18a).
b. Other Files: Cut off annuallye Destroy when 5 years olde

DISPOSITION NOe: E62-1A and E62-1B

Reference Materials File

This file contains office reference materials including telephone books, training books, books and periodicals relating to management, and other related items.

DATE SPAN: 1978 to Present

LOCATION: E62

STORAGE MEDIA: Paper

VOLUME: 111 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer needed for reference purposes

DISPOSITION NOe: E62-2

UNCLASSIFIED

UNCLASSIFIED

Mid-Level Manager Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Mid-Level Manager courses.

DATE SPAN: 1984 to Present
LOCATION: E62
STORAGE MEDIA: Paper/View Graphs
VOLUME: 10 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when materials are superseded, obsolete, or when course is terminated.
DISPOSITION NO.: E62-3

Executive Development Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Executive Development courses.

DATE SPAN: 1985 to Present
LOCATION: E62
STORAGE MEDIA: Paper
VOLUME: 20 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (XD 312, 313, and 314 only).
B. All other records: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO: E62-4A and E62-4B

UNCLASSIFIED

UNCLASSIFIED

Administration/Personnel Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Administration/Personnel courses.

DATE SPAN: 1984 to Present
LOCATION: E62
STORAGE MEDIA: Paper/View Graphs
VOLUME: 8 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-5

Cryptologic Management Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Cryptologic Management courses.

DATE SPAN: 1980 to Present
LOCATION: E62
STORAGE MEDIA: Paper/Films/View Graphs
VOLUME: 14 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-6

UNCLASSIFIED

UNCLASSIFIED

Office Skills Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Office Skills courses.

DATE SPAN: 1984 to Present
LOCATION: E62
STORAGE MEDIA: Paper/View Graphs
VOLUME: 16 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-7

General Management Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for General Management courses.

DATE SPAN: 1985 to Present
LOCATION: E62
STORAGE MEDIA: Paper/View Graphs
VOLUME: 8 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-8

UNCLASSIFIED

UNCLASSIFIED

Safety and First Aid Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Safety and First Aid courses.

DATE SPAN: 1983 to Present
LOCATION: E62
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-9

Security Skills Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Security Skills courses.

DATE SPAN: 1986 to Present
LOCATION: E62
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: A. Record copy of course materials including lesson plans, plans of instruction, lecture notes, and related records: Permanent. Retire to NSA Archives when course is superseded or terminated. (SS 005 only).
B. All other records: Destroy when superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E62-10A and E62-10B

UNCLASSIFIED

UNCLASSIFIED

E63

SYSTEMS ACQUISITION MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

Reference Material File

This file contains reference books, open source training manuals, and periodicals relating to systems acquisitions. Also included are miscellaneous reference materials such as phone books.

DATE SPAN: 1975 to Present

LOCATION: E63

STORAGE MEDIA: Paper

VOLUME: 84 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded or when no longer needed for reference purposes

DISPOSITION NOe: E63-1

Administrative File

This file contains general office files relating to personnel, security, training, travel, and related subjects.

DATE SPAN: 1982 to Present

LOCATION: E63

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: a. Personnel Files: Destroy 1 year after transfer or separation of employee (GRS 1-18a).

b. Other Files: Cut off annuallye Destroy after 2 yearse (GRS 23-1)

DISPOSITION NOe: E63-2A and E63-2B

UNCLASSIFIED

UNCLASSIFIED

Systems Acquisition Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Systems Acquisition courses.

DATE SPAN: 1982 to Present
LOCATION: E63
STORAGE MEDIA: Paper/View Graphs/Audio Tapes
VOLUME: 56 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when materials are superseded, revised, rescinded or obsolete.
DISPOSITION NO.: E63-3

Technical Management Course Curriculum File

This file contains course materials consisting of handouts, master outlines, and rosters for Technical Management courses.

DATE SPAN: 1982 to Present
LOCATION: E63
STORAGE MEDIA: Paper/View Graphs/Audio Tapes
VOLUME: 8 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when materials are superseded, obsolete, or when course is terminated.
DISPOSITION NO.: E63-4

UNCLASSIFIED

UNCLASSIFIED

E7

MANAGEMENT AND EVALUATION DEPARTMENT

UNCLASSIFIED

E7

MANAGEMENT AND EVALUATION DEPARTMENT

The Assistant Director for Training (ADT) serves as the Commandant, National Cryptologic School (CNCS), the Training Director, National Security Agency/Central Security Service (TDNC), and the Cryptologic Training Manager (CTM). The Chief, Management and Evaluation Department, is responsible to the ADT/CNCS/TDNC/CTM for the National Cryptologic School (NCS) Budget, Cryptologic Training System (CTS) consolidated planning, programming, budgeting, fiscal planning and execution actions, policy, personnel, administration, facilities, and for advising him on the adequacy and effectiveness of cryptologic and cryptologic-related training conducted by, or under the auspices of, the service training commands, the NCS, operations elements, and contractors.

Primary functions include:

1. Developing the NCS budget and manning requirements and providing central control of approved NCS resource allocations, and execution of the financial plan;
2. Providing advice and assistance on existing and proposed NCS cryptologic training plans and policies and informing appropriate elements of major policy issues as they develop;
3. Preparing and coordinating programmatic guidance and programming for the CTS and consolidating all planning actions within the CTS for submission to the DDPP;
4. Coordinating the NCS portions of the Agency's Reserve Mobilization Program, Civilian Cryptologic Reserve Program (CCRP) and Civilian Linguist Reserve Program (CLRP);
5. Providing guidance and coordinating inputs to the management information system;
6. Managing all ADT/TDNC financial activities;
7. Managing the procurement of those items which are cryptologic unique for the four military services;
8. Processing validated requests for the procurement of training equipment within the CTS in coordination with the CTS Staff;

UNCLASSIFIED

9. Providing NCS representation to the Agency Space Requirements Review Board and the L5 Facilities Working Group;

10. Coordinating personnel management services;

11. Providing security classification guidance to all NCS elements;

12. Providing personnel management support for the NCS, to include administering the performance appraisal and promotion programs and serving as the focal point for the implementation of DDA policies and procedures;

13. Designing plans, instruments, methods, and techniques for evaluation of training;

14. Conducting evaluations to assess the effectiveness of long-term external training sponsored by the NCS and evaluating the effectiveness of training programs and courses designed, developed, and implemented by contractors or purchased from contractors;

15. Coordinating, scheduling, and conducting the NCS curricula review functions; monitoring the implementation of approved recommendations resulting from evaluation reports and curricula reviews;

16. Coordinating cryptologic training evaluation in the CTS; assisting in the design and review of cryptologic evaluation programs of the military services, as required; maintaining liaison with military service counterparts;

17. Conducting applied evaluation research in support of training activities or programs and providing consultative services for other Agency or service elements, as required, and

18. Representing the ADT/CNCS/TDNC/CTM in conferences, seminars, and meetings dealing with training evaluation matters, and maintaining cognizance of current state-of-the-art and trends in education, training, and program evaluation.

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains performance appraisals, awards, promotion, and related information for E7 employees.

DATE SPAN: 1981 to Present
LOCATION: E7
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E7-1

Project File

This file consists of project folders for projects handled by the Management and Evaluation Department.

DATE SPAN: 1986 to Present
LOCATION: E7
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Review after 5 years. Destroy when no longer needed for current operations.
DISPOSITION NO.: E7-2

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file consists of copies of memoranda, reports, suspenses, and related records for convenience purposes.

DATE SPAN: 1987 to Present
LOCATION: E7
STORAGE MEDIA: Paper
VOLUME: 2.5 cu. ft.
CLASSIFICATION: TOP~~S~~ECRET
DISPOSITION: Retain for 1 year and then destroy.
DISPOSITION NO.: E7-3

UNCLASSIFIED

UNCLASSIFIED

E71

PROGRAMMING AND MANAGEMENT SUPPORT

UNCLASSIFIED

UNCLASSIFIED

Programming Management Support File

This file contains centralized travel requests and planning messages related to NCS Operational Travel as well as monthly reports indicating the current status of NCS Operational Travel Funds. Also included are NCS Key Element submissions to the Agency Quarterly Management Review publication and data related to data ultimately incorporated into the Combined Cryptologic Program (CCP).

DATE SPAN: 1984 to Present
LOCATION: E71
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E71-1

UNCLASSIFIED

UNCLASSIFIED

E72

RESOURCES MANAGEMENT SUPPORT

UNCLASSIFIED

UNCLASSIFIED

Resources Management File

This file contains incoming and outgoing correspondence, memoranda, reports, and related records pertaining to resources management.

DATE SPAN: 1987 to Present
LOCATION: E72
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: E72-1

Resources Management Support File

This file contains tuition support documents and certified invoice copies as well as weekly reports indicating the current status of the NCS Obligation Authorities. Also included are documents relating to the acquisition of training and support materials to provide services to the NCS, such as purchase requests, amendments, and contracts.

DATE SPAN: 1984 to Present
LOCATION: E72
STORAGE MEDIA: Paper
VOLUME: 25 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E72-2

UNCLASSIFIED

UNCLASSIFIED

E73

ADMINISTRATIVE AND PERSONNEL SUPPORT

UNCLASSIFIED

UNCLASSIFIED

M204 Administration Data Base

This data base is used to retrieve personnel data on E civilian and military personnel as well as E billet information.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Hard Disk
HARDWARE: Admin (Flannel)
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operational purposes.
DISPOSITION NO.: E73-1

Personnel File

This file consists of reports, memoranda, statistical information, and other data generated or retained by E73. Included are records relating to awards, assignments, resignations, retirements, position classification, vacancy announcements, and related records.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Paper
VOLUME: 28.5 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Review for destruction after 5 years.
DISPOSITION NO.: E73-2

UNCLASSIFIED

UNCLASSIFIED

E Promotion File

This file contains supporting documentation from the NCS Key Elements for recommendations for promotion of E personnel. Included are nominations to the E Promotion Board, supporting narratives, statistical information, and the recommendation packages.

DATE SPAN: 1981 to Present

LOCATION: E73

STORAGE MEDIA: Paper

VOLUME: 18 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Individual Promotion File: Retain until employee leaves E and then destroy.

B. Promotion Review Data and Statistical Information: Retain 3 years and then destroy.

DISPOSITION NO.: E73-3A and E73-3B

Management File

This file consists of reports, memoranda, and correspondence pertaining to everyday administrative activities in support of the Training Organization. Included are records pertaining to records management and mission and function statements.

DATE SPAN: 1981 to Present

LOCATION: E73

STORAGE MEDIA: Paper

VOLUME: 26.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Mission and Functions Statements: Permanent. Retire to NSA Archives when superseded.

B. All other records: Cut off annually. Destroy 5 years thereafter.

DISPOSITION NO.: E73-4A and E73-4B

UNCLASSIFIED

UNCLASSIFIED

Security File

This file contains reports, forms, courier logs, and memoranda in support of the physical and personnel security requirements for E73 and E Key Elements.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E73-5

Regulatory Documents File (OPI)

This file includes NSA/CSS Regulations, Circulars, and Directives; Education letters; and NCS Administrative Instructions that establish training policy and procedures.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Permanent. Retire to NSA Archives when superseded, rescinded, or revised.
DISPOSITION NO.: E73-6

UNCLASSIFIED

UNCLASSIFIED

Regulatory Documents File (Non-OPI)

This file contains copies of a number of Agency regulatory documents including USSIDs; NSA/CSS Regulations, Circulars, and Directives; and the Personnel Management Manual.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Paper
VOLUME: 9.5 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when superseded, revised, rescinded, or obsolete.
DISPOSITION NO.: E73-7

Resources Management File

This file contains data on civilian and military billets, the E Resources Authorization Document, the E Table of Distribution, and the E overtime allocations and usage.

DATE SPAN: 1981 to Present
LOCATION: E73
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Retain 5 years and thereafter destroy.
DISPOSITION NO.: E73-8

UNCLASSIFIED

UNCLASSIFIED

E74

EVALUATION DIVISION

UNCLASSIFIED

UNCLASSIFIED

Program Evaluation Assessment Key (PEAK) File

This data base is used to store information collected from the PEAK, Learning Center, and Training Assessment by Supervisors (TABS), critique forms completed by NCS students and/or their supervisors.

DATE SPAN: 1986 to Present
LOCATION: E74
STORAGE MEDIA: Hard Disk
HARDWARE: Mainframe (Flagship)
SOFTWARE: MRDS (Multics Relational Data Store)
VOLUME: 15,000 logical records per year
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: E74-1

Evaluation Reports File

This file contains final reports of curriculum reviews, course evaluations, course revalidations, and pilot validations.

DATE SPAN: 1974 to Present
LOCATION: E74
STORAGE MEDIA: Paper/Microfiche
VOLUME: 50 reports per year
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Permanent. Retire to NSA Archives after 5 years.
DISPOSITION NO.: E74-2

UNCLASSIFIED

UNCLASSIFIED

Evaluations Data Base

This data base stores management data for all evaluation reports including titles, dates, and report numbers.

DATE SPAN:	1987 to Present
LOCATION:	E74
STORAGE MEDIA:	Hard Disk
HARDWARE:	Mainframe (Alliance)
SOFTWARE:	Wang proprietary
VOLUME:	50 logical records per year
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	E74-3

UNCLASSIFIED

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E81

SPECIALIZED INSTRUCTIONAL SYSTEMS ACQUISITION

UNCLASSIFIED

E81

SPECIALIZED INSTRUCTIONAL SYSTEMS ACQUISITION

The Chief, Specialized Instructional Systems Acquisition, shall act as the NCS Project Manager for CFS and ULLMAN Training Development, and is responsible to the ADT for the designated NSA/CSS Computer Based Instructional (CBI) Systems Acquisition; the support of training development for the BSU program; management of associated interim and long-term training operations; coordination of organizational action external to the NCS; and the acquisition of Computer Assisted Instructional (CAI) courseware and training delivery and management systems.

Primary functions shall include:

1. Researching Computer-Based Instructional technology and developing applications in support of CFS and ULLMAN training;
2. Developing guidelines, standards and specifications for designated CBI systems and CAI courseware acquisition and use;
3. Acquiring standard CBI systems and courseware for BSU systems training;
4. Coordinating and managing interim CFS and ULLMAN training development and operations;
5. Serving as the Course Curriculum Model Manager for all CFS and ULLMAN operations courseware and as configuration manager for CFS and ULLMAN Training systems;
6. Support of NCS requirements development and CAI Systems application; and
7. Participation in the planning, programming and budgeting of the NCS program.

UNCLASSIFIED

Personnel File

This file consists of unofficial copies of personnel folders and promotion review data.

DATE SPAN: UNAVAILABLE
LOCATION: E81
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: E81-1

Office Administration File

This file consists of incoming and outgoing correspondence and messages and TDY requests.

DATE SPAN: 1987 to Present
LOCATION: E81
STORAGE MEDIA: Paper
VOLUME: 16 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: E81-2

UNCLASSIFIED

UNCLASSIFIED

Guestmaster File

This file is used to track all contract and acquisition actions associated with obtaining a computer-based training system for the National Cryptologic School.

DATE SPAN: 1980 to Present

LOCATION: E81

STORAGE MEDIA: Paper

VOLUME: 150 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy upon termination or completion of contract. (GRS 3-3c)

DISPOSITION NO.: E81-3

UNCLASSIFIED

UNCLASSIFIED

E9
SECURITY
EDUCATION

UNCLASSIFIED

*Education and Training Materials File

This file contains INFOSEC working papers for COMSEC and COMPUSEC courses, Boak lectures, course booklets, slides, photographs, and COMPUGRAPHIC hard copies for OPSEC/TRANSEC courses.

DATE SPAN: Current

LOCATION: E9

STORAGE MEDIA: Paper/Slides/Photographs

VOLUME: 5 cu. ft.

CLASSIFICATION: SECRET NOFORN

DISPOSITION: Retain locally 1 year. Transfer to the NCRC.
Destroy after 3 years or sooner if no longer
required for operations. (GRS 23-1)

DISPOSITION NO.: E9-1

~~TOP SECRET~~

HANDLE VIA COMINT CHANNELS ONLY
TOP SECRET

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 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/>