

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

3 MINOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

OFFICE OF HISTORY AND ARCHIVES

4 NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

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

C. DATE

7/21/88

7.
ITEM NO

RECORDS RELATING TO INFORMATION SECURITY

105 ITEMS TOTAL

17 ITEMS PERMANENT

MEDIA FOR PERMANENT RECORDS INCLUDES PAPER,
MAGNETIC TAPE, MAGNETIC DISK, AND MICROFICHE.

CLASSIFIED JOB FILE RETAINED AT AGENCY INCLUDES
APPRAISAL MEMO DATED 9/14/88

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.

LEAVE BLANK

JOB NO.

N1-457-88-66

DATE RECEIVED

7/21/88

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/18/89
Date

Archivist of the United States

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
INFOSEC
Y
INFOSEC SUPPORT**

NT 437-88-6

~~HANDLE VIA COMINT CHANNELS ONLY.~~
~~TOP SECRET~~

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
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**NSA RECORDS DISPOSITION
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~~HANDLE VIA COMINT CHANNELS ONLY~~
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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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Mission Statement

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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.

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

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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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Y

INFOSEC SUPPORT

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Y

INFOSEC SUPPORT

The Chief, INFOSEC Support, is responsible to the DDI for all activities necessary to execute initiatives associated with the management and operation of facilities to generate, produce, distribute, and control INFOSEC, SIGINT, and other qualified material; providing direct support in the specialized fields of integrated logistics, contract technical data, engineering, maintenance, testing, and software security to all INFOSEC programs; providing automatic data processing (ADP) services for the INFOSEC Organization, and the execution of special projects as directed by the DDI.

Primary functions include:

1. Providing centralized direction, planning, and executive management support towards the objective of achieving excellence in the conduct of the Y Group mission and functions.
2. Ensuring the verification of requirements and the programming, generation, production, distribution, accounting, and storage of INFOSEC keying material produced in response to requirements of the federal departments and agencies, and their contractors, NATO and such other countries as determined by DDI and DIRNSA, and the U.S. private sector.
3. NSA25X6
4. Providing liaison between the INFOSEC organization and other federal departments and agencies, and selected foreign governments concerning research, techniques and methods for the protection and control of INFOSEC material.
5. Providing for the design, construction, and maintenance of production equipment unique to the printing, fabrication, testing, and analysis of INFOSEC keying material and other printed materials.
6. Providing printing, reproduction, and distribution of NSA/CSS printed materials to include INFOSEC, SIGINT, and other qualified material.
7. Providing liaison between NSA, the Joint Committee on Printing, and the Public Printer on matters involving printing and bindery facilities, and equipment requirements.
8. Serving as Agency Printing Control Officer.

9. Ensuring the provision of integrated logistics support, configuration management, material engineering test support, automatic test equipment support, and technical data support for all ongoing INFOSEC programs.
10. Ensuring the development of standardized embedded COMSEC modules to secure future U.S. communications and information processing systems.
11. Ensuring the provision of software/hardware/firmware engineering support to INFOSEC equipment with embedded digital processors and the support of the development and implementation of software cryptography in INFOSEC programs.
12. Ensuring the development and maintenance of computer systems and associated software for automated COMSEC information systems, generation systems, and special-purpose INFOSEC applications.
13. Providing management of central site generation systems, distributed information processing services, and the INFOSEC communications network.
14. Ensuring the execution of special projects as directed by the DDI.
15. Balancing the application of resources provided to the component organizations of Y Group in accord with the total mission requirements and priorities.
16. Chief and/or Deputy Chief, Y, shall represent the DDI on various national committees, working groups, etc., and shall maintain an active relationship with senior managers in industry, INFOSEC user agencies and departments of the federal government [redacted] and other foreign governments, as appropriate.
[NSA25X6]
17. Ensuring adherence to approved plans, programs, schedules and priorities and reports program status to the DDI/ADDI and S Staff as appropriate.
18. Providing for close coordination with appropriate elements of the C, V, and X Organizations to support their requirements to ensure Y Group support is responsive to INFOSEC national objectives.
19. With the Chiefs of component organizations within Y Group, establishing annually personal goals and objectives for the executive managers within Y Group which relate to a 5-year, long-range plan.
20. Providing guidance, direction, and support to the personnel and administration management staffs and functions within the Y component organizations.

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Group Administrative File

This file contains records relating to personnel, training, security, facilities, budgets, and related general administration subjects.

DATE SPAN: 1985 to Present

LOCATION: Y

STORAGE MEDIA: Paper/Magnetic Disk

HARDWARE: IBM 3090 RAPPER

SOFTWARE: M204

VOLUME: 15 cu. ft./electronic not available

CLASSIFICATION: TOP SECRET CODEWORD, VRK

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

B. All Other Records: Destroy when superseded or when no longer needed for operations.

DISPOSITION NO.: Y1-A and Y1-B

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General Administration File

This file contains records pertaining to policy, publications, reading files, operating directives and regulations, procedures, and other reference materials.

DATE SPAN: 1985 to Present

LOCATION: Y

STORAGE MEDIA: Paper/Magnetic Disk

VOLUME: 21 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. OPI Policies, Directives, Regulations, and Procedures: Permanent. Retire to NSA Archives when superseded, rescinded, or when no longer needed for operations.

B. All Other Records: Destroy when superseded, rescinded, or when no longer needed for operations.

DISPOSITION NO.: Y2-A and B

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Y07

SPECIAL PROJECTS

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Y07

SPECIAL PROJECTS

The Chief, Y07, is responsible to the Chief, Y, for the execution of special projects as directed by the DDI.

Primary functions include:

1. Analyzing the long-term INFOSEC environment to identify critical problems and recommend approaches to identifying solutions.
2. Devising and managing innovative solutions and their application to special requirements as stated and approved by the DDI. As appropriate, using NSA element support to plan, organize, and propose methods of solution.
3. Providing guidance regarding the future direction of special INFOSEC activities to ensure potential problems will be minimized and their solutions not resource intensive.
4. Ensure, through participation of NSA elements, that the results of these special studies/projects which have long-term perceptions are adequately recognized.

FOR OFFICIAL USE ONLY

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Subject File

This file contains correspondence generated and received by Y07 and other records documenting Y07 activities. Also included are operating directives, regulations and procedures affecting the functioning of Y07.

DATE SPAN: 1975 to Present
LOCATION: Y07
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y07-1

~~IC Parametric Data File~~ *

~~This file contains information on the uniqueness of each integrated circuit design.~~

~~DATE SPAN: 1982 to Present~~
~~LOCATION: Y07~~
~~STORAGE MEDIA: Paper~~
~~VOLUME: One-fourth cu. ft. per year~~
~~CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK~~
~~DISPOSITION: Permanent. Retire to NSA Archives.~~
~~DISPOSITION NO.: Y07 2~~

*Obsolete. No longer created. See 6/12/2014
email. MPB

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~~Integrated Circuit Design Files Data Base~~ *

~~These files contain schematic representations of special purpose chips which can be used to generate Logic V tapes and CALMAGDS-2 tapes.~~

~~DATE SPAN:~~ ~~1982 to Present~~

~~LOCATION:~~ ~~Y07~~

~~STORAGE MEDIA:~~ ~~Magnetic Tape~~

~~VOLUME:~~ ~~10 1600 bpi magnetic tapes per year~~

~~CLASSIFICATION:~~ ~~TOP SECRET CODEWORD, NOFORN, VRK~~

~~DISPOSITION:~~ ~~Delete or destroy when no longer needed for operations.~~

~~DISPOSITION NO.:~~ ~~Y07-3~~

~~Printed Circuit Board Artwork Data Base~~ *

~~These computer files contain data from which printed circuit board artwork can be generated.~~

~~DATE SPAN:~~ ~~1982 to Present~~

~~LOCATION:~~ ~~Y072~~

~~STORAGE MEDIA:~~ ~~Magnetic Tape~~

~~VOLUME:~~ ~~20 1600 bpi tapes per year.~~

~~CLASSIFICATION:~~ ~~UNCLASSIFIED~~

~~DISPOSITION:~~ ~~Delete or destroy when no longer needed for operations.~~

~~DISPOSITION NO.:~~ ~~Y07-4~~

*Obsolete. No longer created. See 6/12/2014
email. MPB

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Administrative File

This file contains records relating to personnel, planning, budgets, and other general office administration subjects.

DATE SPAN: 1983 to Present
LOCATION: Y07
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: IBM PC
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Cut off annually. Destroy when 5 years old.
DISPOSITION NO.: Y07-5

Contract File

This file is used to track the status of each contract initiated by Y07.

DATE SPAN: 1980 to Present
LOCATION: Y07
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: IBM PC
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Destroy when 5 years old.
DISPOSITION NO.: Y07-6

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~~Design File Back-Up~~ *

~~This computer file contains electrical design data and engineering drawings.~~

~~DATE SPAN:~~ ~~1984 to Present~~

~~LOCATION:~~ ~~Y07~~

~~STORAGE MEDIA:~~ ~~Magnetic Tape~~

~~HARDWARE:~~ ~~NOT AVAILABLE~~

~~SOFTWARE:~~ ~~NOT AVAILABLE~~

~~VOLUME:~~ ~~20-1600 bpi magnetic tapes~~

~~CLASSIFICATION:~~ ~~TOP SECRET CODEWORD, NOFORN, VRK~~

~~DISPOSITION:~~ ~~Destroy after 2 years.~~

~~DISPOSITION NO.:~~ ~~Y07-7~~

*~~Obsolete. No longer created.~~ See 6/12/2014
email. MPB

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UNCLASSIFIED

Y1

INFOSEC PRODUCTION AND CONTROL

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INFOSEC PRODUCTION AND CONTROL

The Chief, INFOSEC Production and Control, is responsible for the management and operation of facilities to generate, produce, distribute and control INFOSEC, SIGINT, and other qualified material, including the conduct of necessary support functions and coordination with NSA elements, U.S. government departments and agencies, and certain foreign nations and international treaty organizations.

Primary functions include:

1. Providing NSA components, U.S. military and civil agencies, contractors, and private sector communications and authorized foreign and international organizations with information on which to base their planning for INFOSEC keying material requirements.
2. Obtaining, reviewing, and verifying quantitative and qualitative requirements for INFOSEC keying material.
3. Providing for the design programming, generation, production, distribution, accounting, and storage of INFOSEC keying material produced in response to requirements of the federal departments and agencies, NATO, and certain foreign nations, contractors, and the U.S. private sector.
4. Providing for the design, construction, and maintenance of production equipment unique to the printing fabrication, testing, and analysis of INFOSEC keying material and other qualified materials.
5. Providing, printing, reproduction and distribution of NSA/CSS printed materials to include INFOSEC, SIGINT, and other qualified material.
6. Providing liaison between NSA, the Joint Committee on Printing, and the Public Printer on matters involving printing and bindery facilities and equipment requirements.
7. Serving as Agency Printing Control Officer.
8. Providing security and safety services for the organization.

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Room Access File

This file documents both current and past room access for Y1 Production (Red Seal) areas.

DATE SPAN: UNAVAILABLE
LOCATION: Y1
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Y1-1

Hazardous Materials Safety File

This file consists of Material Safety Data Sheets, purchase records, disposition records, and related information.

DATE SPAN: UNAVAILABLE
LOCATION: Y1
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 5 years old or when no longer needed for operations, whichever is later.
DISPOSITION NO.F: Y1-2

UNCLASSIFIED

UNCLASSIFIED

Y106

REQUIREMENTS, PLANNING, AND EVALUATION STAFF

UNCLASSIFIED

UNCLASSIFIED

Requirements, Planning, and Evaluation Staff

The Chief, Requirements, Planning, and Evaluation, is responsible for the quantitative and qualitative analysis of new INFOSEC systems to determine keying material management, production, and distribution methods/requirements and for the development of plans for the introduction, continuing support, and retirement of all keying materials

Primary functions includee

1. Evaluating new INFOSEC systems to determine their impact upon the Y1 organization and developing plans to identify the needed production capabilitiese
2. Developing plans for the management, production, and distribution of keying material in support of new INFOSEC systems/equipment and for the introduction, continuing support, and retirement of keying material.
3. Plan for the implementation of Electronic Key Management Systemse
4. Developing forecasts of keying material production requirements.
5. Managing Y1 support for the Agency's Planning System, to include Continuity of Operations and Survivability Planse
6. Evaluating Y1 responsiveness in meeting consumer needs and recommending changes in operations/corrective action where appropriate.
7. Providing guidance to customers in the development of quantitative keying material requirementse
8. Participate in the CCEP MOA, MOU, and PMP review processe
9. Maintain close liaison with the Key Management Office, V8, and assist them with the review of the Key Management Plans/Architectures.
10. Evaluating higher level policies, procedures, directives, and instructions for applicability in Y1 and, where appropriate, developing internal implementing doc-

UNCLASSIFIED

UNCLASSIFIED

umentse

11. Providing Y1 membership on various ad hoc and standing committees and working groups dealing with INFOSEC systems/equipment and keying material requirements.
- 12e Providing internal and external Y1 briefing supporte
13. Undertaking special studies/projects for the Chief, Y1.

UNCLASSIFIED

UNCLASSIFIED

Chief's Administrative File

This file contains records pertaining to personnel, security, and related general office administration subjects for convenience purposes.

DATE SPAN: UNAVAILABLE
LOCATION: Y106
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET, CRYPTO, NOFORN - COMPART-
MENTED
DISPOSITION: Cut off annually. Destroy when 5 years old.
DISPOSITION NO.: Y106-1

Programs File

This series contains the Program Master Files.

DATE SPAN: UNAVAILABLE
LOCATION: Y106
STORAGE MEDIA: Paper
VOLUME: 46 cu. ft.
CLASSIFICATION: SECRET, CRYPTO, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y106-2

UNCLASSIFIED

UNCLASSIFIED

Nuclear Command File

This file contains nuclear command and control information.

DATE SPAN: UNAVAILABLE
LOCATION: Y106
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET, CRYPTO, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y106-3

General Administration File

This file documents general administration functions and includes reading files, publications, policies, as well as office management and personnel files. Also included are policy records for Y106.

DATE SPAN: UNAVAILABLE
LOCATION: Y106
STORAGE MEDIA: Paper
VOLUME: 34 cu. ft.
CLASSIFICATION: TOPSECRET, CRYPTO, NOFORN
DISPOSITION: A. Policy Files: Permanent. Retire to NSA Archives.
B. All Other Records: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: Y106-4A and B

UNCLASSIFIED

UNCLASSIFIED

Administrative Data Base

This data base contains general office administration and personnel files.

DATE SPAN: 1986to Present
LOCATION: Y106
STORAGE MEDIA: Magnetic disk
HARDWARE: IBM 370 RAPPER
SOFTWARE: M 204, TSO, and COMET
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Delete or destroy when 2 years old.
DISPOSITION NO.: Y106-5

UNCLASSIFIED

UNCLASSIFIED

Y109

ADMINISTRATIVE AND MANAGEMENT STAFF

UNCLASSIFIED

UNCLASSIFIED

Administrative and Management Staff

The Chief, Management Services Staff, is responsible for providing staff support for programming and analysis, administration, personnel and facilities.

Primary functions includee

1. Developing and executing the Y1 programming systems and providing for the review and analysis of Y1 programse
2. Assisting in the review and evaluation of the programs of the Military Departments and Agencies submitted under the DOD consolidated functional programse
3. Developing and monitoring management systemse
4. Providing administrative and personnel management servicese
5. Planning and coordinating space and facilities requirements for Y1e

UNCLASSIFIED

UNCLASSIFIED

S3 Ledger Data Base

This data base contains all of Y1's procurement, travel, and other appropriation information.

DATE SPAN: 1981 to Present
LOCATION: Y109
STORAGE MEDIA: On-line
HARDWARE: IBM 370 RAPPER
SOFTWARE: M 204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete information when 7 years old.
DISPOSITION NO.: Y109-1

S3 PRS Data Base

This data base contains all of Y1's production, material, labor, and cost information.

DATE SPAN: 1981 to Present
LOCATION: Y109
STORAGE MEDIA: On-line
HARDWARE: IBM 370 RAPPER
SOFTWARE: M 204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Y109-2

UNCLASSIFIED

UNCLASSIFIED

Y11

ELECTRONIC FABRICATION

UNCLASSIFIED

UNCLASSIFIED

Y11

Electronic Fabrication

The Chief Electronic Fabrication, is responsible for directing the programming production and quality assurance of INFOSEC keying materials such as permuters, printed circuits, and electronic assemblies. Directs the manufacture of special purpose INFOSEC equipment and devices. Directs the development of production processes for the manufacture of electronic products.

Primary functions include:

1. Assuring the development of processes which will result in production and/or repair of INFOSEC keying material, special electronic assemblies, and INFOSEC equipments.
2. Conducting and directing the INFOSEC Assistance Program to provide special INFOSEC devices and equipments, including production and process engineering, maintenance, and training documentation.
3. Developing, implementing, and maintaining quality assurance programs and procedures.
4. Scheduling, programming, and producing fabricated INFOSEC keying materials and special electronic assemblies and INFOSEC equipments to meet requirements.
5. Participating in the programming and production of NATO and combined INFOSEC materials
6. Developing and reviewing Y11 plans and programs and providing data for programs, budget, and funding.

UNCLASSIFIED

UNCLASSIFIED

Chief's Administrative File

This is a general office administration file containing a chronological correspondence file as well as segments on subjects such as security and personnel.

DATE SPAN: 1985 to Present
LOCATION: Y11
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: Y11-1

General Administrative Data Base

This data base is used for general office administrative and clerical purposes. Included is a segment for electronic mail.

DATE SPAN: UNAVAILABLE
LOCATION: Y11
STORAGE MEDIA: Paper, On-line
HARDWARE: IDMS RAPPER
SOFTWARE: M 204, Comet, TSO
VOLUME: 20 cu. ft. (paper)/
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy information after 2 years.
DISPOSITION NO.: Y11-2

UNCLASSIFIED

UNCLASSIFIED

Administration and Production File

This file includes paper and electronic records concerning personnel, security, COMSEC accounting, production, stock, tracking, and inventory history. Included are subject, chronological, and electronic mail segments. Production records cover the production control, inventory, history, and tracking of electronic keying material and related products.

DATE SPAN: 1980 to Present.

LOCATION: Y11

STORAGE MEDIA: Paper, On-line, Magnetic Tape

HARDWARE: IDMS RAPPER

SOFTWARE: M 204, Comet

VOLUME: 18 cu. ft. (paper)/

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION:

- A. Personnel Records: Delete or destroy upon separation or transfer of employee. (GRS 1-18a)
- B. All Other Records: Delete or destroy data after 5 years.

DISPOSITION NO.: Y11-3A and B

UNCLASSIFIED

UNCLASSIFIED

Y12
PUBLICATION

UNCLASSIFIED

Publication

The Chief, Publication, is responsible for the production of INFOSEC, SIGINT, and Agency Support printed materials

Primary functions include:

1. (U) Assuring the development of processes which will result in the production of printed INFOSEC material as directed
2. (U) Scheduling and producing printed products to meet NSA/CSS INFOSEC SIGINT and other Agency requirements.
3. ~~(S)~~ Participating in the programming and production of NATO and combined INFOSEC materials
4. (U) Establishing the formats for printed INFOSEC materials
5. (U) Providing for the processing of various types of manufacturing aids used in the production of INFOSEC materials
6. (U) Developing and reviewing Y12 plans and programs

UNCLASSIFIED

Administrative File

This is the general operational file of the Publications Divisions dealing with the production of INFOSEC, SIGINT, and Agency support publication material.

DATE SPAN: 1978 to Present

LOCATION: Y12

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Personnel Records: Destroy upon separation or transfer of employee. (GRS 1-18a)

B. All Other Records: Cut off annually. Destroy 2 years thereafter.

DISPOSITION NO.: Y12-1A and B

UNCLASSIFIED

~~*Quality Assurance Records *~~

~~Quality Assurance Records contain copies of INFOSEC contracts, Quality Plans, equipment specs, and correspondence between contractors and COR (contractor officer representative)s~~

~~DATE SPANe~~ 1984-1989

~~LOCATIONe~~ Y123

~~STORAGE MEDIAe~~ Paper

~~VOLUME:~~ 2.5 cu. ft.

~~CLASSIFICATIONe~~ SECRET

~~DISPOSITIONe~~ Retire to the records center after 3 years
Review annually thereafter

~~DISPOSITION NO.:~~ Y123-1

*●bsolete. No longer created. See 6/12/201
email. MPB

UNCLASSIFIED

**Y13
CONTROL**

UNCLASSIFIED

UNCLASSIFIED

Control

The Chief, Control, is responsible for the timely provision, distribution and control of INFOSEC materiale

Primary functions includee

1. Assuring the development of processes which will result in accounting, distribution, and storage of INFOSEC materiale
2. Participating in the formulation of policies pertaining to, and providing NSA procedures for, the control of INFOSEC materiale
3. Directing the operation of NSA INFOSEC Accounting Systemse
4. Providing for distribution and storage of INFOSEC materiale
5. Providing direction and technical support to external NSA consumerse
6. Processing quantitative requirements for keying material which fall within applications limitationse
7. Maintaining cognizance over all new equipment systems developed under the auspices of the Commercial COMSEC Endorsement Program (CCEP) from the standpoint of COMSEC Key and accounting supporte
8. Participate in the formulation of accounting and data base management policies related to Electronic Key management, generation, distribution and usee

UNCLASSIFIED

UNCLASSIFIED

COMSEC Nomenclature System

This data base is used to assign nomenclature associated with all COMSEC material such as manuals, equipment, keys, etc. Data such as short titles, long titles, accounting legends, security classifications, and supersession rates is tracked.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Hard disk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 250 cylinders
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent. Retain by OPI.
DISPOSITION NO.: Y13-1

COMSEC Distribution System

This data base allows production managers the ability to ship COMSEC materials to users worldwide. The quantities of materials to be shipped and a historical record of shipments is maintained.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Harddisk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 378 cylinders
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy data when no longer needed by OPI.
DISPOSITION NO.: Y13-2

UNCLASSIFIED

UNCLASSIFIED

COMSEC Automatic Destruction Data Base

This data base allows vault personnel to automatically destroy COMSEC material as it is superseded. It contains supersession rates, effective editions and dates, and a history on the transfers under which material was destroyed.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Hard disk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 200 cylinders
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y13-3

COMSEC Accounting System

This data base allows the NSA Central Office of Record (Y131) to maintain accountability for COMSEC keying material and equipment worldwide.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Hard disk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 196 cylinders
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy data when no longer needed by OPL
DISPOSITION NO.: Y13-4

UNCLASSIFIED

UNCLASSIFIED

COMSEC Account Maintenance

This data base enables account managers to establish and maintain COMSEC accounts. Information stored includes custodian names, alternate names, mailing and courier addresses, and facility clearances.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Harddisk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 100 cylinders.
CLASSIFICATION: TOP SECRET
DISPOSITION: ✕Delete or destroy data when no longer needed by OPL
DISPOSITION NO.: Y13-5

COMSEC Inventory Control

This data base exists to facilitate Y131 vault personnel to manage their stock of COMSEC key. It is used to track the current location of any COMSEC material they are responsible for.

DATE SPAN: 1963 to Present
LOCATION: Y13
STORAGE MEDIA: Hard disk
HARDWARE: IBM 3081 RAPPER
SOFTWARE: IDMS
VOLUME: 96 cylinders
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y13-6

UNCLASSIFIED

UNCLASSIFIED

**Y14
ENGINEERING**

UNCLASSIFIED

UNCLASSIFIED

Y14

Engineering

The Chief, Engineering, is responsible for providing engineering services to the INFOSEC production areas.

Primary functions include:

1. Providing or arranging for engineering services for the analysis, design, construction, testing, modification, installation, and maintenance of Y1 production equipmentse
2. Developing technical solutions, in support of the long-range planning efforts of the Y1 organization, to assure that required production capability is established to support total consumer keying material needs.
3. Directing research into production systems development.
4. Providing for technical review and evaluation of Y1 Capital Equipment Requests.

UNCLASSIFIED

UNCLASSIFIED

~~MSS/Dispatcher Data Base~~ *

~~This data base contains maintenance and engineering related datae
It is also a trouble call reporting systeme~~

~~DATE SPAN: UNAVAILABLE~~

~~LOCATION: Y14~~

~~STORAGE MEDIA: On-line~~

~~HARDWARE: Ashland Cluster "F" (Bedward)~~

~~SOFTWARE: In-house (T2 developed)~~

~~VOLUME: UNAVAILABLE~~

~~CLASSIFICATION: UNCLASSIFIED~~

~~DISPOSITION: Delete or destroy when no longer needed for op-
erationse~~

~~DISPOSITION NO.: Y14-1~~

Project Records

This file contains information concerning Engineering Projects and
in-house drawings of local requirementse

DATE SPANe

LOCATIONe Y14

STORAGE MEDIAe Paper

VOLUMEe cuefte

CLASSIFICATIONe

DISPOSITIONe Permanente Transfer to NCRC when no longer re-
quired for operationse

DISPOSITION NOee Y14-2

*●bsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Y15
GENERATION SYSTEMS

UNCLASSIFIED

Generation Systems

~~(S)~~ The Chief, Generation Systems, is responsible for providing automatic data processing software support for INFOSEC, aid generation and production systems for the operation of computer systems for the generation of INFOSEC aids, and for planning, implementation, and maintenance of automated information systems for INFOSEC production and controle

Primary functions include:

1. ~~(S)~~ Designs, implements and maintains software for the generation of keying materiale
2. (U) Designs, implements and maintains software for the Y1 computer controlled manufacturing equipment.
3. (U) Participates in long-range and short-range Y1 technical planning to improve or modernize the Y1 production processes.
4. (U) Plans, implements, and maintains automated information systems for INFOSEC production and controle
5. ~~(S)~~ Provides technical assistance to INFOSEC analysts in development of both manual and machine CRYPTO systemse
6. ~~(S)~~ Controls INFOSEC generation processing of all cryptoproductse
7. ~~(S)~~ Operates computer systems for the generation of INFOSEC aidse

UNCLASSIFIED

Administrative and Specification Reference File

This file contains Y15's general office administrative files as well as records detailing computer programs for the generation of COMSEC keying materials

DATE SPANe UNAVAILABLE

LOCATIONe Y15

STORAGE MEDIAe Paper

VOLUMEe 234 cu. ft.

CLASSIFICATIONe TOP SECRET, NOFORN

DISPOSITIONe A. COMSEC Key Related Recordse Permanente
Retire to NSA/CSS Records Centere

B. ~~All Other Records: Cut off annuallye Re *~~
~~tire to NSA/CSS Records Centere Destroy 5~~
~~years thereafter~~

DISPOSITION NOee Y15-1A and B

~~*Y15 Library File *~~

~~This file is kept on an M204 database and contains pertinent in-~~
~~formation for each tape residing within the Y152 Branche~~

~~DATE SPANe UNAVAILABLE~~

~~LOCATIONe Y15~~

~~STORAGE MEDIA: 3380 Disks~~

~~HARDWAREe RAPPER~~

~~SOFTWAREe M204~~

~~VOLUMEe 100,000 records~~

~~CLASSIFICATIONe TOP SECRET, NOFORN~~

~~DISPOSITIONe Delete when superseded or obsoletee~~

~~DISPOSITION NOee Y15-2~~

*●obsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Y16
REPRODUCTION

UNCLASSIFIED

UNCLASSIFIED

Y16

Reproduction

The Chief, Reproduction, is responsible for the reproduction, distribution, and control of SIGINT printed material and various other administrative materials for the Agency. Provide for photomechanical and microforms services in support of Agency requirements.

Primary functions include:

1. Assuring the development of processes for production of printed SIGINT end products and technical publications.
2. Providing for production, packaging, distribution, and control of hard copy SIGINT end products and technical publications in response to NSA/CSS requirements.
3. Providing for production support on compartmented and special materials.
4. Providing for reproduction of NSA/CSS administrative materials.
5. Providing for distribution of NSA/CSS printed and reproduced materials.
6. Providing for operation of rapid reproduction facilities throughout NSA/CSS.
7. Providing an interface to NSA/CSS electronic information technologies and the development of system applications for the same.

UNCLASSIFIED

UNCLASSIFIED

~~S36MIS Data Base~~ *

~~This data base is used to gain control of all incoming work and to provide shop floor control throughout the production and distribution process relating to the reproduction of COMSEC materials. It contains all AREFCOS addresses needed for distribution. Management information statistics and reports are derived from this data base.~~

~~DATE SPAN: 1972 to Present~~

~~LOCATION: Y16~~

~~STORAGE MEDIA: On-line/magnetic tape~~

~~HARDWARE: RAPPER~~

~~SOFTWARE: M 204~~

~~VOLUME: Over 1 million bytes~~

~~CLASSIFICATION: TOP SECRET NOFORN~~

~~DISPOSITION: Delete or destroy data when no longer needed for operations.~~

~~DISPOSITION NO.: Y16-1~~

*Transmittal Receipt Files-Outgoing

This file consists of transmittal records and receipt records of all material dispatched to world-wide consumerse

DATE SPANe 1 year

LOCATIONe Y162

STORAGE MEDIA: Paper/Microform (MCN: NSA-92-S-Y16001)

VOLUMEe 40-50 cu. ft. per year

CLASSIFICATIONe CONFIDENTIAL

DISPOSITIONe Transfer to microfilm after 3 monthse Destroy hardcopy upon receipt of microfilm.

DISPOSITION NOe: Y16-2

*Obsolete. No longer created. See 6/12/2014 email. MPB

3yr. review for other recs.

UNCLASSIFIED

UNCLASSIFIED

Y17

SPECIAL PRODUCTS FABRICATION

UNCLASSIFIED

UNCLASSIFIED

Y17

Special Products Fabrication

The Chief, Special Products Fabrication, is responsible for directing the production of INFOSEC keying materials such as tapes, key cards, and command and control productse

Primary functions includee

1. (U) Assuring the development of processes which will result in production of INFOSEC keying materiale
2. (U) Developing, implementing, maintaining quality assurance programs and procedurese
3. (U) Scheduling and producing special keying materials to meet INFOSEC requirementse
4. (U) Participating in the programming and production of NATO and combined INFOSEC materiale

UNCLASSIFIED

UNCLASSIFIED

Office File

This file contains incoming and outgoing correspondence, personnel files, production history files, manpower reports, training history files, and records concerning plant facilities.

DATE SPAN: UNAVAILABLE

LOCATION: Y17

STORAGE MEDIA: Paper/Floppy Disk

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

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

B. All Other Records: Destroy when no longer needed for operations.

DISPOSITION NO.: Y17-1A and Y17-1B

UNCLASSIFIED

UNCLASSIFIED

Y18

ELECTRONIC KEY SYSTEMS MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

Y18

Electronic Key Systems Management

The Chief, Electronic Key Systems Management Division, is responsible for development support, deployment, management and operation of electronic key management systems (KMS) in support of present and future information systems security programs such as the Future Secure Voice System (FSVS) or STU-III, the Secure Data Network System (SDNS)e, the Electronic Generation and Distribution System (EGADS)e, and the Electronic Key Management System (EKMS)e

Primary functions includee

1. Providing overall management of the STU-III KMS and future electronic key management systems, as may be requirede
2. Developing programs, plans, and budgets needed to support electronic key management systems operationse
3. Supporting development and implementation of improved processes for ordering, producing, distributing, and accounting for keye
4. Establishing, manning, and operating KMS facilitiесе
5. Coordinating on the development of all electronic key management systems security doctrine and policiye

UNCLASSIFIED

UNCLASSIFIED

Office File

This file contains records pertaining to personnel, security, and related administrative subjects as well as copies of Agency regulations and policies. Also included is correspondence, messages, and memoranda pertaining to the management of STU-III key material.

DATE SPAN: September 1986 to Present
LOCATION: Y18
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: A. Personnel Records: Destroy when employee leaves organization.
B. All Other Records: Destroy when no longer needed for operations.
DISPOSITION NO.: Y18-1A and B

GTE FSVS File

This file contains GTE reports and other documentation necessary to support the FSVS (STU-III) key management system supported by GTE.

DATE SPAN: April 1987 to Present
LOCATION: Y18
STORAGE MEDIA: Paper/Data Base under development
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Y18-2

UNCLASSIFIED

UNCLASSIFIED

GTE SDNS File

This file contains GTE reports and other documentation necessary to support the SDNS key management system supported by GTE.

DATE SPAN: April 1987 to Present
LOCATION: Y18
STORAGE MEDIA: Paper/Data Base under development
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Y18-3

UNCLASSIFIED

UNCLASSIFIED

Y2

INFOSEC PROGRAM SUPPORT

UNCLASSIFIED

~~CONFIDENTIAL~~

Y2

INFOSEC PROGRAM SUPPORT

The Chief, Y2, is responsible for providing direct support in the specialized fields of mechanical, material, and component engineering, integrated logistics support, reliability engineering, quality assurance, contract technical data, protective technologies, and software security to all area executives and INFOSEC programse

Primary functions include:

1. Provide integrated logistic support to all INFOSEC programs.
2. Provide material engineering test support and automatic test equipment support.
3. Provide technical data support to, and configuration management for all INFOSEC programs.
4. Generate or tailor unique equipment specifications, standards and data items for acquisition of INFOSEC equipment.
5. Provide component and mechanical engineering support for INFOSEC programs.
6. Provide software/hardware engineering support to INFOSEC equipment with embedded digital processorse
7. Support the development and implementation of software cryptography in INFOSEC programse
8. Provide reliability engineering support for INFOSEC programs.
9. Provide quality assurance support for INFOSEC programse
10. Provide for the development and implementation of a protective technologies program to counter the Human Intelligence (HUMINT) threat.

~~CONFIDENTIAL~~

UNCLASSIFIED

Correspondence File

This chronological file contains incoming and outgoing letters, memoranda, reports and other records reflecting Y2 productions, programs and planning.

DATE SPAN: 1984 to Present

LOCATION: Y2

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: Y2-1

UNCLASSIFIED

UNCLASSIFIED

Y209
OPERATIONS STAFF

UNCLASSIFIED

~~CONFIDENTIAL~~

Y209

Operations Staff

The Chief, Y209, is responsible to the Chief, Y2e for the execution of resources and administrative management functions for the organization.

Primary functions include:

1. Provision of advice and assistance to the Chief, Y2, and all subordinate managers on resources and administrative management procedures, policies and problems
2. Provision of fiscal programming and management services for the organization. Development, interpretation and consolidation of input to the Office program and budget and INFOSEC Program Guidance POME. Evaluates incoming and issues outgoing financial reports. Monitors and advises on expenditures and allocations of resources
3. Guides, advises and assists Office managers on personnel, training, and travel policies, procedures and regulations. Initiates and records all actions required in the allocation of, programming for and training of personnel.
4. Serves as focal point for the Office on actions requiring Office-wide input. Tasks Office element with requirements, and collects and fuses responses received to make responses for/by the Chief, Y2e
5. Provides Office-wide support services, such as facilities and security coordination officers, and maintenance of the Y2 INFOSEC Account

~~CONFIDENTIAL~~

UNCLASSIFIED

Correspondence File

This file contains incoming and outgoing letters, memoranda, reports and other records reflecting Y2 policies.

DATE SPAN: 1983 to Present
LOCATION: Y209
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y209-1

COMSEC Account File

This file contains information regarding Y2's COMSEC account pertaining to incoming and outgoing COMSEC materials and destruction transfers.

DATE SPAN: 1983 to Present
LOCATION: Y209
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations
DISPOSITION NO.: Y209-2

UNCLASSIFIED

UNCLASSIFIED

Financial File

This file contains Y2's financial records regarding budgets, overtime, awards, travel, and related items.

DATE SPAN: 1985 to Present
LOCATION: Y209
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: Y209-3

Personnel, Training and Security File

This file contains incoming and outgoing letters, memoranda, reports, and other records pertaining to personnel, training, and security.

DATE SPAN: 1985 to Present
LOCATION: Y209
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
B. All Other Records: Destroy when superseded, rescinded, or no longer needed for operations.
DISPOSITION NO.: Y209-4A and Y209-4B

UNCLASSIFIED

UNCLASSIFIED

Contract Administration File

This file contains pre-contractural and contract documents, as well as funding and budget documents.

DATE SPAN: 1979 to Present

LOCATION: Y209

STORAGE MEDIA: Paper

VOLUME: 28 cu. ft.

CLASSIFICATION: TOP&SECRET

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

DISPOSITION NO.: Y209-5

UNCLASSIFIED

UNCLASSIFIED

Y21

INTEGRATED LOGISTICS

UNCLASSIFIED

~~CONFIDENTIAL~~

Y21

Integrated Logistics Support

The Chief, Y21, is responsible to the Chief, Y2, for providing integrated logistics support to all INFOSEC programse

Primary functions includee

1. Develop and implement National Policy concerning ILS matterse
2. Provide Life-Cycle-Cost Analysis management of the Logistics Support Analysis data base developmente
3. Assure that logistics planning takes place at the earliest possible moment in the development of a program and is followed throughout the life-cycle of the programe
4. Provide technical support to spare parts buys (DCRPs)e. Providing for acquisition of all follow-up support items such as repair parts, modification kits, etce
5. Insure that all elements of Reliability and Maintainability disciplines are incorporated into and maintained throughout the program life-cyclee
6. Define and develop Quality Assurance during planning, manufacturing, testing acceptance, shipment, and field use of equipment and ancillariese
7. Provide provisioning supporte
8. Provide for integrated material managemente

~~CONFIDENTIAL~~

UNCLASSIFIED

Personnel and Project File

This file contains unofficial personnel records as well as project files pertaining to logistics and supply.

DATE SPAN: 1984 to Present
LOCATION: Y21
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: VRK
DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (Grs 18-1a)
B. All Other Records: Cut off annually. Destroy 2 years thereafter.
DISPOSITION NO.: Y21-1A and B

Provisioning Data Base

This data base is used to store, retrieve and edit provisioning data concerning logistics and parts supply.

DATE SPAN: 1984 to Present
LOCATION: Y21
STORAGE MEDIA: On-line
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y21-2

UNCLASSIFIED

UNCLASSIFIED

COMSEC Drawings List File

This is a listing of all COMSEC drawings reviewed for procurement control release or retention. The listing includes the assigned drawing number, equipment name, lead service, review date, and whether or not the item is in a production contract.

DATE SPAN:	1985 to Present
LOCATION:	Y21
STORAGE MEDIA:	Magnetic disk
HARDWARE:	IBM PC
SOFTWARE:	M 204
VOLUME:	UNAVAILABLE
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy data when no longer needed for operations.
DISPOSITION NO.:	Y21-3

UNCLASSIFIED

UNCLASSIFIED

Y22

TECHNICAL SUPPORT AND DATA MANAGEMENT

UNCLASSIFIED

Y22

Technical Support and Engineering Data Management

The Chief, Y22, is responsible to the Chief, Y2, for providing technical data support. This includes collection, coordination, and computerization of engineering data and specifications, as well as providing configuration management for all INFOSEC programs and endorsed products.

Primary functions include:

1. Acquire, process, and maintain engineering and configuration management information in all forms pertinent to the production, operation, maintenance, training and continued use of INFOSEC equipments.
2. Design and develop software and hardware systems to enhance accuracy and efficiency in acquisition, manipulation, and maintenance of engineering and configuration management data.
3. Generate or tailor general and unique equipment specifications, standards and data item descriptions applicable to the acquisition or endorsement of INFOSEC equipments.
4. Provide for configuration management and nomenclature support for INFOSEC programs or endorsements.
5. Manage the engineering Information Support Services Contract.
6. Provide S Acquisition Management Systems Data Requirements (S AMSDR), coordinate S Scientific and Technical Information (S STINFO) and S Metrication.

UNCLASSIFIED

Technical Support and Data Management Correspondence File

This file contains incoming and outgoing letters, memoranda, reports, and other records reflecting INFOSEC functions, programs and planning.

DATE SPAN: 1975 to Present
LOCATION: Y22
STORAGE MEDIA: Paper, Magnetic Disk, Microfiche
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y22-1

~~ATEMAN Data Base~~ *

~~ATEMAN is used to store and edit manuals concerning the testing of printed wiring boards on the ST 51 automatic test equipment.~~

~~DATE SPAN: UNAVAILABLE
LOCATION: Y22
STORAGE MEDIA: Magnetic Tape
HARDWARE: IBM 370 158 (RAPPER)
SOFTWARE: JCL
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Permanent. (This data base is being transferred to the Department of the Army in 1990.)
DISPOSITION NO.: Y22-2~~

*Obsolete. No longer created. See 6/12/2014 email. MPB

UNCLASSIFIED

UNCLASSIFIED

TEXTPROC Data Base

This data base is used to store and process text 360 files of NSA maintenance manuals and specifications for COMSEC equipment.

DATE SPAN: UNAVAILABLE
LOCATION: Y22
STORAGE MEDIA: Magnetic Tape, On-Line
HARDWARE: IBM 370-158 (RAPPER)
SOFTWARE: JCL-TSO
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET NOFORN
DISPOSITION: Permanent. Retain by OPI.
DISPOSITION NO.: Y22-3

Visual Search Microfilm File (VSMF)

The VSMF contains military, federal, industry, and international specifications, and vendor parts information used to support all phases of a COMSEC equipments life cycle. This file is supported by a data base containing index information.

DATE SPAN: UNAVAILABLE
LOCATION: Y22
STORAGE MEDIA: Microfilm, Magnetic Disk
HARDWARE: BRS
SOFTWARE: BRS
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-4

UNCLASSIFIED

UNCLASSIFIED

System for Processing Engineering Data (SPED)

This file is used to track parts lists, drawing lists, and structures and latest revision levels for the development of INFOSEC projects and equipment.

DATE SPAN: 1973 to Present
LOCATION: Y22
STORAGE MEDIA: Paper, Magnetic Tape, Punch Cards, DASD
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 359.7 cu. ft./500,000 logical records/24,000 cards
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy information when 5 years old or when no longer needed for operations, whichever is later.
DISPOSITION NO.: Y22-5

~~**Configuration Control Data Base ***~~

~~This data base tracks Engineering Change Proposals (ECPs) for INFOSEC equipment. It is used to update SPED.~~

~~**DATE SPAN:** 1975 to Present
LOCATION: Y22
STORAGE MEDIA: DASD, Punch Cards
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 150,000 logical records
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when information is 5 years old, or when no longer needed for operations, whichever is later.
DISPOSITION NO.: Y22-6~~

~~*Obsolete. No longer created. See 6/12/2014 email. MPB~~

UNCLASSIFIED

UNCLASSIFIED

~~SPED Tapes Data Base~~ *

~~This data base tracks when and what contractor tapes were loaded into SPED.~~

~~DATA SPAN: 1985 to Present~~
~~LOCATION: Y22~~
~~STORAGE MEDIA: DASD, Magnetic Tape~~
~~HARDWARE: RAPPER~~
~~SOFTWARE: M 204~~
~~VOLUME: 500 logical records~~
~~CLASSIFICATION: CONFIDENTIAL~~
~~DISPOSITION: Delete or destroy information when 5 years old or when no longer needed for operations, whichever is later.~~
~~DISPOSITION NO.: Y22-7~~

~~Mandatory Modifications Data Base~~ *

~~This data base tracks mandatory modifications which have been approved/disapproved for INFOSEC equipment.~~

~~DATE SPAN: Under development~~
~~LOCATION: Y22~~
~~STORAGE MEDIA: DASD~~
~~HARDWARE: RAPPER~~
~~SOFTWARE: M 204~~
~~VOLUME: UNAVAILABLE~~
~~CLASSIFICATION: TOP SECRET~~
~~DISPOSITION: Destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y22-8~~

*●bsolète. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Manuals Data Base

This data base stores figure numbers for INFOSEC equipment manuals.

DATE SPAN: 1978 to Present
LOCATION: Y22
STORAGE MEDIA: DASD, Paper
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 25,213 logical records/12.5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-9

~~**Data Location Data Base (DATLOC) ***~~

~~This data base contains Institute for Interconnecting and Packaging Electronic Circuits and its predecessor's, The Institute of Printed Circuits, records pertaining to INFOSEC equipment.~~

~~**DATE SPAN:** 1974 to Present
LOCATION: Y22
STORAGE MEDIA: DASD, Magnetic Tape, Paper
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 20,000 logical records/40 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: A. Paper Copy: Permanent. Retire to NSA Archives.
B. Electronic Copy: Permanent. Retain by OPI.
DISPOSITION NO.: Y22-10A and Y22-10B~~

*Obsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

~~Computer Aided Drawing Revision Effort (CADRE) Data Base *~~

~~This data base is used to store engineering drawings on computer vision equipment.~~

~~DATE SPAN: 1978 to Present~~
~~LOCATION: Y22~~
~~STORAGE MEDIA: DASD, Magnetic Tape~~
~~HARDWARE: RAPPER~~
~~SOFTWARE: M 204~~
~~VOLUME: 15,000 logical records~~
~~CLASSIFICATION: SECRET~~
~~DISPOSITION: Destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y22-11~~

Cost Estimate Data Base

This data base is used to track individual data items used on INFOSEC projects. These are used to estimate costs for new projects before bidding.

DATE SPAN: 1984 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 10,000 logical records
CLASSIFICATION: CONFIDENTIAL (PROCUREMENT SENSITIVE)
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-12

*~~Obsolete. No longer created.~~ See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Y2 Personnel Data Base

This data base is used to track Y2 personnel by COSC code and billet number, as well as containing statistics for amounts of military/civilian cash awards, QSIs and promotions.

DATE SPAN: 1986 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: 1,000 logical records
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy entry 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.: Y22-13

Automatic Contract Data Requirements List (CDRL) Data Base

This data base is the automated version of the INFOSEC CDRL Processing System. It is used to track all CDRL within INFOSEC.

DATE SPAN: 1987 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: 20,000 logical records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy information when superseded or obsolete.
DISPOSITION NO.: Y22-14

UNCLASSIFIED

UNCLASSIFIED

Y Correspondence Log Data Base

This data base is used to track Y correspondence and suspense due dates, received dates, subjects covered, and related items.

DATE SPAN: 1986 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 10,000 logical records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-15

Data Manager Assignment Data Base

This data base is used to track which INFOSEC data managers have been assigned to each project.

DATE SPAN: 1983 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M 204
VOLUME: 5,000 logical records
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-16

UNCLASSIFIED

UNCLASSIFIED

~~INFORMER Data Base~~ *

~~This data base tracks engineering drawings, engineering changes, configuration control, and Logistics Support Analysis (LSA) for each project. Contractors get copies of software for transmission.~~

~~DATA SPAN: Under development~~
~~LOCATION: Y22~~
~~STORAGE MEDIA: DASD/Magnetic Tape~~
~~HARDWARE: IMR 4381 (TERRON)~~
~~SOFTWARE: SQL/Oracle~~
~~VOLUME: UNAVAILABLE~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy when no longer needed for operations.~~
~~DISPOSITION NO: Y22-17~~

Contract Data Requirements List Program Data Base

This data base is used to produce contract data requirements list documents used for explicitly declaring the data items required from a contractor for equipment development.

DATA SPAN: 1982 to Present
LOCATION: Y22
STORAGE MEDIA: DASD/Magnetic Tape
HARDWARE: IBM 370 (RAPPER)
SOFTWARE: M 204
VOLUME: 25,000 tracks per year
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy information when superseded or obsolete.
DISPOSITION NO.: Y22-18

*●bsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

~~Agreement Data Requirements List Program Data Base~~ *

~~This data base is used to produce Agreement Data Requirements List (ADRL) documents. ADRLs are used to declare data items required from contractors for development studies.~~

~~DATE SPAN: 1986 to Present~~
~~LOCATION: Y22~~
~~STORAGE MEDIA: DASD/Magnetic tape~~
~~HARDWARE: IBM 370 RAPPER~~
~~SOFTWARE: IBM proprietary, PL/I~~
~~VOLUME: 5,000 tracks per year~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy data when 5 years old or when superseded or obsolete, whichever is later.~~
~~DISPOSITION NO.: Y22 19~~

V Personnel Data Base

This data base is used to track daily changes in V Organization in the area of personnel management.

DATE SPAN: 1986 to Present
LOCATION: Y22
STORAGE MEDIA: DASD
HARDWARE: RAPPER
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y22-20

*~~Ob~~solete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

*Footprint File

This database is used to track various stages and information concerning INFOSEC equipment manualse

DATE SPANe	1990 to Present
LOCATIONe	Y222
STORAGE MEDIAe	DASD
HARDWAREe	RAPPER
SOFTWAREe	M264
VOLUMEe	267 Logical records
CLASSIFICATIONe	UNCLASSIFIED
DISPOSITIONe	Delete or destroy when superseded or obsoletee
DISPOSITION NOee	Y22-21

*COMSEC Equipment Program Maintenance Training Files

This file contains copies of NSA approved COMSEC Equipment Maintenance Training courses and files pertaining to these coursese

DATE SPAN:	Oct 1980- Oct 1990
LOCATION:	Y224
STORAGE MEDIA:	Paper
VOLUME:	3.5 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Delete or destroy when superseded or obsolete.
DISPOSITION NO.:	Y22-22

UNCLASSIFIED

UNCLASSIFIED

Y23

SECURITY SUPPORT

UNCLASSIFIED

~~CONFIDENTIAL~~

Y23

Security Support

The Chief, Y23, is responsible to the Chief, Y2, for providing support to INFOSEC equipment with embedded digital processors; developing and maintaining a standard library of cryptologic algorithms; and developing software documentation and development standards to meet INFOSEC security evaluation, aperiodic recertification, and maintenance requirements.

Primary functions includee

1. Provide software/firmware engineering support to INFOSEC equipment with embedded digital processors.
2. Develop and maintain a standard COMSEC library of software code certified by the INFOSEC Systems and Evaluation Office that will implement INFOSEC cryptographic algorithms and functional security requirements.
3. Develop software tools and technology necessary for INFOSEC software verification and modification.
4. Establishing and maintaining working relationships with the National Computer Security Center and other organizations engaged in research and development techniques to implement and analyze security of computer-based communications systems in order to promote utilization of the protective measures developed by these organizations.
5. Review the software portions of purchase descriptions and applicable portions of proposals to validate that requirements are met.
6. A long-term commitment to provide systematic assurance that software products will meet requirements (functional, allocated, security) in an efficient and economical manner.
7. Provide assistance to program managers and contractors with developing and/or integrating INFOSEC critical software into communications and ADP devices.

~~CONFIDENTIAL~~

UNCLASSIFIED

Administrative File

This file contains information on general administration, security, budget, travel, training, correspondence and related items.

DATE SPAN: 1985 to Present
LOCATION: Y23
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: TOPSECRET
DISPOSITION: Cut off annually. Destroy when 5 years old.
DISPOSITION NO.: Y23-1

Personnel File

This file contains Y23 unofficial personnel records and logs.

DATE SPAN: 1985 to Present
LOCATION: Y23
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: Y23-2

UNCLASSIFIED

Y24
DEVELOPMENT CENTER
FOR
EMBEDDED COMSEC
PRODUCTS

Development Center for Embedded COMSEC Products

The Chief, Y24, is responsible to the Chief, Y2, for the development of standardized COMSEC products for use by contractors and program managers to embed COMSEC products into a wide range of telecommunications and information processing systems.

Primary functions include:

1. Supporting Government and industry in embedding standardized COMSEC products in using systems.
2. Designing and developing algorithms and standardized COMSEC subsystems for classified and unclassified traffic markets.
3. Assuring that the standardized COMSEC designs can be upgraded as new technologies are developed.
4. Assuring that the standardized COMSEC products can be easily modified to accept new algorithms.
5. Designing and developing new standardized COMSEC products to keep pace with advancements in telecommunications and information processing systems.
6. Centralizing standardized COMSEC subsystems development and using resultant products to the maximum extent possible.
7. Designing and developing of a Key Management Module (KMM) together with appropriate standards and interfaces.
8. Provide and market standard KMM's and make them available for use in NSA systems.
9. Establish and maintain an interface between the U.S. Government and industry to keep abreast of technology advancements in telecommunications and information processing systems.
10. Developing new concepts to implement COMSEC functions.

~~CHIP Control Forms File *~~

~~This file contains a standard form for all custom integrated circuits provided to contractors as government furnished equipment (GFE) by Y243e Chip control forms, index cards, and tape i.d. cardse~~

~~DATE SPANe~~

~~LOCATIONe~~ Y24

~~STORAGE MEDIA:~~ Paper/Microfilm (MCN# NSA-91-C-Y25001)

~~VOLUME:~~ 1.5 cu.ft.

~~CLASSIFICATIONe~~

~~DISPOSITIONe~~ Hardecopye Transferred to microforme Delete or destroy after verification of microforme

~~Microforme Transfer to NCRC when no longer required for operationse Review for destruction every 5 yearse~~

~~DISPOSITION NO.e~~ Y24 1 (previously Y25 10)

*●bsolete. No longer created. See 6/12/2014 email. MPB

UNCLASSIFIED

Y25

ENGINEERING AND TECHNICAL SUPPORT

UNCLASSIFIED

~~CONFIDENTIAL~~

Y25

Engineering and Technical Support

The Chief, Y25, is responsible to the Chief, Y2, for the provision of specialized engineering and technical support to the INFOSEC Organizatione

Primary functions include:

1. Provide micro-electronic product engineering assistance/support to INFOSEC programse
2. Assure that nuclear survivability/vulnerability is considered in all INFOSEC programs, and assist in assessments and evaluations requirede
3. Provide direct technical assistance in the design of protective/measures/components on integrated circuits.
4. Provide materials engineering technical support and testing services. Primary functions include: failure mode analysis, component evaluation and state-of-the-art physical and chemical properties support.
5. Provide automatic test equipment support on INFOSEC equipments for which the identified maintenance concept is automated testinge
6. Design, develop and implement an INFOSEC Product Assurance Security Test (IPAST) program.
7. Provide mechanical engineering support with advice and guidance to INFOSEC program effort, and performance of design reviews for fit, performance, producibility and interchangeabilitye
8. Conduct research in the areas of specialized engineering to support INFOSEC program needs.

~~CONFIDENTIAL~~

UNCLASSIFIED

Administrative File

This file contains incoming and outgoing letters, memoranda, reports, and other records reflecting Y25 office administration and operations.

DATE SPAN: 1970 to Present
LOCATION: Y25
STORAGE MEDIA: Paper
VOLUME: 60 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Cut off annually. Destroy when 5 years old.
DISPOSITION NO.: Y25-1

Testers Test Script 2 Data Base

This data base is used to track and compile Y251's printed circuit board evaluations.

DATE SPAN: 1985 to Present
LOCATION: Y25
STORAGE MEDIA: On-line
HARDWARE: PC
SOFTWARE: TSO
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy information when no longer needed for operations.
DISPOSITION NO.: Y25-2

UNCLASSIFIED

UNCLASSIFIED

ST-51 Test Program Manuals File

This file contains information on the content and use of TSEC/ST-51 Automated Test Programs.

DATE SPAN: 1975 to Present
LOCATION: Y25
STORAGE MEDIA: Magnetic tape
VOLUME: 14 tapes per year
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y25-3

~~ST 51 Automated Test Program Contract File *~~

~~This file contains contract information, correspondence and technical data for the TSEC/ST 51 Automated Test Program generation contracts.~~

~~DATA SPAN: 1975 to Present
LOCATION: Y25
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Destroy 5 years after termination or completion.
DISPOSITION NO.: Y25-4~~

*●bsolute. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

ST-51 Test Programs File

This file consists of programs used to test COMSEC Printed Wiring Boards on the TSEC/ST-51.

DATE SPAN: 1975 to Present
LOCATION: Y25
STORAGE MEDIA: Harddisk
HARDWARE: UNAVAILABLE
SOFTWARE: UNAVAILABLE
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y25-5

~~CALMA Graphics Data Bases File *~~

~~This file is used to generate all CALMA data bases used for the manufacture of Custom Large Scale Integration Microcircuitry.~~

~~DATE SPAN: 1978 to Present
LOCATION: Y25
STORAGE MEDIA: Paper
VOLUME: 20 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retain by OPI.
DISPOSITION NO.: Y25 6~~

*●bsolute. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Component Engineering Technical File

This file consists of technical support data for Custom Large Scale Integration Microcircuitry and Components.

DATE SPAN: 1978 to Present
LOCATION: Y25
STORAGE MEDIA: Paper
VOLUME: 120 cu. ft.
CLASSIFICATION: TOP SECRET, NOFORN
DISPOSITION: Cut off annually. Destroy 5 years thereafter.
DISPOSITION NO.: Y25-7

~~Novice Code File~~ *

~~This file is used to model nuclear radiation attacks on equipment and components.~~

~~DATE SPAN: 1985 to Present~~
~~LOCATION: Y25~~
~~STORAGE MEDIA: Magnetic Tape~~
~~VOLUME: UNAVAILABLE~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy data after 2 years.~~
~~DISPOSITION NO.: Y25-8~~

*Obsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Program File

This file consists of INFOSEC program records for mechanical engineering support.

DATE SPANe	1988 to Present
LOCATIONe	Y25
STORAGE MEDIAe	Paper
VOLUMEe	20 cu. ft.
CLASSIFICATIONe	SECRET
DISPOSITIONe	Permanente Retire to NSA Archiverse
DISPOSITION NOee	Y25-9
	CHIP Contol Forms File
DISPOSITION NOee	Y25-10
TRANSFERRED TO:	Y24-1 920807

UNCLASSIFIED

UNCLASSIFIED

Y26

PROTECTIVE TECHNOLOGY IMPLEMENTATION

UNCLASSIFIED

Protective Technologies Implementation

The Chief, Protective Technologies Implementation, is responsible for providing protective technology services for INFOSEC information processing equipment, keying material and other special ISD programs as directed.

Primary functions include:

1. To develop, investigate, and qualify materials, techniques, and systems for protective technology applications.
2. Provide protective technologies engineering support to the Y1 key material manufacturing process.
3. Perform a cost-benefit analysis of all protective technologies prior to implementation.
4. Establish and maintain a data base management system for tracking protective technology applications throughout the life cycle.
5. To educate and train users and others about protective technologies features so they can make preliminary judgments about tampering and perform maintenance.
6. Perform inspection and analysis for evidence of tampering.
7. Advise and assist other U.S. Departments and Agencies on the use of protective technologies.
8. Manage and direct an inspection program for protective technology applications to include both recall and field inspection of INFOSEC equipment and keying materials.

UNCLASSIFIED

Administrative File

This file contains incoming and outgoing correspondence, personnel files, project files, and records for Division.

DATE SPAN: 1970 to Present

LOCATION: Y26

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. Administration Files: Cut off annually. Destroy when 5 years old.
- C. All Other Records: Destroy when no longer needed for operations.

DISPOSITION NO.: Y26-1A, Y26-1B, and Y26-1C

General Correspondence File

This file contains incoming and outgoing correspondence for Division, and project files.

DATE SPAN: 1970 to Present

LOCATION: Y26

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: Y26-2

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains local personnel records for convenience purposes.

DATE SPAN: 1975 to Present
LOCATION: Y26
STORAGE MEDIA: Paper/Magnetic Disk
HARDWARE: Xerox 860
SOFTWARE: Xerox proprietary
VOLUME: 10 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a)
DISPOSITION NO.: Y26-3

~~CONNOISSEUR Program File~~ *

~~This file concerns NSA's efforts to prevent integrated circuit reverse engineering. Included are records documenting research and development efforts, regulations and specifications, correspondence, test data and related information.~~

~~DATE SPAN: 1985 to Present
LOCATION: Y26
STORAGE MEDIA: Paper
VOLUME: 22 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Y26-4~~

*●bsolute. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

CONNOISSEUR Correspondence Data Base

This data base consists of letters, memos, and information concerning CONNOISSEUR. It is used for word processing and data storage and retrieval.

DATE SPAN: 1985 to Present
LOCATION: Y26
STORAGE MEDIA: Hard and Floppy Disks
HARDWARE: IBM PC
SOFTWARE: PFS Write, Word Perfect, Data Base
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y26-5

CONNOISSEUR Briefing File

This file consists of vugraphs and slides for CONNOISSEUR briefings. Subjects covered include project description, R&D, current and future implementation, budget, goals, and related items.

DATE SPAN: 1985
LOCATION: Y26
STORAGE MEDIA: Slide/Vugraph
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Y26-6

UNCLASSIFIED

UNCLASSIFIED

~~INFOSEC Special Test File~~ *

~~This file contains IST product assurance surveys, project notes, contract data, and correspondence.~~

~~DATE SPAN:~~ ~~UNAVAILABLE~~

~~LOCATION:~~ ~~Y26~~

~~STORAGE MEDIA:~~ ~~Paper~~

~~VOLUME:~~ ~~5 cu. ft.~~

~~CLASSIFICATION:~~ ~~SECRET~~

~~DISPOSITION:~~ ~~Destroy when 5 years old.~~

~~DISPOSITION NO.:~~ ~~Y26-7~~

*~~Obsolete. No longer created.~~ See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

Y4

**INFOSEC
INFORMATION
SUPPORT**

UNCLASSIFIED

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Y4

INFOSEC Information Support

The Chief, Y4, is responsible to the Chief, Y, for all actions necessary for the development and implementation of, or advising other INFOSEC elements in their development and implementation of, Information Support (I/S) systems to support the business of INFOSEC. He/she is also responsible for the management of central site computer systems, distributed information processing systems and services, and the INFOSEC communications network, including the INFOSEC Operations Center (ISOC).

Primary functions include:

1. Fulfilling, or serving in an advisory capacity to other INFOSEC organizations, on validated I/S requirements consistent with overall Agency plans.
2. Planning and conducting the development and implementation of, or providing advice to other INFOSEC elements in the development and implementation of I/S systems, equipment, and software.
3. Planning, developing, operating and maintaining central site computer systems, distributed information processing services and the INFOSEC communications network and improving and expanding the latter two systems to INFOSEC customers and contractors based on user requirements.
4. Planning, developing, installing, operating, and maintaining all communications support services for the DDI.
5. Developing and coordinating plans and procedures to ensure systems and network reliability, performance, and cost effective life cycle support.
6. Serving as the S ADP Manager and principle advisor to the DDI on I/S matters.
7. Establishing and managing a major I/S security program involving security processes, systems and equipment.
8. Managing, or advising other INFOSEC elements on the system acquisition process for the development, procurement and support of I/S equipments.
9. Assuring adherence to approved plans, programs, and

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schedules and reporting program status to the DDI and Chief, Y, as required.

10. Developing a long-range I/S support strategy for the DDI and Chief, Y, consistent with current near-term objectives.
11. Representing the DDI and Chief, Y, on designated boards, committees, and conferences related to I/S programs
12. Providing operating systems support to Y1 cryptogeneration function as requested and necessary.

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Y409

**MANAGEMENT, ADMINISTRATIVE,
AND TECHNICAL SUPPORT STAFF**

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Y409

Management, Administrative, and Technical Support Staff

The Chief, Y409, is responsible to the Chief, Y4, for implementing and coordinating planning, programming, budgeting, and financial plan execution activities for all Y4 Information Support (I/S) systems. He/she is also responsible for centralized support of Y4 business and administrative activities, policies and programs, including the INFOSEC Operations Center (ISOC)e

Primary functions includee

1. Establishing and promulgating policy guidance.
2. Consolidating and defending I/S planning, programming and budgeting system (PPBS) activities and monitoring execution of the approved FINPLANE
3. Developing, implementing, and conducting business management and acquisition support servicese
4. Creating the framework and procedures for, and then providing administrative, personnel, security, logistical, fire/safety, travel training, recruitment, promotion board, and awards services to Y4e
5. Analyzing, evaluating, and recommending Y4 manpower requirements consistent with I/S systems requirements and budgetary considerationse
6. Monitoring the management information systems used by Y4, ensuring that the information contained therein is both timely and accurate.
7. Providing staff support to, and for, the Y4 elements and coordinating all I/S actions for INFOSEC.
8. Serving as technical counsel to the Chief, Y4, and formulating and coordinating a strategic I/Seplane
9. Providing technical and administrative support to the S I/S Manager in the fulfillment of planning, review, and approval functionse
- 10e Functioning as the Program Management Office for design-

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nated programs and supporting other Y4 programs.

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Projects File

This file consists of projects maintained in Y4 and used throughout the INFOSEC organization. It is used as a tickler file.

DATE SPAN: 1984 to Present
LOCATION: Y409
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Cut off annually. Destroy 10 years thereafter.
DISPOSITION NO.: Y409-1

INFOSEC Resources Information System (IRIS) Data Base

This data base contains INFOSEC's automated version of the NSA Purchase Request Form.

DATE SPAN: Under development
LOCATION: Y409
STORAGE MEDIA: DASD
HARDWARE: IBM370 (RAPPER)
SOFTWARE: M 204
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y409-2

UNCLASSIFIED

UNCLASSIFIED

Y41

INFORMATION SYSTEMS OPERATIONS

UNCLASSIFIED

~~-CONFIDENTIAL-~~

Y41

Information Systems Operations

The Chief, Y41, is responsible to the Chief, Y4e for the site planning, installation, operation, scheduling, security, and maintenance of central site computer systems, distributed information processing services, and the INFOSEC communications network to support the business of INFOSECe

Primary functions includee

1. Directing the operation of the INFOSEC computer center to includee RAPPER, VESTRY, TERRON, CRANIUM, distributed information network, INFOSEC-wide mission-dedicated computer systems, and other specialized computer systems as requirede
2. Establishing and managing, in coordination with other support elements, an Information Support (I/S) security program to ensure the integrity of the INFOSEC communications network operating procedures and equipment, on-line databases and files, and offline magnetic storage mediae
3. Managing and maintaining a workforce necessary to meet production schedules and provide computer support to the INFOSEC communitye
4. Maintaining a high level of computer resource availabilitye
5. Planning and monitoring the installation, operation, and cost effective life cycle support of computer hardware necessary to accomplish corporate I/S objectives.
6. Maintaining and improving teleprocessing and network services in support of the INFOSEC communitye
7. Operating and maintaining the Office Automation Network Control Centere
8. Functioning as the Program Management Office for designated programs, system access/accounts administration, and supporting other Y4 programse

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~~CONFIDENTIAL~~

9. Providing after-hours support to the INFOSEC communications Center for Virtual Systems Interactive Message Processing (VIMP)e
10. Support the S ADP Manager, in the procurement of Personal Computer software for the INFOSEC communitye

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M2DS TLFM Data Base

This data base is used to track the maintenance of M204 generated tapes held by Y413.

DATE SPAN:	1978 to Present
LOCATION:	Y41
STORAGE MEDIA:	Harddisk (980 tracks)
HARDWARE:	IBM 3090 (RAPPER)
SOFTWARE:	TSO
VOLUME:	4,000 logical records capacity
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	Y41-1

LRQ CARD Data Base

This data base is used by Y1 stock managers to order supplies (Stock Card Ordering System).

DATE SPAN:	1981 to Present
LOCATION:	Y41
STORAGE MEDIA:	HardDisk (61 tracks)
HARDWARE:	IBM 3090 (RAPPER)
SOFTWARE:	TSO
VOLUME:	1,000 logical records capacity
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	Y41-2

UNCLASSIFIED

UNCLASSIFIED

ALDLCDFM Data Base
(Assembly Language Daily Load of Card File Maintenance Data Base) *

~~This data base stores daily card decks (inputs) for data bases processed by Y41.~~

~~DATE SPAN: 1978 to Present~~
~~LOCATION: Y41~~
~~STORAGE MEDIA: Hard Disk (1205 tracks)~~
~~HARDWARE: IBM 3090 (RAPPER)~~
~~SOFTWARE: TSO~~
~~VOLUME: 10,000 logical records capacity~~
~~CLASSIFICATION: CONFIDENTIAL~~
~~DISPOSITION: Delete or destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y41-3~~

ADMNS410 Data Base

This data base is used to generate receipts and reports pertaining to production and processing of magnetic tapes by Y413.

DATE SPAN: 1986 to Present
LOCATION: Y41
STORAGE MEDIA: Hard Disk (3,000 tracks)
HARDWARE: IBM 3090 (RAPPER)
SOFTWARE: TSO
VOLUME: 155,000 logical records capacity
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y41-4

*●obsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

M2ATPROD Data Base

This data base tracks the processing of magnetic tapes relating to COMSEC key production that contain compartmented information.

DATE SPAN: 1976 to Present
LOCATION: Y41
STORAGE MEDIA: Hard Disk (500 tracks)
HARDWARE: IBM 3090 (RAPPER)
SOFTWARE: M204
VOLUME: 25,000 logical records capacity
CLASSIFICATION: CONFIDENTIAL
DISPOSITION : Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y41-5

M2DPSCHD
(M204 Daily Production Schedule Data Base)

This data base tracks the daily processing of M204 generated magnetic tapes.

DATE SPAN: 1978 to Present
LOCATION: Y41
STORAGE MEDIA: Hard Disk
HARDWARE: IBM 3090 (RAPPER)
SOFTWARE: M204
VOLUME: 2,000 logical records capacity
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y41-6

UNCLASSIFIED

UNCLASSIFIED

DOORWAY Data Base

This data base is used to track special room access per the Y1 and Y4 organizationse

DATE SPANe	Under development
LOCATIONe	Y41
STORAGE MEDIAe	Hard Disk
HARDWAREe	IBM 3090 (RAPPER)
SOFTWAREe	M204
VOLUMEe	UNAVAILABLE
CLASSIFICATIONe	CONFIDENTIAL
DISPOSITIONe	Delete or destroy when no longer needed for operationse
DISPOSITION NOe:	Y41-7

*PRODAJS

This data base is used as an overlay by which all production jobs are scheduled and processed on RAPPER.

DATE SPAN:	1983 to Present
LOCATIONe	Y41
STORAGE MEDIAe	Hard disk (1687 tracks)
HARDWARE:	IBM 3090
SOFTWARE:	TSO
VOLUMEe	2000 records
CLASSIFICATIONe	CONFIDENTIAL
DISPOSITIONe	Delete or destroy when no longer needed for operationse
DISPOSITION NO.:	Y41-8

UNCLASSIFIED

*Historical Transaction File

This file consists of historical records of computer processing transactions for the RAPPER system.

DATE SPAN: 1989 to Present

LOCATION: Y41

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally 1 year then transfer to the
NCRCE Destroy after 1 year or when no longer
required for operationse

DISPOSITION NO.: Y41-9

UNCLASSIFIED

Y42

SYSTEMS AND DATA BASE

UNCLASSIFIED

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Y42

Systems and Data Base

The Chief, Y42, is responsible to the Chief, Y4, for all software relating to operating systems, Database Management Systems (DBMS), communications software, and INFOSEC information and cryptogeneration mainframe systems. He/she is also responsible for managing assigned programs from initial planning, development and documentation through life-cycle support, and coordinating among cognizant INFOSEC elements to ensure the security, integrity and, as appropriate, privacy of the systems.

Primary functions include:

1. Maintaining operating systems, major applications and system utilities, communications and DBMS software for I/S equipment in the Y4 inventory and other systems software.
2. Ensuring the security and integrity of cryptogeneration systems and software in coordination with Y1, Y41, and appropriate Computer Equipment System Security Officers (CESSOs). Ensuring the security, integrity, and privacy of Electronic Mail, INFOSEC data bases, and the INFOSEC communication network in coordination with Y41 and appropriate CESSOs.
3. Designing system architecture and acquiring I/S hardware and software to support INFOSEC cryptogeneration and manufacturing systems, general purpose INFOSEC I/S support and connectivity to necessary I/S resources throughout the INFOSEC community.
4. Evaluating and improving as necessary system design and performance from user's point of view and managing contract effort.
5. Surveying and evaluating I/S products for utility and applicability to the business of INFOSEC.
6. Assisting the Chief, Y4, in the planning and specification of a long-range program to provide appropriate I/S services to the INFOSEC community.
7. Functioning as the Program Management Office for design-

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nated programs and supporting other Y4 programs.

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PROBLOG Data Base

This data base is used by Y4 to track problems with IBM mainframe software.

DATE SPAN:	1976 to Present
LOCATION:	Y42
STORAGE MEDIA:	HardDisk
HARDWARE:	IBM 370 (RAPPER)
SOFTWARE:	TSO
VOLUME:	5,000 logical records
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	Y42-1

UNCLASSIFIED

UNCLASSIFIED

Y43

USER SUPPORT

UNCLASSIFIED

~~CONFIDENTIAL~~

Y43

Applications Software

The Chief, Y43, is responsible to the Chief, Y4, for evaluating user requirements for I/S applications support; translating user requirements into system specifications; designing, developing, integrating, testing, documenting, and instructing users on computer applications and systems; and, in specified areas, ensuring cost effective life-cycle support for I/S applications softwaree

Primary functions include:

1. Evaluating user requirements for specific definition and ensuring that they are translated into explicit and achievable technical requirements and specifications; developing strategies for accepted programs; providing accurate cost and schedule estimates for proposed applications software developments; and supporting specific systems throughout their projected lifee
2. Providing I/S and teleprocessing systems engineering analysis and technical support to INFOSEC I/S systems users.
3. Serving as focal point for the collection and resolution of INFOSEC I/S needs and identifying processing shortfalls and resolving discrepanciese
4. Ensuring awareness of current and future technologies, researching the market for products to satisfy/enhance INFOSEC mission requirements, and developing mainframe or PC applications software, as appropriate.
5. Assisting the Chief, Y4, in the planning, specification and implementation of long-range programs to provide necessary processing and teleprocessing services to the INFOSEC communitye
6. Functioning as the Program Management Office for designated programs and supporting other Y4 programse

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~~S3PRS, M204, S3 PRS Data Base~~ *

~~This data base contains production information relating to software that is used to produce quarterly and fiscal year management reports for status and cost analysis.~~

~~DATE SPAN:~~ 1983 to Present
~~LOCATION:~~ Y43
~~STORAGE MEDIA:~~ DASD
~~HARDWARE:~~ IBM 3090 (RAPPER)
~~SOFTWARE:~~ M 204
~~VOLUME:~~ 7,500 logical records
~~CLASSIFICATION:~~ CONFIDENTIAL
~~DISPOSITION:~~ Delete or destroy when no longer needed for operations.
~~DISPOSITION NO.:~~ Y43-1

~~S33DAS, M204 Data Base (KATO)~~ *

~~This data base consists of data extracted from the Y1 Accounting System to permit flexible retrieval and report generating capabilities for frequently requested short title production data.~~

~~DATE SPAN:~~ 1985 to Present
~~LOCATION:~~ Y43
~~STORAGE MEDIA:~~ DASD
~~HARDWARE:~~ IBM 3090 (RAPPER)
~~SOFTWARE:~~ M204
~~VOLUME:~~ 50,000 logical records
~~CLASSIFICATION:~~ TOP SECRET
~~DISPOSITION:~~ Delete or destroy when no longer needed for operations.
~~DISPOSITION NO.:~~ Y43-2

*●bsolote. No longer created. See 6/12/2014
email. MPB

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UNCLASSIFIED

~~IPTC Data Base~~ *

~~This data base contains information regarding courses which are necessary for Industrial Production professionalization.~~

~~DATE SPAN:~~ 1984 to Present
~~LOCATION:~~ Y43
~~STORAGE MEDIA:~~ DASD
~~HARDWARE:~~ IBM 3090 (RAPPER)
~~SOFTWARE:~~ M204
~~VOLUME:~~ 150 logical records
~~CLASSIFICATION:~~ UNCLASSIFIED
~~DISPOSITION:~~ Delete or destroy when no longer needed for operations.
~~DISPOSITION NO.:~~ Y43 3

~~SPACEMAN Data Base~~ *

~~This data base contains the INFOSEC phone directory, as well as manpower information.~~

~~DATE SPAN:~~ 1984 to Present
~~LOCATION:~~ Y43
~~STORAGE MEDIA:~~ DASD
~~HARDWARE:~~ IBM 3090 (RAPPER)
~~SOFTWARE:~~ M204
~~VOLUME:~~ 45 tracks
~~CLASSIFICATION:~~ TOP SECRET
~~DISPOSITION:~~ Delete or destroy when no longer needed for operations.
~~DISPOSITION NO.:~~ Y43 4

*Obsolete. No longer created. See 6/12/2014
email. MPB

UNCLASSIFIED

UNCLASSIFIED

~~M204 Copy Cleanup, Back-up, and Restore Data Base *~~

~~This data base is used by ADP programmer analysts to perform Model 204 file management tasks.~~

~~DATE SPAN: 1984 to Present~~
~~LOCATION: Y43~~
~~STORAGE MEDIA: DASD~~
~~HARDWARE: IBM 3090 (RAPPER)~~
~~SOFTWARE: M204~~
~~VOLUME: 30 tracks~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y43 5~~

~~Correspondence Tracking System (CTS) Data Base *~~

~~This data base provides users the ability to record and track action and information items received.~~

~~DATE SPAN: 1980 to Present~~
~~LOCATION: Y43~~
~~STORAGE MEDIA: DASD~~
~~HARDWARE: IBM 37090 RAPPER~~
~~SOFTWARE: M204~~
~~VOLUME: 50,000 logical records~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y43 6~~

*●bsolute. No longer created. See 6/12/2014
email. MPB

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~~Equipment System Data Base (EQUIP)~~ *

~~This data base is used as an inventory tracking system for equipment and requirements within the INFOSEC organization.~~

~~DATE SPAN: 1984 to Present~~
~~LOCATION: Y43~~
~~STORAGE MEDIA: DASD~~
~~HARDWARE: IBM 3090 (RAPPER)~~
~~SOFTWARE: M204~~
~~VOLUME: 255 tracks~~
~~CLASSIFICATION: UNCLASSIFIED~~
~~DISPOSITION: Delete or destroy when no longer needed for operations.~~
~~DISPOSITION NO.: Y43-7~~

ADAMS RIB Data Base

This data base provides Y1 with product development information. It is a history file for COMSEC key generation.

DATE SPAN: 1973 to Present
LOCATION: Y43
STORAGE MEDIA: DASD
HARDWARE: IBM 3090 (RAPPER)
SOFTWARE: M204
VOLUME: 900 tracks
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Y43-8

*~~Obsolete. No longer created.~~ See 6/12/2014
email. MPB

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UNCLASSIFIED

Y44

SYSTEMS ENGINEERING AND ACQUISITION

UNCLASSIFIED

~~CONFIDENTIAL~~

Y44

Technology Applications

The Chief, Y44, is responsible to the Chief, Y4, to provide market research, planning, program management, design, development, acquisition, test and implementation of innovative new communications, networks, computer, computer security, artificial intelligence and data applications ideas, tools, equipment and techniques in order to enhance and maintain the security, reliability, and modern functionality of the ISSO telecommunications and computer networks and to provide ISSO users with the most advanced software and artificial intelligence tools and techniques available.

Primary functions include:

1. Planning, designing, integrating, testing, and documenting improvements to the ISSO distributed communications and computer network and ensuring its cost effective life-cycle support.
2. Performing all activities required to prepare for and administer contracts to design, develop, test, acquire, maintain and enhance the ISSO telecommunications and computer networks as required.
3. Developing integration, test, security, implementation and/or evaluation plans for addition and/or modifications to ISSO telecommunications and computer networks and software services.
4. Planning, designing, acquiring and implementing communications and software services expansion in response to growing ISSO requirements.
5. Providing the most advanced software tools and techniques including advanced graphics, simplified database access, project management tools, intelligent data entry and artificial intelligence techniques through market research, acquisition, test and implementation of new commercial products.
6. Identifying, analyzing, and evaluating opportunities for use of advanced hardware and software equipment, tools and techniques that have potential to improve productiv-

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ity and automation of ISSO systems, procedures, and processes

7. Assisting users in defining needs for applications of advanced hardware and software tools and techniques, and providing initial support and training in the use of equipment and software
8. Providing solutions to customer problems by analyzing the customer's environment and providing expedient, cost effective measures to overcome obstacles, improve performance, and enhance productivity
9. Assisting operational elements in troubleshooting uncommon computer and communications network and software services problems
- 10e Providing short-term, quick turn-around software applications to ISSO customers with mission essential needs
- 11e Ensuring the awareness of current and future commercial computer and communications networks, advanced hardware and software equipment, tools and techniques by researching the market for products to enhance ISSO activities
- 12e Functioning as the Program Management Office for designated programs and supporting other Y4 programs
13. Assisting the Chief, Y4, in the planning, documentation, and implementation of long-range programs to provide necessary information services in support of the ISSO mission

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Y44 File Drawer

This file contains an electronic copy of all Y44 official correspondence and purchase requests.

DATE SPAN:	1984 to Present
LOCATION:	Y44
STORAGE MEDIA:	Magnetic Disk
HARDWARE:	Xerox 6085
SOFTWARE:	Xerox Viewpoint
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Delete data when 5 years old.
DISPOSITION NO.:	Y44-1

UNCLASSIFIED

UNCLASSIFIED

Y45

TELECOMMUNICATIONS

UNCLASSIFIED

~~CONFIDENTIAL~~

Y45

Telecommunications

The Chief, Y45, is responsible to the Chief, Y4, for the planning, installation, operation, scheduling, security, and maintenance of all communications support provided to INFOSECe

Primary functions include:

1. Planning, managing, operating, installing, and maintaining the communication centers that provide direct communications support for the DDI organization.
2. Developing and ensuring schedules are met to provide all necessary communications support for the INFOSEC community.
3. Maintaining a high level of telecommunications availability and timely installation and maintenance support.
4. Planning for and monitoring the installation, operation, and cost effective life cycle support of communications equipment necessary to accomplish corporate DDI telecommunication goals and objectives.
5. Managing the Office Automation Network
6. Functioning as the Program Management Office for designated programs and supporting other Y4 programs

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~~Communications Tasking Requirements~~ *

~~This file consists of work orders for telecommunication and RAPPER accounts within the INFOSEC organization.~~

~~DATE SPAN: Present~~
~~LOCATION: Y45~~
~~STORAGE MEDIA: Paper~~
~~VOLUME: 3 cu. ft.~~
~~CLASSIFICATION: UNAVAILABLE~~
~~DISPOSITION: Destroy 1 month after completion of actions.~~
~~DISPOSITION NO.: Y45-1~~

Division Administration File

This file contains records pertaining to personnel, security, and related general office administration functions.

DATE SPAN: February 1988 to Present
LOCATION: Y45
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNAVAILABLE
DISPOSITION: A. Personnel Files: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
B. All Other Records: Destroy when 5 years old.
DISPOSITION NO.: Y45-2A and B

*Obsolete. No longer created. See 6/12/2014 email. MPB

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~~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/>