REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. N1-457-88-17
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
9/25/89 Date — Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY
2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT
3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3) [redacted] 5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

☐ **A** Request for immediate disposal.

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

C. DATE 8/28/89 (b)(3) [redacted]

7. ITEM NO. [redacted] KEN

RECORDS RELATING TO SIGNALS INTELLIGENCE

173 ITEMS TOTAL

81 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, MAGNETIC DISK, MAGNETIC TAPE, MICROFORM

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES APPRAISAL MEMO DATED 8/27/89

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.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

NSA RECORDS DISPOSITION SCHEDULE FOR P OPERATIONS

N1-457-88-7

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

NSA RECORDS DISPOSITION SCHEDULE FOR P OPERATIONS

UNITED STATES GOVERNMENT

memorandum

DATE: 18 June 1991 P56-093-91

REPLY TO ATTN OF: P56

SUBJECT: Generation of Intercept Tasking History Files

TO: T322

1. Please refer to P53-069-90, Subject: Termination of Intercept Tasking History Files, dated 13 March 1990.

2. It was recently brought to our attention by the N Management Division that the ITDB is designated as a permanent data base and thus, by statute, maintenance of historical files is required. Request you take the required actions to once again, begin automatic generation of a history file at the end of each coverage accounting period. Further, request the file be placed on magnetic tape and stored in the tape library.

3. We intend to review the need to have this data base classified as permanent and will work thru the target offices to make this determination. Once this determination is made, we will work with you to implement any required follow-on actions.

[redacted]

Colonel USAF
Chief P56

PL 86-36/50 USC 3605

cc: A1MCC
A114
A512
B04
G834
P382
P5
P509
P53
P531
P55
P554
T32
T54
T543

Cy routed - [redacted]
Susan
Betty
Bill
Bill S.

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114
★ U.S.G.P.O.: 1986 -491-248/20641

NSA RECORDS DISPOSITION SCHEDULE

FOR

P OPERATIONS

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.

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.

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, electronici) 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 audio-visual 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 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.

CONTENTS

Title

INTRODUCTION

NSA Mission Statement

P OPERATIONS

Mission Statement - P

P Records

Deputy Director for Operations File - DDO

Assistant Deputy Director for Operations File - ADDO

POA DDO Secretariat
- Top Secret Control File
- Naval Operations File (NAVOP)
- Joint Chiefs of Staff File (JCS)
- General Correspondence File
- Director's Message File
- Deputy Director for Operations Message File (DDO)
- Suspense File
- All Navy File (ALNAV)
- P Serial File
- General Message File (Less DDO, DIRNSA)

P04 Operations Staff
- T/D Data Base
- T/D File
- SEACPS Data Base
- Message and Memorandum File
- EEO File
- Equipment and Manning Standards for SIGINT
- OPINS
- ODBAS
- Master USSID Distribution Lists
- Master USSID File
- USSID Library
- USSID Library (Updates and Publications)

P05 DDO Intelligence Staff
- Serial File
- Subject File
- Working File
- Administrative/Historical File
- Administrative Management File
- Unofficial Personnel and Promotion File
- P051 NSR Data Base
- National SIGINT Requirements File (NSR)
- Correspondence File
- General File
- SIGINT Distribution - Worldwide
- SEABEACH
- P052 Central File
- Administrative File
- Special Product File
- SOLIS Filter File
- Production Evaluation (PEP) File
- USSID Policy
- Compartmented Product File
- P0522 Product File
- SOLIS
- P0523 Administrative File
- Classification/Contractor File
- TK/BYE/BLUE BORDER File
- P Weekly Notes
- Contractor Release File
- General Subject File
- Administrative File
- Clearance Listing
- VRK File
- Cover Sheets
- Cover Term Report File
- P0524 Central File
- Requirements File
- Statistical File
- Product Statistics
- PROMIS
- PROMIS Work Center File
- Reporting SIGADs
- RQMTRESP
- MARSP
- Genagraphics File
- NSRL
- RQMT Data Base
- WANG-ALLIANCE System File

P1 TECHNIQUES AND STANDARDS

Mission Statement - P1
P1 Records
- Working File
- Administrative File
- Serialized Memorandum and Correspondence File
- Cryptologic Mathematician Program File
- Monthly Operational Summaries
- Technical File

P11 Technical Operations Review
- Teleconferencing Materials
- USSID File
- Station Planning Profiles
- Monthly Operational Summary
- Memorandum File
- Correspondence File
- Background File
- Advanced Signals File
- Working File
- Administrative File

P13 Computer Science
- Direct Procurement Requirements (Blue Book) DPR File
- Monthly Notes File

P13D NSA Data Standards Center
- Target/Product Designator File
- Manual of Standard Data Elements and Related Features
- Extract Reference File
- SCHIST
- STDB
- SWAMT
- TCHIST
- CAHIST
- REFLIST
- Basic Cryptologic Glossary
- DFHIST
- TAHIST
- ADPHIST
- DDO Data Element Dictionary/Directory (UTENSIL)
- Project PANDOWDY DataBase

P14 Traffic Analysis
PINSETTER
TEXTA Manual

P15 Cryptanalysis
Compartmented CA Information
Classified CA Information
CA 400 Course Material
Technical Reports
Cryptanalytic Programs

ADDO/MS - SUPPORT TO MILITARY OPERATIONS

Mission Statement - ADDO/MS

ADDO/MS Records
Administrative File

ADDO/MS Management Staff
Administrative File

PO7 Planning, Policies and Procedures

Mission Statement - PO7

P07 Records
Planning/Application File
Exercises
Management File
Correspondence File
Senior Guardian
NATO Support File
JCS Special Projects File
OSIS

PO8 Project Support and Programs

Mission Statement - PO8

P08 Records
General Subject File
TCP/CCP Programs
General Financial Plan File
Serial File

P3 OPERATIONS AND CURRENT REPORTING

Mission Statement - P3

P3 Records

P303 Special Projects Office
- Working File
- NSOC Planning File

P309 Management and Operations Staff
- Critical Events File

P36 Intelligence Services
- Desk Logs
- SIGINT Morning Summaries (SMS)
- I and W List
- Special Briefings
- HINT Briefings

P5 COLLECTION MANAGEMENT

Mission Statement - P5

P5 Records
- Serial File
- System Technical Documentation File

P506 Crisis Action Coordination Staff
- Division Correspondence/Serial File

P509 Management Staff
- Personnel File
- Promotion Meetings File
- Overtime Reports
- General Administrative File
- Awards File
- Training File
- TDY File

P51 Overhead Collection Management Center
- Division Correspondence/Serial File

P52 Overhead Systems Planning
- Division Correspondence/Serial File

P53 Collection Management Support
- FALCONRY
- Intercept Tasking Data Base (ITDB)
- COLLET
- Division Correspondence/Serial File

P54 Special Collection and Fixed Systems Collection Management
- Damage Assessment Data Base
- Working File
- Division Correspondence/Serial File

P55 Mobile System Collection Management
- Division Correspondence/Serial File

P6 COINS PROJECT MANAGEMENT

Mission Statement - P6

P6 Records
- COINS Test and Evaluation File
- COINS Configuration Management System (CCMS)
- COINS User Documentation
- Personnel File
- Operations File
- Personnel File
- COINS Contracts
- COINS History File

P62 Records
- User Support Information System (USIS)

NATIONAL SECURITY AGENCY

CENTRAL SECURITY SERVICE

NSA/CSS

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. Heiapproved 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.

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 De-

partment 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

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.

P

OPERATIONS

P

OPERATIONS ORGANIZATION

DEPUTY DIRECTOR FOR OPERATIONS (DDO)

The Deputy Director for Operations is responsible to the Director, NSA/Chief, CSS, for managing the production of Signals Intelligence (SIGINT) information.

Primary functions include:

1. Producing SIGINT in response to the needs of all authorized customers; responding to the SIGINT needs from customers; and tasking U.S. SIGINT activities as necessary to satisfy those needs.

2. Ensuring maximum utilization of, and support to, U.S. and Second and Third Party collection/production capabilities.

3. Conducting SIGINT operations in support of the Department of Defense and other organizations which are authorized to levy such requirements.

4. Providing effective organization and control of SIGINT intercept and processing activities.

5. Preparing operations plans which prescribe the means by which the requirements will be satisfied; approving, promulgating, and executing the plans as necessary to satisfy the requirements; referring requirements which cannot be carried out within existing authority and resources, along with DDO recommendations for action, to DIRNSA/CHCSS.

6. Providing technical guidance and support to all U.S. SIGINT activities and special support to other organizations as required and authorized.

7. Preparing and disseminating SIGINT directives (principally USSIDs) for the operational and technical control of the U.S. SIGINT system.

8. Accomplishing operational tests and evaluations of new equipment and systems.

9. Standardizing SIGINT equipment and facilities whenever practicable.

10. Developing the SIGINT operations component of the CCP and certain specialized advanced technology assets (assisted as necessary by the DDR and schedules promulgated for the Program Manager by the Deputy Director for Programs and Resources).

11. Conducting operations to search for and acquire data on new foreign signals.

12. Implementing NSA/CSS policies, standards, and procedures for the control of compromising emanations as they relate to SIGINT equipment over which DDO has primary cognizance.

13. Ensuring that security practices within operations meet security regulations established to safeguard SIGINT material and coordinating the preparation of assessments of possible damage arising out of compromise or loss of SIGINT material.

14. Acting as focal point at NSA headquarters for routine support to those NSA Field Representatives whose mission is primarily collection or command support concerning SIGINT production.

DDO

DEPUTY DIRECTOR FOR OPERATIONS

ADDO

ASSISTANT DEPUTY DIRECTOR FOR OPERATIONS

POA

DDO SECRETARIAT

Top Secret Control File

This file contains all Top Secret Controlled or other compartmented documentation received by NSA and which requires strict accountability.

DATE SPAN: 1985 to Present

LOCATION: POA

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, COMPARTMENTED

DISPOSITION: Permanent. Retain in POA. Retire to NSA Archives at end of term of office.

DISPOSITION NO.: POA-1

Naval Operations File (NAVOP)

This file contains all messages received from the Commander Naval Operations (CNO) by DDO. They pertain to both administrative and operational matters.

DATE SPAN: 1987 to Present

LOCATION: POA

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy after 1 year or when no longer needed for operations.

DISPOSITION NO.: POA-2

Joint Chiefs of Staff File (JCS)

This file contains all JCS correspondence received by NSA for information purposes or for direct action. The correspondence contains a JCS number, a subject/date line, indicates who in DDO received it, and the suspense dates and actions taken.

DATE SPAN:	1986 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper/ Hard Disk
HARDWARE:	WANG PC
SOFTWARE:	Alliance
VOLUME:	1 notebook/UNAVAILABLE
CLASSIFICATION:	TOP SECRET
DISPOSITION:	A. Paper : Permanent. Retain for 2 years in POA. Retire to NSA Archives after 2 years or at end of term of office. B. Electronic Copy: Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	POA-3 A and B

General Correspondence File

This file contains copies of all correspondence signed or initialed by the Director, the Deputy Director, the Chief of Staff, and DDO, ADDO, ADDO/MS or DDO C/S. The correspondence may be originated by the various Key Components or by elements of the Intelligence Community.

DATE SPAN:	1986 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retire to NSA Archives at end of term of office.
DISPOSITION NO.:	POA-4

Director's Message File

This file contains all outgoing messages released by DIRNSA for which DDO is the information addressee. The messages are filed by Director Suite Number.

DATE SPAN:	1986 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper/Magnetic tape
HARDWARE:	Oasis 3033 (CARILLON)
SOFTWARE:	Plea
VOLUME:	2 cu. ft/On-line
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Paper: Retain for 2 years in POA. Destroy when no longer needed for operations. B. Magnetic tape: Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	POA-5 A and B

DDO Message File

This file contains all outgoing messages released by the Deputy Director for Operations (DDO). The messages are serialized.

DATE SPAN:	1985 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper/Magnetic tape
HARDWARE:	Oasis 3033 (CARILLON)
SOFTWARE:	Plea
VOLUME:	1 cu. ft. per year/1 magnetic tape per 3 years
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Paper: Permanent. Retain in POA for 3 years. Retire to NSA Archives at end of term of office or when no longer needed for operations, whichever is sooner. B. Magnetic Tape: Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	POA-6 A and B

Suspense File

This file contains copies of all action items routed to DDO Suite. The records are filed by DDO suspense date. The file also contains copies of the DDO daily log sheet which documents all items received for action in DDOe

DATE SPAN:	1988
LOCATION:	POA
STORAGE MEDIA:	Paper/Hard disk
HARDWARE:	WANG PC
SOFTWARE:	Alliance
VOLUME:	1 cu. ft. per year
CLASSIFICATION:	TOP SECRET CODEWORDQ NOFORN, VRK
DISPOSITION:	Destroy when no longer needed for operationse
DISPOSITION NO.:	POA-7

All Navy File (ALNAV)

This file contains all messages from the Secretary of the Navy and routed to Navy audiencese

DATE SPANe	1987 to Present
LOCATIONe	POA
STORAGE MEDIA:	Paper
VOLUMEe	1 cu. ft.
CLASSIFICATIONe	UNCLASSIFIED
DISPOSITIONe	Retain in POA for one yeare Destroy when no longer needed for operationse
DISPOSITION NOe:	POA-8

P Serial File

This file contains a copy of all correspondence signed by DDO, AD-DO, or DDO C/S. The correspondence is addressed to individuals or organizations outside of NSA. It is filed serially.

DATE SPAN:	1986 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper
VOLUME:	1 cu. ft. per year
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Permanent. Retain in POA for 2 years then retire to NSA Archives.
DISPOSITION NO.	POA-9

General Message File (Less DDO and DIRNSA)

This file contains all incoming and outgoing messages addressed to DDO for action or information relating to administrative matters, including TDYs.

DATE SPAN:	1987 to Present
LOCATION:	POA
STORAGE MEDIA:	Paper
VOLUME:	36 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Review for destruction after 1 year. Destroy when no longer needed for operations.
DISPOSITION NOi:	POA-10

P04

OPERATIONS STAFF

T/D Data Base (Table of Distribution)

This data base contains information relating to Agency billetsi It pertains only to in-house positions not field site positions.

DATE SPAN:	1978 to Present
LOCATION:	P04
STORAGE MEDIA:	On-line/Hard diski
HARDWARE:	Mainframe (CARILLON)
SOFTWARE:	M204
VOLUME:	14,664 Logical records
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Delete when no longer needed for operations.
DISPOSITION NO.:	P04-1

T/D File

This is a paper copy file from the Table of Distribution (T/D) data base. It contains copies of major charges and background material relating to billets and job titles in the Agency. It does not cover field billets.

DATE SPAN:	1987 to Present
LOCATION:	P04
STORAGE MEDIA:	Paper
VOLUME:	18 cu. ft.
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Destroy when superseded or no longer needed for operations.
DISPOSITION NO.:	P04-2

SEACPS Data Base

This data base contains the Consolidated Cryptologic Program (CCP) for manpower development. It is used by the Agency and the Service Cryptologic Elements to determine the distribution of billets, the positions, and coverage.

DATE SPAN:	1978 to Present
LOCATION:	P04
STORAGE MEDIA:	On-line
HARDWARE:	Mainframe (CARILLON)i/Paper/Microfilm
SOFTWARE:	M204
VOLUME:	23,302 logical records/6 cu. ft. (microfilm)
CLASSIFICATION:	SECRET
DISPOSITION:	A. Microfilm Copy: Retain in P0422. Permanent. Retire to NSA Archives when no longer needed by OPI. B. Paper Copy: Destroy after verification of microfilming. C. Electronic Copy: Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	P04-3 A, Biand C

Message and Memorandum File

This file contains serialized P042 messages relating to CCP resources and their assignment and maintenance. It also includes copies of USSID updates and memoranda relating to internal matters.

DATE SPAN: 1978 to Present

LOCATION: P04

STORAGE MEDIA: Paper/Microfilm

VOLUME: 9 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Microfilm Copy: Permanent. Retain in P042. Retire to NSA Archives when no longer needed by OPI.

B. Paper Copy: Destroy after verification of microfilming.

DISPOSITION NO.: P04-4 A and B

EEO File

The file contains background information, publications and memoranda relating to Agency EEO programs, case files, and investigation reports.

DATE SPAN: 1983 to Present

LOCATION: P04

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy 1 year after resolution of case. (GRS 1-25b)

DISPOSITION NO.: P04-5

Equipment and Manning Standards for SIGINT Positions

This file contains current copies of SEACPs, USSIDs, USSID Stock, and POEIs (Position Equipment Indicator) for all field positions.

DATE SPANe 1987 to Present

LOCATIONe P04

STORAGE MEDIAe Paper

VOLUMEe 6 cu.ft.

CLASSIFICATIONe TOP SECRET

DISPOSITIONe Permanente Retire to NSA Archives.

DISPOSITION NOe: P04-6

OPINs (Operating Instructions)

This data base contains operational instructions (OPINS) for the CCP program for collection and processing resources reflected in the USSIDse

DATE SPANe 1978 to Present

LOCATIONe P04

STORAGE MEDIAe Magnetic Tape/Paper/Microfiche

HARDWAREe Mainframe (CARILLON)

SOFTWAREe M204

VOLUMEe 5,124 logical records

CLASSIFICATIONe SECRET

DISPOSITIONe A. Microfiche Copye Permanente Retain in P0422. Retire to NSA Archives when no longer needed by OPIe
B. Paper Copye Destroy after verification of microfilminge
C. Electronic Copy: Delete or destroy when no longer needed for operationse

DISPOSITION NOe: P04-7 A, Beand C

ODBAS

This data base will contain information relating to all budgetary aspects of programs of concern to the Operations Directoratee

DATE SPANe	(Under development)
LOCATIONe	P04
STORAGE MEDIAe	On-line (Hard disk)
HARDWARE:	ATT 3B15 Mainframe (Filmset)e, ASHLAND
SOFTWARE:	INGRES
VOLUMEe	UNAVAILABLE
CLASSIFICATION:	UNAVAILABLE
DISPOSITIONe	Delete or destroy when no longer needed for operations.
DISPOSITION NO.e	P04-8

Master USSID Distribution Lists

This file contains hash tables for all USSID distributionse

DATE SPANe	1978 to Present
LOCATIONe	P04
STORAGE MEDIAe	Hard disk
HARDWAREe	Mainframe Burroughs A15 (Windmill II)
SOFTWAREe	ALGOL
VOLUMEe	10 MB
CLASSIFICATIONe	SECRET HVCCO
DISPOSITIONe	Delete or destroy when superseded or obsoletee
DISPOSITION NOe:	P04-9

{Master USSID File}

The file contains the official Agency record copy of all USSIDs and their revisions. It also contains distribution lists, background information on USSID production, and stock for Agency distribution.

DATE SPAN: 1987 to Present

LOCATION: P04

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire one copy to NSA Archives.

DISPOSITION NO.: P04-10

USSID Library

This is an electronic file containing all published USSIDs. It is maintained for external elements to access USSID information.

DATE SPAN: 1988

LOCATION: P04

STORAGE MEDIA: Hard disk

HARDWARE: Mainframe Burroughs A15 (Windmill II)

SOFTWARE: ALGOL

VOLUME: 200 MB

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy when no longer needed by OPI.

DISPOSITION NO.: P04-11

Master USSID File

This file contains the official Agency record copy of all USSIDs (U.S. Signals Intelligence Directives) and their revisions. It also contains distribution lists, background information on USSID production, and stock for Agency distribution. The electronic records compose the USSID Library which contains all published USSIDs. It is maintained for external elements to access USSID information.

DATE SPAN:	1987 to Present
LOCATION:	P04
STORAGE MEDIA:	Paper / Hard Disk
HARDWARE:	Mainframe Burroughs A15 (Windmill II)
SOFTWARE:	ALGOL
VOLUME:	30 cu. ft. / 200 MB
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Hardcopy: Permanent. Transfer official record copies and supporting documentation to the NCRC (NSA/CSS Records Center) when no longer required for operations. B. Electronic copy: Delete or destroy when no longer required for operations or when superseded or obsolete.
DISPOSITION NO.:	P04-10 A and B

USSID Library (Update and Publications)

This is a working file used by P04 to update and publish USSIDs.

DATE SPANe	Current
LOCATIONe	P04
STORAGE MEDIAe	Hard disk
HARDWAREe	Xerox LAN
SOFTWAREe	Xerox proprietary
VOLUMEe	300 MB
CLASSIFICATIONe	VRK NOFORN
DISPOSITIONe	Delete when no longer needed for operations.
DISPOSITION NOe:	P04e12

Contract Files

This file contains purchase orders, purchase requirements, and related documentation.

DATE SPAN:	
LOCATION:	P04
STORAGE MEDIA:	Paper/Disk
HARDWARE:	Annisette
SOFTWARE:	Fullback
VOLUME:	10 cu.ft./yr
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	A. Contract and related files - Transactions of more than $25,000 and all construction contracts exceeding $2,000. Destroy 6 years and 3 months after final payment. (GRS 3-3a(1)). B. Contract and related files - Transactions of $25,000 or less and construction contracts under $2,000. Destroy 3 years after final payment. (GRS 3-3a(2)).
DISPOSITION NO.:	P04-13 A or B

P05

DDO INTELLIGENCE STAFF

Serial File

This file contains all serialized memoranda (outgoing) from P05. It generally reflects staff actions in support of DDO.

DATE SPANe	1984 to Present
LOCATIONe	P05
STORAGE MEDIA:	Paper
VOLUMEe	4 cue ft.
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Permanent. Retain in P05 for 5 years. Retire to NSA Archivese.
DISPOSITION NO:	P05-1

Subject File

Arranged by subject, this file contains operational and administrative memoranda, correspondence, forms, and published directions on administrative matters such as travel, security, equipment, and personnel records. It also contains background information and memoranda relating to DDO projects and actions.

DATE SPAN:	1984 to Present
LOCATION:	P05
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Administrative Records: Destroy when 3 years old. B. Operational Records: Review for destruction when 5 years old. Transfer historical data to history file. Destroy remainder when no longer needed for operations. C. History File: Permanent. Retire to NSA Archives. D. Personnel Records: Delete or destroy 1 year after separation or transfer of employee (GRS 1-18a.)
DISPOSITION NO.:	P05-2 A, B, C and D

Working File

This file contains all incoming and outgoing correspondence, memoranda, reports and background material reflecting ongoing staff actions in support of DDO.

DATE SPAN:	1985 to Present
LOCATION:	P05
STORAGE MEDIA:	Paper
VOLUME:	24 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	P05-3

Administrative Historical File

This file contains the official office copy of all actions relating to office reorganizations, mission function of the office, and billet descriptions and actions relating to P05.

DATE SPAN:	1985 to Present
LOCATION:	P05
STORAGE MEDIA:	Paper
VOLUME:	9 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when superseded or obsolete.
DISPOSITION NO.:	P05-4

Administrative Management File

This file contains memoranda, reports, forms, and personnel records covering such topics as time and attendance, clearances, TDYs, travel, training, and personnel actions.

DATE SPAN: 1985 to Present

LOCATION: P05

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel records: Delete or destroy 1 year after separation or transfer of employee (GRS 1-18a.)

B. Other records: Retain for 3 years.

DISPOSITION NO.: P05-5A and B

Unofficial Personnel and Promotion File

This file contains personnel actions for civilian and military assigned to P05 and for H72 (Intelligence Community) personnel for whom the DDO is the mission control element and therefore P05 has administrative responsibility

DATE SPAN: 1985 to Present

LOCATION: P05

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Retain for 5 years. Destroy when no longer needed for operations.

DISPOSITION NO.: P05-6

NSR Data Base

This data base contains all the standing and ad hoc SIGINT requirements processed through the National SIGINT Requirements System (NSRS).

DATE SPAN:	Current
LOCATION:	P051
STORAGE MEDIA:	Hard disk
HARDWARE:	IBM PC
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET CODEWORD NOFORN
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO:	P05-7

National SIGINT Requirements File (NSR)

This file contains copies of all Requests for Information (RFI) and Amplifications (AMPS) of National SIGINT Requirements and Time Sensitive Requirements (TSR).

DATE SPAN:	1987 to Present
LOCATION:	P0512
STORAGE MEDIA:	Paper
VOLUME:	60 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK, GAMMA, TK
DISPOSITION:	Permanent. Retire to NSA Archives when 4 years old.
DISPOSITION NO.:	P05-8

Correspondence File

This file contains serialized copies of all division level incoming and outgoing correspondence involving intelligence requirements.

DATE SPAN:	1988 to Present
LOCATION:	P051
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Retain for 4 years. Destroy when NSRL is satisfied.
DISPOSITION NO.:	P05-9

General File

This file contains daily correspondence, notes, memoranda, messages, and background materials relating to NSA liaison activities with the rest of the intelligence community especially, for the SIGINT Requirements Validation and Evaluation Subcommittee (SIRVES) of the DCI's SIGINT Committee and the NSA Representative to the DCI's Foreign Intelligence and Priorities Committee (FIPC).

DATE SPAN:	1985 to Present
LOCATION:	P0511
STORAGE MEDIA:	Paper
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retain for 5 years in P0511. Retire to NSA Archives.
DISPOSITION NO.:	P05-10

SIGINT Distribution - Worldwide

This file consists of hard copy catalogues of SIGINT Product distribution listse

DATE SPANe 1968 to Present

LOCATIONe P0513

STORAGE MEDIAe Paper/Microfiche

VOLUMEe 110.5 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN, VRK,CTK

DISPOSITIONe A. Paper Copye Destroy upon verification of microfichee

B. Microfiche Copye Permanente Retire master copy to NSA Archives .

C. Queries, Responses, and Related Records: Destroy when 5 years old or sooner if no longer needed for operationse

DISPOSITION NO: P05-11 A, Beand C

SEABEACH

This data base contains NSA and field station SIGINT distribution lists for the worldwide distribution of non-technical reportinge

DATE SPANe 1968 to Present

LOCATIONe P0513

STORAGE MEDIAe Magnetic tape

VOLUME: One magnetic tape per year

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe Delete or destroy when no longer needed for operationse

DISPOSITION NOe: P05-12

P052 Central File

This file, arranged by subject, contains all memoranda, messages, correspondence and reports relating to P052's mission and function. It also contains administrative records regarding personnel, TDYs, travel, budget, and security concerns of the office.

DATE SPAN:	1988 to Present
LOCATION:	P052
STORAGE MEDIA:	Hard disk
HARDWARE:	IBM PC
SOFTWARE:	Officewriter
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	A. Administrative Records: Delete or destroy when 3 years old. B. Personnel Records: Delete or destroy 1 year after separation or transfer of employee. (GRS 1-18a) C. All Other Records: Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	P05-13 A, B and C

Administrative File

This file contains memoranda, forms, published manuals, and directories regarding office personnel matters.

DATE SPAN: 1983 to Present

LOCATION: P052

STORAGE MEDIA: Paper

VOLUME: 21 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Retain for 5 years. Destroy when no longer needed for operations.

DISPOSITION: P05-14

Special Product File

This file contains sensitive and restricted serialized reports and working papers on a variety of subjects which are tailored for executive readership only.

DATE SPAN: 1984 to Present

LOCATION: P05

STORAGE MEDIA: Paper

VOLUME: 60 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, and other restrictions on specific items.

DISPOSITION: Permanent. Retain by OPI. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P05-15

SOLIS Filter File

This file is used to control external access to the SOLIS data base.

DATE SPAN: 1985 to Present

LOCATION: P0521

STORAGE MEDIA: Floppy disk

HARDWARE: PC

SOFTWARE: Officewriter 5.0

VOLUME: 365KB

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operationsQ

DISPOSITION NO.Q P05-16

Product Evaluation (PEP) File

This file contains reports and investigations which evaluate SIG-INT reporting methods, format, and effectiveness.

DATE SPAN: 1983 to Present

LOCATION: P0521

STORAGE MEDIA: Paper

VOLUME: 14 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives .

DISPOSITION NOQ: P05-17

Central File

This file includes memoranda, messages, PEPs and any administrative items pertaining to P0521's mission.

DATE SPAN:	1989 to Present
LOCATION:	P0521
STORAGE MEDIA:	Floppy Disks
HARDWARE:	IBM PC
SOFTWARE;	Office Writer
VOLUME:	N/A
CLASSIFICATION:	TOP SECRET CODEWORD NOFORN VRK
DISPOSITION:	Retain locally for 5 years.
DISPOSITION NO.:	P05-17-1

USSID Policy

This file contains policy messages relating primarily to reporting procedures, interpretations of the USSIDs, and general operations.

DATE SPAN: 1985 to Present

LOCATION: P0522

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P05-18

Compartmented Product File

This file contains serialized compartmented product produced by the Agency.

DATE SPAN: 1960 to Present

LOCATION: P0522

STORAGE MEDIA: Paper

VOLUME: 37.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK NOFORN GAMMA

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P05-19

P0522 Product File

This data base contains records relating to product/distribution and associated correspondence.

DATE SPAN:	1984 to Present
LOCATION:	P0522
STORAGE MEDIA:	Hard/Floppy Disk, Paper
HARDWARE:	WANG/IBM PC
SOFTWARE:	WANG/IBM Proprietary
VOLUME:	5 floppy disks, 18 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD NOFORN VRK GAMMA
DISPOSITION:	Delete or destroy when no longer related to operations.
DISPOSITION NO.:	P05-20

SIGINT On-Line Information System (SOLIS)

This is an interactive Agency data base for the storage and rapid retrieval of NSA headquarters and field station generated SIGINT product. It consists of serialized product from NSA, Second Parties, and some Third Party facilities as well as SIGSUMs and CRITICs.

DATE SPANe	1966 to Present
LOCATIONe	P0513
STORAGE MEDIAe	Magnetic Tape (6250 bpi)
HARDWAREe	WINDMILL
SOFTWAREe	SOLIS (in-house)
VOLUMEe	108 tapes per year
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Permanent. Retire to NSA Tape Library every 6 monthse
DISPOSITION NOe:	P05-21

Administrative File

This file contains information relating to personnel matters such as TDYs, promotions, time and attendance records, and general office procedures.

DATE SPAN: 1982 to Present

LOCATION: P0523

STORAGE MEDIA: Floppy disk

HARDWARE: PC (Lexitron)

SOFTWARE: Proprietary

VOLUME: 89 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: P05-22

Classification/Contractor File

This file consists of Signals Intelligence Security Regulations (SISRs) and classification manuals, contractor classification statements of work, classification back-up procedures, and P Classification Notes.

DATE SPAN: 1958 to Present

LOCATION: P0523

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain for 5 years. When updated retire outdated material to NSA Archives.

DISPOSITION NO.: P05-23

TK/BYE/BLUE BORDER File

This is the official Agency file which lists and describes all Agency TK/BYE programs and BLUE BORDER (CIA originated sensitive documents), and control records relating to the distribution of these documents.

DATE SPAN: 1958 to Present

LOCATION: P0523

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retire TK and BYE material to NSA Archives when no longer needed for operations. Blue Border must be returned to originator.

DISPOSITION NO.: P05-24

P Weekly Notes

This file contains copies of briefings, "P Weekly Notes," working aids, copies of Contract Release Bulletins, and general administrative forms.

DATE SPAN: 1978 to Present

LOCATION: P0523

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION : TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: P05-25

Contractor Release File

This file contains copies of all contractor release forms and background material relating to clearance procedures used by the Agency and the release of classified materials to contractors.

DATE SPAN:	1983 to Present
LOCATION:	P0523
STORAGE MEDIA:	Paper
VOLUME:	20 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	P05-26

General Subject File

This file contains information relating to classification matters such as VRKs/TK/BYE and the release of classified information to contractors. It also contains organizational and personnel data.

DATE SPAN:	1975 to Present
LOCATION:	P0523
STORAGE MEDIA:	Paper
VOLUME:	20 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. B. Other Records: Destroy when no longer needed for operations.
DISPOSITION NO.:	P05-27 A and B

Administrative File

This file contains memoranda, messages, correspondence, forms and procedures relating to the packaging and sending of classified materials and TK/BYE numbers.

DATE SPAN: 1982 to Present

LOCATION: P0523

STORAGE MEDIA: Paper

VOLUME: 14 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Cut off annually. Destroy when 5 years old.

DISPOSITION NO: P05-28

Clearance Listing

This is a data base containing the security clearances of all Agency personnel, contractors, and loan-ins from other agencies. P05 has a "look" capability only.

DATE SPAN: 1984 to Present

LOCATION: P0523

STORAGE MEDIA: On-line

HARDWARE: Mainframe (WINDMILL)

SOFTWARE: M204

VOLUME: One Magnetic Tape

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer needed by the operational element.

DISPOSITION NO: P05-29

VRK File

This file lists all Very Restricted Knowledge (VRK) classifications issued by the Agency, their establishment, background, and the sensitivity of, and a project control number.

DATE SPAN:	1958 to Present
LOCATION:	P0523
STORAGE MEDIA:	Paper
VOLUME:	3 cu.ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.:	P05-30

Cover Sheets

This file contains all Talent Keyhole (TK) and Byeman (BYE) cover sheets . It is a stock item.

DATE SPAN:	Current
LOCATION:	P0523
STORAGE MEDIA:	Paper
VOLUME:	8 cu.ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Destroy when out of date or no longer needed for operations.
DISPOSITION NO.:	P05-31

Cover Term Report File

This file describes each Agency project with its codenamee These are primarily short-term sensitive projectse

DATE SPAN: 1958 to Present

LOCATION: P0523

STORAGE MEDIAe Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe Permanente Retire to NSA Archives when no longer needed for operationse

DISPOSITION NOe: P05-32

Central File

This file consists of incoming/outgoing messages, memoranda, requests, reports, and studies relating to all office data support systemse

DATE SPAN: 1977 to Present

LOCATION: P0524

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NOO: P05-33

Requirements File

This file consists of copies of National SIGINT Requirements relating to all NSA and service collection sitese

DATE SPANe	1976 to Present
LOCATIONe	P0524
STORAGE MEDIAe	Paper
VOLUMEe	3 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN
DISPOSITIONe	Destroy when no longer needed for reference purposese
DISPOSITION NOe:	P05-34
DELETEDe	DESTROYED IN ACCORDANCE WITH OPI ON 900409e

Statistical File

This is a hardcopy file of statistical data collected on NSA productione It includes information on collection, processing, and reportinge It also includes information requirementse

DATE SPANO	1974 to Present
LOCATIONO	P0524
STORAGE MEDIA:	Paper
VOLUME:	2 cu.ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONO	Review for destruction when 5 years old. Destroy when no longer needed for operations.
DISPOSITION NOO:	P05-35

Product Statistics

This data base is used to generate a variety of statistical studies on NSA reporting.

DATE SPAN:	1975 to Present
LOCATION:	P0524
STORAGE MEDIA:	Floppy disk
HARDWARE:	IBM PC XT
SOFTWARE:	Lotus 123
VOLUME:	One diskette
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent: Retain by OPI.
DISPOSITION NO:	P05-36

Product On-Line Management Information Systems (PROMIS).

This data base contains NSA product header information such as title, tags, NSRLs, the first time the product was issued, serial number, date group, and external changes to the product. It is used in coordination with SOLIS to retrieve SIGINT products. (Expansion of this data base to include 5 years of data including U.S. field sites and Second Party information is anticipated over the next 3 years.)

DATE SPAN:	1987 to Present
LOCATION:	P0524
STORAGE MEDIA:	On-line
HARDWARE:	Mainframe (CARILLON)
SOFTWARE:	M204
VOLUME:	130,000 logical records/2 magnetic tapes per year.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P05-37

PROMIS Work Center File

This file contains all records pertaining to the administration of the Product-Related On-Line Management Information System (PROMIS) database. It includes M204 procedures used to access the database and requirements levied against the database.

DATE SPAN:	Current
LOCATION:	P0524
STORAGE MEDIA:	Paper
VOLUME:	8 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD NOFORN
DISPOSITION:	Retain until no longer needed for operations.
DISPOSITION NO.:	P05-37-1

Reporting SIGADs

This is an in-house data base of the valid electronic addresses of field facilities authorized to issue/receive SIGINT producte

DATE SPANe 1988

LOCATIONe P0524

STORAGE MEDIAe Floppy disk

HARDWAREe IBM PC

SOFTWAREe LOTUS

VOLUMEe 2 diskettes

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe Delete or destroy when superseded or obsolete.

DISPOSITION NOe: P05-38

RQMTRESP

This data base contains the quarterly responses of DDO Production Groups to NSRLse

DATE SPANe 1986 to Present

LOCATIONe P0524

STORAGE MEDIAe Floppy Disk

HARDWAREe IBM PC XT

SOFTWAREe LOTUS 1-2-3

VOLUMEe One diskette

CLASSIFICATIONe SECRET

DISPOSITIONe Permanente Retain by OPIe

DISPOSITION NOe: P05-3e

DELETEDe **DESTROYED IN ACCORDANCE WITH OPI ON 900409.**

MARSP (Manual for Authorized Recipients of SIGINT Product)

This is a text data base of this manuale The manual provides information on the various U.S. commands, their subordinates, and their addressese

DATE SPANe	1988
LOCATIONe	P0524
STORAGE MEDIAe	Floppy disk 5 1/4 ine diskettes/Paper
HARDWAREe	IBM PC
SOFTWAREe	Officewriter
VOLUMEe	3 diskettes
CLASSIFICATIONe	SECRET
DISPOSITIONe	A. Hard Copye Permanente Retire to NSA Archives when supersedede B. Electronic Copye Delete or destroy when no longer needed for operations.
DISPOSITION NOe:	P05-40 A and B

Genagraphics Data Base

This data base enables the office to prepare graphics for management briefingse

DATE SPANe	Current
LOCATIONe	P0524
STORAGE MEDIAe	Floppy Disk/Hard disk
HARDWAREe	IBM PC
SOFTWAREe	Genagraphics
VOLUMEe	40 diskettes/1 hard disk
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Destroy when no longer needed by OPIe
DISPOSITION NOe:	P05-41

NSRL

This data base contains all ad hoc changes made to the National SIGINT Requirements Liste

DATE SPANe	1983 to Present
LOCATIONe	P0524
STORAGE MEDIAe	Floppy Disk
HARDWAREe	IBM PC
SOFTWAREe	DB III
VOLUMEe	one diskette
CLASSIFICATIONe	SECRET, NOFORN
DISPOSITIONe	Permanente Retire to NSA Archives when no longer needed for operationse
DISPOSITION NOe:	P05-42

RQMT Data Base

This data base contains National SIGINT Requirements List serial numbers along with the respective office of Primary Interest organizational designator and the priority assigned to each requirement.

DATE SPAN:	UNAVAILABLE
LOCATION:	P05
STORAGE MEDIA:	Floppy disk
HARDWARE:	IBM PC/XT
SOFTWARE:	CONDOR
VOLUME:	1 diskette
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Delete or destroy when no longer needed by OPI.
DISPOSITION NO.:	P05-43
DELETED:	**1989 File was destroyed and all diskettes were erased.**

WANG-ALLIANCE System File

This file contains all records pertaining to the administration of office automation systems located in the DDO Executive Suite and in the offices of P05, P07, and P08.

DATE SPAN:	Current
LOCATION:	P0524
STORAGE MEDIA:	Paper
VOLUME:	10 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Retain until no longer needed for operations.
DISPOSITION NO.:	P05-44

P1

TECHNIQUES AND STANDARDS

P1

TECHNIQUES AND STANDARDS

The Chief, P1, is responsible to DDO for managing various NSA/CSS programs and providing technical guidance and assistance when necessary.

Primary functions include:

1. Providing technical overview and standards of professional performance for all SIGINT production professional disciplines, i.e., mathematical research, computer science, traffic analysis, cryptanalysis, language and linguistics, signals analysis, ELINT analysis, and telemetry;

2. Reviewing technical operations and providing assessments to the DDO.

3. Providing technical assistance upon request in the above disciplines at the working level to operational elements of the Operations Directorate.

4. Providing advice on prepublication review, evaluation of National Science Foundation grants, patent applications, export control, and other related topics.

5. Managing the centralized technical data standardization and SIGINT glossary construction activities of the Agency.

6. Managing the Cryptologic Mathematician Program and the Cryptologic Linguist Program.

Working File

This is a data base of the working papers, memoranda, studies, reports, and correspondence relating to the Crypto Math program, patent information, export control problems, and National Science Foundation grants and applicantse

DATE SPANe	1985 to Present
LOCATIONe	P1
STORAGE MEDIAe	Hard disk
HARDWAREe	IBM PC XT
SOFTWAREe	MS/DOS
VOLUMEe	One floppy per year
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSITIONe	Delete or destroy when no longer needed for operationse
DISPOSITION NOe:	P1-1

Administrative File

This data base contains information relating to routine office administrative and personnel matters.

DATE SPANe	1985 to Present
LOCATIONe	P1
STORAGE MEDIAe	Floppy disk
HARDWAREe	WANG
SOFTWAREe	WANG proprietary
VOLUMEe	10 floppy disks per year
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Delete or destroy when 3 years olde
DISPOSITION NOe:	P1-2

Serialized Memorandum and Correspondence

This file contains all the official correspondence of P1e Memoranda and correspondence in this file are serializede

DATE SPANe	1986 to Present
LOCATIONe	P1
STORAGE MEDIAe	Floppy disk
HARDWAREe	WANG
SOFTWAREe	WANG proprietary
VOLUMEe	2 floppy disks per year
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Permanente Retain by OPIe
DISPOSITION NOO:	P1-3

Cryptologic Mathematician Program File

This file contains information relating to the Cryptologic Mathematician Programe

DATE SPANO	1986 to Present
LOCATION:	P1
STORAGE MEDIAO	Floppy disk
HARDWAREO	WANG
SOFTWAREO	WANG proprietary
VOLUMEe	5 floppy disks per year
CLASSIFICATIONO	TOP SECRET CODEWORD, NOFORN
DISPOSITIONe	Permanente Retain by OPIe
DISPOSITION NOe:	P1-4

Monthly Operational Summaries File

This file contains ongoing operational highlights as well as status summaries of projects of interest to the DDO. Information is compiled from submissions by Division and staff elements.

DATE SPAN:	1986 to Present
LOCATION:	P1
STORAGE MEDIA:	Floppy disk
HARDWARE:	WANG
SOFTWARE:	WANG proprietary
VOLUME:	2 floppy disks
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO:	P1-5

Technical File

This is the official office file relating to technical information, prepublication review memorandum, and the Cryptanalysis Council.

DATE SPAN⊙	1983 to Present
LOCATION⊙	P1
STORAGE MEDIA⊙	Floppy Disk/Paper
HARDWARE⊙	WANG
SOFTWARE⊙	WANG proprietary
VOLUME⊙	One floppy disk per month/8 cue fte
CLASSIFICATION⊙	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION⊙	A. Paper copy: Permanent. Retire to NSA Archives when no longer needed for operationse B. Electronic Copy: Delete or destroy when no longer needed for operationse
DISPOSITION NO.:	P1-6A and B

P11

TECHNICAL OPERATIONS REVIEW

Teleconferencing Materials File

This file consists of manuals,e literature from vendors, messages, and correspondence relating to teleconferencing possibilitiese

DATE SPANe	1981 to Present
LOCATIONe	P11
STORAGE MEDIAe	Paper
VOLUMEe	3 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD (Most of the information in this file is UNCLASSIFIED)e
DISPOSITIONe	Destroy when superseded or obsoletee
DISPOSITION NOe:	P11-1

USSID File

This file contains copies of all USSIDs applicable to P11.

DATE SPANe	1983 to Present
LOCATIONe	P11
STORAGE MEDIAe	Paper
VOLUMEe	3 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSITIONe	Destroy when outdated, superseded, or no longer needed by operational elemente
DISPOSITION NOe:	P11-2

Station Planning Profiles File

This file contains field station profiles which outline the requirements, priorities, billet-structure, equipment, and plans of each field statione

DATE SPAN: 1985 to Present

LOCATION: P11

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.: P11-3

Monthly Operational Summary

This is a monthly review of operations which is forwarded to P1 for management servicee

DATE SPANO 1986 to Present

LOCATION: P11

STORAGE MEDIA: Floppy Disk

HARDWARE: WANG

SOFTWARE: WANG

VOLUME: 2 floppy disks

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: P11-4

Memorandum File

This file contains all incoming and outgoing correspondence and memoranda of the office. Some of this material is serialized.

DATE SPAN:	1983 to Present
LOCATION:	P11
STORAGE MEDIA:	Paper
VOLUME:	6 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Review for destruction when 5 years old. Destroy when no longer needed for operations.
DISPOSITION NO.:	P11-5

Correspondence File

This is a file of outgoing serialized correspondence and memoranda relating to administrative and routine matters.

DATE SPAN:	1983 to Present
LOCATION:	P11
STORAGE MEDIA:	Floppy disk/Paper
HARDWARE:	WANG
SOFTWARE:	WANG Proprietary
VOLUME:	10 floppy disks per year/4 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when 5 years old.
DISPOSITION NO.:	P11-6

Background File

This file contains background materials, copies of past studies and reports, and working aids relating to current operational activities such as technical assistance to the operational elements and reviewing technical operations and providing assessments to the DDO.

DATE SPAN: 1977 to Present

LOCATION: P11

STORAGE MEDIA: Paper

VOLUME: 12 cu ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P11-7

Advanced Signals File

This file contains background materials, memoranda, studies, reports, and working papers relating to advanced signals such as spread spectrum, modulum, and advanced telecommunications.

DATE SPAN: 1982 to Present (Most information is from the 1986-1987 period.)

LOCATION: P11

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P11-8

Working File

This file contains technical reports, memoranda on special projects, and memoranda relating to technical operationse

DATE SPANe	1985 to Present
LOCATIONe	P11
STORAGE MEDIAe	Floppy disk
HARDWAREe	WANG
SOFTWAREe	WANG Proprietary
VOLUMEe	5 Floppy disks
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITIONe	Destroy when no longer needed for operations.
DISPOSITION NOe	P11-9

Administrative File

This file contains materials on routine administrative matters.

DATE SPANe	1986 to Present
LOCATIONe	P11
STORAGE MEDIAe	Floppy disk
HARDWAREe	WANG
SOFTWAREe	WANG
VOLUMEe	2 Floppy disks
CLASSIFICATIONe	SECRET
DISPOSITIONe	Delete or destroy when 3 years old.
DISPOSITION NOe:	P11-10

P13

COMPUTER SCIENCE

Direct Procurement Requirements (Bluebook) DPR Data Base

This data base contains Direct Procurement Requirements for DDOe This data is used to prepare the Bluebook for distribution to CIAe It is also used to record phone responses from other agencies relating to DPR's.

DATE SPANe	1987 to Present
LOCATIONe	P13
STORAGE MEDIAe	Hard disk
HARDWAREe	ASTW
SOFTWAREe	DB III/Foxbase
VOLUMEe	200 logical records
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Delete or destroy when no longer needed for operationse
DISPOSITION NOe:	P13-1

Monthly Notes File

This "note" file describes the various automated projects throughout the Agency which require computer assistance in developing software and resolving problems. Examples include the development of such software packages as FILBERT, NUTHATCH, DEP PROGSs which are used by the operational elements to aid diagnosis, exploitation, and recovery of systems.

DATE SPANe	1984 to Present
LOCATIONe	P13
STORAGE MEDIAe	Floppy disk
HARDWAREe	WANG
SOFTWAREe	WANG proprietary
VOLUMEe	1 floppy disk per year
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSITIONe	Delete or destroy when no longer needed for operationse
DISPOSITION NOe:	P13-2

P13D

NSA DATA STANDARDS CENTER

Target/Product Designator File

This is part of the Technical Identification Systems (TIS). The file provides the current status as well as a chronological history of the assigned use of each designator since the inception of the system by the Intelligence Community in the late 1940's. The designators are employed throughout the entire SIGINT system from collection, to processing, to reporting. They are particularly important to station tasking.

DATE SPAN:	1947 to Present
LOCATION:	P13D
STORAGE MEDIA:	Paper
VOLUME:	5 cu. ft.
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Permanent. Retire to NSA Archives.
DISPOSITION NO.:	P13D-3

Manual of Standard Data Elements and Related Features

This is the electronic version of the Data Standards for SIGINT Activities. It contains official documentation on NSA standard data elements and "data use identifiers." Included is a distribution list for the manual.

DATE SPAN:	1970 to Present
LOCATION:	P13D
STORAGE MEDIA:	On-line/Floppy disk
HARDWARE:	Xerox 6085 HPW
SOFTWARE:	Xerox Viewpoint 1.1 Series
VOLUME:	1 disk
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-4

Extract Reference File

This file consists of 5" x 8" extracts taken from the P13D USSID reference collection. It is a working file used on a daily basis to meet NDSC operational needs and to respond to queries from other NSA operational components. This file is arranged by subject and includes abbreviations, acronyms, ADP flags, code names, cover names, data elements and codes, identifiers, definitions and USSID references.

DATE SPAN: 1970 to Present

LOCATION: P13D

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when outdated, superseded, or no longer needed for operations.

DISPOSITION NO.: P13D-5

SCHIST Data Base

This data base contains SIGINT collection terms and definitions. It is used to generate magnetic tapes for the printing of the Glossary of SIGINT Collection Terminology.

DATE SPAN: 1978 to Present

LOCATION: P13D

STORAGE MEDIA: Floppy disk

HARDWARE: IBM PC XT

SOFTWARE: DOS

VOLUME: 40,000 logical records per year

CLASSIFICATION: SECRET

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.: P13D-6

STDB Data Base

This data base is a compilation of terms and definitions taken from various reference sources maintained in P13D. It will be used to create a SIGINT Dictionary.

DATE SPAN:	1956 to Present
LOCATION:	P13D
STORAGE MEDIA:	Magnetic Tape/Microfiche
HARDWARE:	Mainframe (WINDMILL)
SOFTWARE:	SPECOL
VOLUME:	40,000 logical records per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-7

SWAMT

This data base contains descriptions of various NSA computer systems. It is used to generate magnetic tapes for the printing of the Informal, Supplemental Working Aid for Machine Terminology and updates.

DATE SPAN:	1986 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	30,000 logical records per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-8

TCHIST

This data base contains telecommunications terms and definitions. It is used to generate magnetic tapes for printing updates of the Glossary of Telecommunications Terminology.

DATE SPAN:	1982 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	30,000 logical records per year
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.:	P13D-9

CAHIST

This data base contains cryptanalysis terms and definitions. It will be used in the future to generate magnetic tapes for the printing of a cryptanalysis glossary.

DATE SPAN:	1983 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	20,000 logical records per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-10

REFLIST Data Base

This data base contains Selected References for SIGINT terminology. It is used to generate magnetic tapes for the printing of updates to the NDS Reference Source List.

DATE SPAN:	1956 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	15,000 logical records per year
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-11

Basic Cryptologic Glossary

This a hard copy glossary published in 1971. It contains terms and definitions from various segments of the Intelligence Community.

DATE SPAN:	1971
LOCATION:	P13D
STORAGE MEDIA:	Paper
VOLUME:	One volume
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for reference.
DISPOSITION NO.:	P13D-12

DFHIST

This data base contains direction finding (DF) terms and definitions. It is used to generate magnetic tapes for the printing of updates to the Glossary of Standard Emitter Location Terminology.

DATE SPAN:	1972 to Present.
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	20,000 logical records per year
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-13

TAHIST

This data base contains traffic analysis (TA) terms and definitions. It is used to generate magnetic tapes for the printing of updates of the Glossary of Traffic Analytic Terminology.

DATE SPAN:	1972 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	30,000 logical records per year
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-14

ADP HIST

This data base contains automatic data processing terms and definitions. It is used to generate magnetic tapes for the printing of an automatic data processing glossary.

DATE SPAN:	1975 to Present
LOCATION:	P13D
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC XT
SOFTWARE:	DOS
VOLUME:	30,000 logical records per year
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-15

DDO Data Element Dictionary/Directory (UTENSIL)

This data base contains both "generic" and the "application" of data elements originating within the DDO organization (A,B,G,W,and P) or which are of interest to DDO SIGINT analysts.

DATE SPAN:	1976 to Present
LOCATION:	P13D
STORAGE MEDIA:	Magnetic Tape (6250 bpi)
HARDWARE:	CARILLON
SOFTWARE:	M204
VOLUME:	4,800 logical records
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-16

Project PANDOWDY Data Base

This data base contains a collection of all NSA/CSS generic cryptologic intelligence data elements and selected DoD/DIA and Federal data elements of interest to SIGINT analysts.

DATE SPAN:	1960 to Present
LOCATION:	P13D
STORAGE MEDIA:	Disk
HARDWARE:	Xerox 6085
SOFTWARE:	List Manager
VOLUME:	600 logical records, growth approximately 2,550 records per year.
CLASSIFICATION:	SECRET
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.:	P13D-17

P14

TRAFFIC ANALYSIS

PINSETTER Data Base

This is a data base of traffic analytic tools source codes, and distribution lists used to aid the operational elements in their diagnostic and processing activities.

DATE SPAN:	1978 to Present
LOCATION:	P14
STORAGE MEDIA:	On-line
HARDWARE:	TSS/ASH
SOFTWARE:	"C"/UNIX
VOLUME:	UNAVAILABLE
CLASSIFICATION:	SECRET
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NOi:	P14-1

TEXTA Manual Data Base

This data base contains information used to maintain and update the TEXTA Manual. TEXTA (Technical Extracts from Traffic Analysis) is a major communications answer file for A Group, B Group and G Group. It contains technical data on target communications such as frequencies, up-down transmitting times, networks, rules of transmission, coverage, and callsigns.

DATE SPAN:	1978 to Present
LOCATION:	P14
STORAGE MEDIA:	On-line/Paper
HARDWARE:	Bardolph TSS
SOFTWARE:	"C"/UNIX
VOLUME:	9,582,592 bytes/9 cu.ft.
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	A. Paper Copy: Permanent. Retire to NSA Archives when no longer needed for operationse B. Electronic Copye Delete or destroy when no longer needed for operations.
DISPOSITION NO.e	P14-2 A and B

P15

CRYPTANALYSIS

Compartmented CA Information

This file consists of compartmented reports, CA annual reports, correspondence, briefing aids, and notes relating to the CA activities of the Agency.

DATE SPAN: 1975 to Present

LOCATION: P15

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P15-1

Classified CA Information

This file contains reports and correspondence relating to CA activities. It is closely related to the Compartmented CA Information file but contains information at a lower classification level.

DATE SPAN: 1975 to Present

LOCATION: P15

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: P15-2

CA 400 Course Material

This file contains instruction materials for the CA 400 course.

DATE SPANe 1980 to Present

LOCATIONe P15

STORAGE MEDIAe Paper

VOLUMEe 3 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD

DISPOSITIONe Destroy when superseded or obsolete.

DISPOSITION NOe: P15-3

Technical Reports

This file contains P15 reports for the DDO.

DATE SPANe 1987 to Present

LOCATIONe P15

STORAGE MEDIAe Hard Disk

HARDWARE: IBM PC XT

SOFTWARE: Proprietary

VOLUMEe 10 megabytes

CLASSIFICATIONe TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe Permanente Retain by OPIe

DISPOSITION NO.e P15-4

Cryptanalytic Programs

This file contains P15 developed software to support CA operations.

DATE SPAN:	1986 to Present
LOCATION:	P15
STORAGE MEDIA:	Hard Disk
HARDWARE:	IBM PC XT
SOFTWARE:	Proprietary
VOLUME:	40 megabytes
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO:	P15-5

ADDO/MS

SUPPORT TO MILITARY OPERATIONS

ADDO/MS

ASSOCIATE DEPUTY DIRECTOR FOR

OPERATIONS/MILITARY SUPPORT

The ADDO/MS is responsible to the Director, NSA (DIRNSA) as his executive agent for the Tactical Cryptologic Program (TCP) and operational SIGINT support to the military commands under the direction of the Deputy Director for Operations (DDO).

Primary functions include:

1. Integrating tactical and national SIGINT capabilities to satisfy more effectively military requirements in peace, crisis and war. This requires significant coordination of the services' TCP procurement as well as R&D. In addition, it will require procedural or structural changes in the United States SIGINT System (USSS) control and analysis capabilities, creating theater-level structures that work on tactical SIGINT health in peace, take on greater roles in crisis, and occupy a key role in war.

2. Ensuring the adequacy of SIGINT support to military operations, including Command, Control and Communications Countermeasures (C3CM). This includes the assessment for support to military operations, ensuring required capabilities are identified in SIGINT baseline plans and programs, and are described in concepts of Operations or other documentation related to the systems acquisitions process; the formulation and implementation of policy, plans and programs pertinent to SIGINT support to military operations and activities.

3. Serving as the principal advisor to the DDO and other senior NSA executives in those areas assigned responsibility. Plays a major role in the formulation, implementation and execution of policies, plans and programs pertinent to these responsibilities.

4 Playing a major role in the implementation of the Director's Thrust Five planning. Thrust Five is to "design a framework for a survivable SIGINT system, under all conditions, including general war, which we can acquire incrementally and through astute dual-use applications over the next decade." Incumbent will be a major par-

ticipant in the implementation effort that includes considerations for where functions and activities are located, their mobility, the hardness of their facilities, etc.

Administrative File

This file contains office personnel records including promotions, awards, TDYs, vouchers, and other routine administrative matters.

DATE SPAN:	1985 to Present
LOCATION:	ADDO/MS
STORAGE MEDIA:	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) B. Administrative Records: Destroy when 3 years old.
DISPOSITION NO.:	ADDO/MS 1 A and B

ADDO/MS

MANAGEMENT STAFF

Administrative File

This file contains personnel records on training, TDY messages, performance appraisals, promotions, and clearances.

DATE SPAN:	1985 to Present
LOCATION:	ADDO/MS
STORAGE MEDIA:	Paper
VOLUME:	4 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	A. Administrative Records: Destroy when 3 years old. B. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.:	ADDO/MS-2 A and B

P07

ADDO/MS MILITARY SUPPORT

PLANNING, POLICIES AND PROCEDURES

P07

ADDO/MS MILITARY SUPPORT

The Chief, P07, is responsible to the ADDO/MS for the formulation and coordination of military support activities conducted by the USSS, and for ensuring that effective SIGINT and SIGINT exploitation capabilities are provided or developed to support the DoD Services, Commands, the International Commands, and other related activities. Specifically, Chief, MS, coordinates the activities of two subordinate divisions.

Primary functions include:

1. Monitoring and advising the ADDO/MS on significant aspects of U.S. friendly and adversary military doctrine, capabilities, force structure, and related activities: identifying factors which have significant impact on the USSS' ability to provide effective support.

2. Formulating, monitoring, and when designated by the ADDO/MS, coordinating those operational and developmental activities required to ensure the USSS provides effective military support.

3. Advising the ADDO/MS on operational and support issues concerning the development of SIGINT capabilities and other activities regarding NATO, Combined Forces Command (Korea) and related multinational SIGINT activities.

4. Conducting liaison with U.S., foreign, and international elements as necessary to facilitate military support provided by the USSS.

Planning/Application File

This file contains memoranda, correspondence, messages, reports, and studies relating to Cryptologic Architectures, SMO support studies, Unified and Specified Command OPlans/Conplans, Command, Control, and Communications Countermeasures (C3CM) data, PROFORMA, (Real time intelligence for field commanders relating to highly exploitable digital signals), future threat projections, and special projects. For much of the data Special Access Required (SAR) is necessary.

DATE SPAN: 1977 to Present

LOCATION: P07

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retain in P07 for 10 years then retire to NSA Archives.

DISPOSITION NO.: P07-1

Exercises

This file contains background information, copies of messages, memoranda, reports, and studies on P07 support programs to U.S. and NATO military command posts for field training exercises.

DATE SPAN: 1982 to Present

LOCATION: P07

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retain for 2 years in P07 then retire to NSA Archives.

DISPOSITION NO.: P07-2

Management File

This file contains policy statements and office procedures relating to NATO relations.

DATE SPAN: 1985 to Present

LOCATION: P07

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NATO

DISPOSITION: Permanent. Retain in P07 for 5 years then retire to NSA Archives.

DISPOSITION NO.: P07-3

Correspondence File

This file contains serialized copies of all incoming and outgoing correspondence of the office. The office deals primarily with the Cryptologic Service Elements and their tactical support needsi

DATE SPANe 1987 to Present

LOCATIONe P07

STORAGE MEDIA: Paper

VOLUMEe 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITIONe Permanent. Retain in office for one year. Retire to NSA Archives.

DISPOSITION NO.i P07-4

NSA25X1
NSA25X3
NSA25X6
NSA25X9

Senior Guardian

This data base contains background material, messages, and memoranda relating to the U.S. Air Force project

DATE SPAN:	1987 to Present
LOCATION:	P07
STORAGE MEDIA:	Floppy Disk
HARDWARE:	IBM PC
SOFTWARE:	Proprietary
VOLUME:	One floppy disk
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Review for destruction when 2 years old. Destroy when no longer needed for operations.
DISPOSITION NO.:	P07-5

NATO Support File

This file contains information relating to U.S. SIGINT support programs to NATO.

DATE SPAN:	1983 to Present
LOCATION:	P07
STORAGE MEDIA:	Paper
VOLUME:	One cu. ft. per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retain in P07 for 5 years then retire to NSA Archives.
DISPOSITION NO.:	P07-6

JCS Special Projects File

This file contains information relating to JCS special projects under the Tactical Exploration of National Capabilities Program (TENCAP). These projects are usually exercise related. The file also contains copies of JCS actions pertaining to these projects.

DATE SPAN:	1986 to Present
LOCATION:	P07
STORAGE MEDIA:	Paper
VOLUME:	One cu. ft. per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Review for destruction when 2 years old. Destroy when superseded or obsolete.
DISPOSITION NO.:	P07-7

OSIS

This file contains background material, messages and memoranda relating to U.S. support to the Ocean Surveillance Information System (OSIS) and NATO Maritime Ocean Surveillance (NMOS).

DATE SPAN:	1982 to Present
LOCATION:	P07
STORAGE MEDIA:	Paper
VOLUME:	.5 cu. ft. per year
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retain in P07 for 2 years. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.:	P07-8

P08

PROJECT SUPPORT AND PROGRAMS

P08

ADDO/MS TCP MANAGEMENT STAFF (TCPMS)

The Chief, P08, is responsible to the ADDO/MS for management, direction, and technical oversight of the Tactical Cryptologic Program (TCP). Using the general provisions of NSA/CSS Circular 25-17, and other NSA Circulars as appropriate, P08 will, in close accord with DoD Military Services, apply SIGINT operational expertise - signals threat, SIGINT technology, SIGINT processes - required for the improvement or development and acquisition of SIGINT systems for tactical commanders. Specifically, Chief, P08, will manage the activities of P08A, the Management and Administration Staff, P081 - Ground Division, P082 - Sea Division, P083 - Air and Space Division, P084 - Plans Division.

Primary functions include:

1. Monitoring of DoD TCP activities: focal point for RDT&E, procurement, and O&M programmatic actions: and, chairing the TCP Working Group to maintain direction and cohesiveness within the TCP.

2. Interacting with internal and external organizations regarding tactical SIGINT systems' matters from requirements to delivery of effective systems.

3. Serving as the Executive Agent's Representative for cross-program activities on TCP matters.

4. Maintaining close coordination with industry and DoD elements involved in TCP studies, simulation, RDT&E, procurement, testing, and O&M activities to assure required systems' interoperability, technology transfer, and non-duplication between and among initiatives of the DoD Services and NSA elements.

5. Recommending and participating in Systems Review Group (SRG) actions.

General Subject File

This file contains background materials, copies of messages, memoranda, correspondence, and reports and studies relating to the Defense Reconnaissance Support Program, the Tactical Exploration of National Capabilities Program, the Planning and Programming Budget system, requirements, capabilities, and various Air Force and Navy projects.

DATE SPAN: 1981 to Present

LOCATION: P08

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P-08-1

TCP/CCP Programs

This data base contains data and description of the TCP and CCP programs, the budget information, and the interrelationships of the programs. It is used to compare the two programs and to generate reports analyzing the budgetary process.

DATE SPAN: 1987 to Present

LOCATION: P08

STORAGE MEDIA: Hard Disk

HARDWARE: IBM PC

SOFTWARE: DB III

VOLUME: 4 MB

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.: P08-2

General Financial Plan File

This file is arranged numerically. (Prior to 1987 it is arranged alphabetically.) It contains administrative records, TCP materials filed by project name, Congressional information, Director's remarks, and Financial plan reviews of manpower.

DATE SPANe 1983 to Present

LOCATIONe P08

STORAGE MEDIAe Paper

VOLUMEe 55 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD

DISPOSITIONe A. Administrative Recordse Destroy when 3 years olde

B. All Other Records: Permanent. Retire to NSA Archives when no longer needed for operationse

DISPOSITION NOe: P08-3 A and B

Serial File

This file contains all office correspondence relating to SMO matters and other office related activities.

DATE SPANe 1983 to Present

LOCATIONe P08

STORAGE MEDIAe Paper

VOLUMEe 3 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD

DISPOSITIONe Permanente Retire to NSA Archives when no longer needed for operationse

DISPOSITION NOe: P08-4

P3

OPERATIONS AND CURRENT REPORTING

P3

OPERATIONS AND CURRENT REPORTING

The Chief, P3, is responsible to the Deputy Director for Operations for the operation and the management of the National SIGINT Operations Center (NSOC) and for maintaining cognizance over time-sensitive SIGINT activities and related developments of high Intelligence Community interest. Chief, P3, coordinates Indication and Warning (I and W) activities: supports the Operations Directorate as the NSA member of the Warning Working Group: is the Target Decision Unit (TDU) Manager for Worldwide I and W: is the SIGINT National Intelligence Officer (SINIO) for Warning: acts as the primary crisis management officer for NSA/CSS and the U.S. SIGINT System: manages and operates specific remoted operations conducted within NSA: and participates in the development and implementation of programs designed to enhance time-sensitive communications and data system applications. Chief, P3, also acts as the primary manager for the time-sensitive system and manages the Special Support Area and efforts to provide SIGINT direct service to military operations and exercises. Chief, P3, operates the NSA product preparation center which issues all electrical reporting from the Agency.

Primary functions include:

1. Guiding, coordinating, and directing the current analysis and reporting activities of the direction of collection resources and reporting as necessary.

2. Maintaining continuous surveillance of all SIGINT targets which require time-sensitive monitoring to satisfy user needs and ensuring continuous around-the-clock SIGINT service and support to all users via whatever communications media are required, including direct service to military operationsi

3. Executing joint (multi-group) current product reporting through final review, coordination, and release authority for all electrically released and other current SIGINT product issued by NSA.

4. Ensuring the provision of time-critical SIGINT support to users.

5. Producing the NSA SIGINT Summary, NSOC daily operational summary, the weekly DDO Significant Activity Report, the daily Cryptologic Review for the Director, and the weekly I and W book for Watch Committee meetings.

6. Serving as the focal point for NSA participation in the National Intelligence Daily (NID) and National Warning Staff processes.

7. Managing the CRITIC reporting program. 8.Operating and managing all full Category C OPSCOM circuits between NSA and U.S. field units, CSGs, customer Commands and Agencies, Second and Third Party elements: operating the SASHFAX LDX, DACOMM, and selected SPO circuits, and acting as the MINIMIZE communications office for NSA.

9. Managing the operation and development of the Time-Sensitive System, establishing priorities for support functions provided by DDT elements, and preparing appropriate Target Decision Unit data for Consolidated Cryptologic Program (CCP) purposes.

10. Maintaining daily coordination with analytic groups regarding time-sensitive operational matters which impact on NSOC operations and overseeing the communications and computer systems which interface with NSOC time-sensitive systems.

11. Providing management review, evaluation, and implementation of new requirements for the Time-Sensitive System processing as recommended by the Time-Sensitive Applications Review Panel.

12. Coordinating and conducting briefings and NSOC tours for senior government officials and other visitors.

13. Developing, operating, and managing the HFDF Activity Center (DFAC).

14. Providing time-sensitive automated machine support to field sites, Remoted Operations Facilities, Mission Ground Stations, and Cryptologic Support Groups (CSGs).

15. Providing interactive computer support to enhance time-sensitive reporting capabilities of the Problem Centers and Remote Operations Facilities (ROFs).

16. Serving as the focal point for ROF problem centers to provide for near-real-time surveillance and warning support to military operations.

17. Overseeing the operational interface between the CSGs and the operational groups and providing NSA management and administrative support to the CSGs.

18. Managing SIGINT support to special military operations.

P303

SPECIAL PROJECTS OFFICE

Working File

This file contains background materials, memoranda, and reports and studies relating to systems development and acquisitions for the support of the National SIGINT Operations Center (NSOC.)

DATE SPAN:	1976 to Present
LOCATION:	P303
STORAGE MEDIA:	Paper/Floppy Disk
HARDWARE:	PC
SOFTWARE:	Officewriter
VOLUME:	3 cu. ft./40 floppy disks
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	P303-1

NSOC Planning File

This is a working file on NSOC operations management.

DATE SPAN:	1983 to Present
LOCATION:	P309
STORAGE MEDIA:	Paper/Floppy Disk
HARDWARE:	IBM PC
VOLUME:	21 cu. ft./100 floppy disks
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	P303-2

P309

MANAGEMENT AND OPERATIONS STAFF

Critical Events File

This file contains all pertinent documentation including copies of messages, correspondence, and memoranda relating to SIGINT events such as the bombing of Libya, the Persian Gulf situation, and various hijackings.

DATE SPAN:	1985 to Present
LOCATION:	P309
STORAGE MEDIA:	Paper
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORDi, NOFORN, VRK and others
DISPOSITION:	Permanent. Retire to NSA Archives .
DISPOSITION NO.:	P309-1

P36

INTELLIGENCE SERVICES

Desk Logs

These are the daily activity logs of NSOC senior reporters and NATO reporting officers. These logs note significant reports processed, problems encountered, and actions taken.

DATE SPAN: 1987 to Present

LOCATION: P36

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retain in P36 for 1 year. Retire to NSA Archives.

DISPOSITION NO.: P36-1

SIGINT Morning Summary (SMS)

These summaries, published daily in hardcopy form, outline the major intelligence and SIGINT operational highlights of the past 24 hours. This includes the NSOC daily operational summary.

DATE SPAN: 1987 to Present

LOCATION: P36

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retain in P36 for one year then retire to NSA Archives.

DISPOSITION NO.: P36-2

I and W List

These lists contain weekly activities dealings with geographical areas and terrorism. They are up-dated weekly for the DCI Watch Committee meetings.

DATE SPAN: 1986 to Present

LOCATION: P36

STORAGE MEDIA: Paper

VOLUME: 6 volumes

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P36-3

Special Briefings

This file contains copies of outlines for briefing to the Director by the Operational Groups. The briefings are approximately 4 minutes, and are provided the Director at the end of the morning review.

DATE SPAN: 1986 to Present

LOCATION: P36

STORAGE MEDIA: Paper

VOLUME: One folder

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Retire to NSA Archives.

DISPOSITION NO.: P36-4

Highlights of Intelligence (HINT Briefings)

These are monthly briefings presented to NSA employees on current intelligence topics.

DATE SPANe	1985 to Present
LOCATIONe	P36
STORAGE MEDIAe	Paper
VOLUMEe	2 cu. ft.
CLASSIFICATIONe	TOP SECRET CODEWORD, NOFORN
DISPOSITIONe	Destroy when no longer needed for operations.
DISPOSITION NO.e	P36-5

P5

COLLECTION MANAGEMENT

P5

COLLECTION MANAGEMENT

The Chief, P5, is responsible to the Deputy Director for Operations for the effective management of U.S. SIGINT System overhead, covert, mobile and other specified collection resources; for the establishment of requirements for developing related collection and collection management systems; and for providing a focal point and central review authority for the Operations Directorate for all collection management matters. The Chief, P5, is responsible to the Chiefs of the Operations Directorate Target Groups for ensuring that SIGINT collection resources are applied with maximum effectiveness in response to target requirements of the Groups.

Primary functions include:

1. Providing collection management for overhead, covert, mobile, and other specified collection resources, including determining optimum collection profiles, tasking, providing feedback, and evaluating collection.

2. Developing requirements and planning for those collection and processing systems under direct P5 purview.

3. Serving as resource manager for specified collection and collection management systems.

4. Providing Operations Directorate oversight, review, and coordination for all collection systems and capabilities not directly under P5 management and for cross-system and multiple SIGINT sensor issues.

5. Serving as the focal point for organizations external to the Operations Directorate on all matters relating to collection management.

6. Developing and coordinating the deployment of specified data management systems in support of collection management and evaluation.

Serial File

This file contains copies of all memoranda, messages, and reports originated by the divisione

DATE SPAN:	1985 to Present
LOCATIONe	P5
STORAGE MEDIAe	Paper
VOLUME:	3 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONe	Permanente Retain in P5 for 5 yearse Retire to NSA Archives when no longer needed for operationse
DISPOSITION NOe:	P5-1

System Technical Documentation File

This file contains background information, memoranda, and reports on each OS SIGINT collection program. It focuses on technical descriptions and requirementse

DATE SPAN:	1985 to Present
LOCATION:	P5
STORAGE MEDIA:	Paper
VOLUME:	3 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanente Retire to NSA Archives when no longer needed for operationse
DISPOSITION NO.:	P5-2

P506

CRISIS ACTION COORDINATION STAFF

Division Correspondence/Serial File

This file contains letters, memoranda and messages originated by the office staff pertaining to its mission as well as administrative matters.

DATE SPAN:	UNAVAILABLE
LOCATION:	P506
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET, NOFORN, VRK
DISPOSITION:	Permanent. Cut off annually. Retire to NSA Archives after 5 years.
DISPOSITION NO.:	P506-1

P509

MANAGEMENT STAFF

Personnel File

This file, arranged alphabetically by employee, contains information on training, awards, promotion, travel, and copies of personnel summaries. The individual personnel folders are transferred when the employee changes positions.

DATE SPAN: 1985 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NOO: P509-1

Promotion Meetings File

This file contains informal notes, recommendations, memoranda, and procedures relating to the nomination/selection of individuals for promotion.

DATE SPAN: 1987 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Review for destruction when 5 years old. Destroy when no longer needed for operations.

DISPOSITION NO.: P509-2

Overtime Reports

This file, arranged by pay period, contains information relating to overtime, compensatory time, and holiday pay earned by P5 employees.

DATE SPAN: 1986 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 2 years old.

DISPOSITION NO.: P509-3

General Administrative File

This file contains copies of the office mission and function statement, tables of distribution, organization charts, and descriptions of performance evaluations.

DATE SPAN: 1983 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Administrative Records: Destroy when 5 years old.

B. Organization Charts, Mission Function Statements, and Related Records: Destroy when superseded or obsolete.

DISPOSITION NO.: P509-4 A and B

Awards File

This file contains award procedures and award recommendationsi

DATE SPAN: 1986 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Procedures: Destroy when superseded or obsoletei

B. Award Recommendations: Destroy 2 years after approval or disapprovali (GRS 1-12a (1))

DISPOSITION NO.i: P509-5 A and B

Training File

This file contains training applications, copies of bulletins, and acceptance memoranda for P5 internal and external training assignmentsi

DATA SPAN: 1985 to Present

LOCATION: P509

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 5 years old or when superseded or obsoletei (GRS 1-29b)

DISPOSITION NO.: P509-6

TDY File

This file contains travel requests, TDY messages, fiscal year allocation of funds, and TDY budget information.

DATE SPAN:	1986 to Present
LOCATION:	P509
STORAGE MEDIA:	Paper
VOLUME:	3 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when 2 years old. (GRS 9-9a)
DISPOSITION NO.:	P509-7

P51

OVERHEAD COLLECTION MANAGEMENT CENTER

Division Correspondence/Serial File

This file contains letters, memoranda and messages originated by the division pertaining to its mission as well as administrative matters.

DATE SPAN:	UNAVAILABLE
LOCATION:	P51
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET, NOFORN, VRK
DISPOSITION:	Permanent. Cut off annually. Retire to NSA Archives after 5 years.
DISPOSITION NO.:	P51-1

P52

OVERHEAD SYSTEMS PLANNING

Division Correspondence/Serial File

This file contains letters, memoranda and messages originated by the division pertaining to its mission as well as administrative matters.

DATE SPAN:	UNAVAILABLE
LOCATION:	P52
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET, NOFORN, VRK
DISPOSITION:	Permanent. Cut off annually. Retire to NSA Archives after 5 years.
DISPOSITION NO.:	P52-1

P53

COLLECTION MANAGEMENT SUPPORT

FALCONRY

This data base contains descriptions of all active & inactive SIGINT collectors worldwide.

DATE SPAN:	1982 to Present
LOCATION:	P53
STORAGE MEDIA:	On-line
HARDWARE:	Mainframe (CARILLON)
SOFTWARE:	SPECOL
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO:	P53-1

Intercept Tasking Data Base (ITDB)

This data base contains the capabilities and current tasking requirements of field collection activities.

DATE SPAN:	1987 to Present
LOCATION:	P53
STORAGE MEDIA:	On-line
HARDWARE:	Mainframe (CARILLON)
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO:	P53-2

COLLET

This data base contains pertinent intercept tasking for field facilities and utilizes automated procedures to expeditiously implement required actions.

DATE SPAN: 1987 to Present

LOCATION: P53

STORAGE MEDIA: Magnetic tape

HARDWARE: Mainframe (CARILLON)

SOFTWARE: IDMS

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Delete or destroy when no longer needed by OPI.

DISPOSITION NO.: P53-3

Division Correspondence/Serial File

This file contains letters, memoranda and messages originated by the division pertaining to its mission as well as administrative matters.

DATE SPAN: UNAVAILABLE

LOCATION: P53

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN VRK

DISPOSITION: A. Mission Records: Permanent. Retire to NSA Archives when 5 years old.

B. Administrative Records: Cut off annually. Destroy when 5 years old.

DISPOSITION NO.: P53-4 A and B

P54

SPECIAL COLLECTION AND FIXED SYSTEMS COLLECTION MANAGEMENT

Damage Assessment Data Base

This data base contains memoranda, reports, and notes relating to damage assessments made following the Moscow Embassy investigation.

DATE SPAN:	1977 to 1987
LOCATION:	P54
STORAGE MEDIA:	Floppy Disk/Paper
HARDWARE:	PC
SOFTWARE:	PC File III
VOLUME:	5,000 logical records
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Hard Copy Printout: Permanent: Retire to NSA Archives when no longer needed for operations.
	B. Electronic Version: Retain by OPI: Delete or destroy when no longer needed for operations.
DISPOSITION NO:	P54-1 A and B

Working File

This file contains drafts and memoranda pertaining to field station operations and administrative matters of the stations.

DATE SPAN: 1985 to Present

LOCATION: P54

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: IBM PC

SOFTWARE: PC File III

VOLUME: 85 cu. ft./400-500 floppy disks

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Hard Copy: Permanent. Retire to NSA Archives when 2 years old.

B. Electronic Copy: Delete or destroy when no longer needed for operations.

DISPOSITION NO.: P54-2 A and B

Division Correspondence/Serial File

This file contains letters, memoranda, and messages originated by the division pertaining primarily to administrative matters.

DATE SPAN: UNAVAILABLE

LOCATION: P54

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET, NOFORN, VRK

DISPOSITION: Cut off annually. Destroy when 3 years old.

DISPOSITION NO.: P54-3

P55

MOBILE SYSTEM COLLECTION MANAGEMENT

Division Correspondence/Serial File

This file contains letters, memoranda and messages originated by the division pertaining to its mission as well as administrative matters.

DATE SPAN:	UNAVAILABLE
LOCATION:	P55
STORAGE MEDIA:	Paper
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET, NOFORN, VRK
DISPOSITION:	Permanent. Cut off annually. Retire to NSA Archives when 5 years old.
DISPOSITION NO.:	P55-1

P6

COINS PROJECT MANAGEMENT

COINS PROJECT MANAGEMENT

The Chief, P6, is responsible to the DDO for ensuring full NSA support to the management of Community On-Line Intelligence System (COINS) and positive interaction with the Intelligence Community for COINS. The Chief, P6, serves as the Community Project Manager for COINS.

Primary functions includei

1. Managing the overall COINS Project for the Intelligence Community.

2. Maintaining data files and providing user information to assist them in the effective use of the files.

3. Establishing quality control guidelines.

4. Coordinating and implementing requirements for data bases.

5. Planning for upgrade of COINS.

6. Developing, implementing, and maintaining an on-line management program.

7. Ensuring reliability and performance of the COINS Network.

8. Testing application programs.

9. Providing engineering of COINS equipment and ensuring reliability and performance of the hardware.

COINS Test and Evaluation File

This file contains memoranda, reports, and testing data on testing within the COINS system. Included are plans, scripts, and tools used to evaluate the COINS system.

DATE SPAN:	1983 to Present
LOCATION:	P6
STORAGE MEDIA:	Paper/Microfiche
VOLUME:	9 cu. ft.
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	P6-1

COINS Configuration Management System (CCMS)

This data base contains data used to manage the configuration of COINS. It includes such information as an inventory of COINS hardware, a "history" of the software released/deployments, and software tasking request status.

DATE SPAN:	1984 to Present
LOCATION:	P6
STORAGE MEDIA:	Paper/Microfiche/Magnetic Disk
HARDWARE:	PDP 11/70 Mainframe (COINS Support System CSS)
SOFTWARE:	UDL
VOLUME:	2,000 logical records
CLASSIFICATION:	SECRET CODEWORD
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.:	P6-2

COINS User Documentation

This file contains hardcopy guides to the various intelligence community data bases accessed by COINS.

DATE SPAN:	Current
LOCATION:	P6
STORAGE MEDIA:	Paper
VOLUME:	64 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operations or superseded.
DISPOSITION NO.:	P6-3

Personnel File

This file contains personnel information on P6 individuals.

DATE SPAN:	1980 to Present
LOCATION:	P6
STORAGE MEDIA:	Paper
VOLUME:	One-half cu. ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.:	P6-4

Operations File

This file contains hardware and software documentation and information required to maintain and operate the COINS system.

DATE SPAN:	1984 to Present
LOCATION:	P6
STORAGE MEDIA:	Paper
VOLUME:	6 cu. ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Delete or destroy when no longer needed for operations or superseded.
DISPOSITION NO.:	P6-5

Personnel File

This file contains personnel actions, awards, training recommendations, promotions, and clearance on P6 employees.

DATE SPAN:	1984 to Present
LOCATION:	P6
STORAGE MEDIA:	Paper/Floppy Disk
HARDWARE:	WANG PC
SOFTWARE:	WANG Proprietary
VOLUME:	4 cu. ft./2 floppy disks
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy 1 year after separation or transfer of employee. (GRS 1-18a)
DISPOSITION NO.:	P6-6

COINS Contracts

This file contains information folders on all contracts let for the COINS project.

DATE SPAN: 1978 to Present

LOCATION: P6

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: P6-7

COINS History File

This file contains background materials, studies, reports, and memoranda on the establishment and implementation of the COINS project.

DATE SPAN: 1965 to Present

LOCATION: P6

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent: Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: P6-8

User Support Information System (USIS)

This system provides support to analysts retrieving data from intelligence files available through COINS. It includes file guides, language tutorials, codes and acronyms used, and an index to the files themselves.

DATE SPAN:	Current
LOCATION:	P62
STORAGE MEDIA:	On-line
HARDWARE:	Mainframe (COINS Network Control Center)
SOFTWARE:	USIS
VOLUME:	UNAVAILABLE
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy when no longer needed for operations.
DISPOSITION NO.	P62-1

APPENDICES

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/