

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See *Instructions on reverse*)

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY
2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT
3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

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

(b)(3)

8/29/89

7.
ITEM NO.

INSTALLATIONS AND LOGISTICS (L)

133 ITEMS TOTAL

8 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, PHOTOGRAPHS, AND MYLAR

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 NOT DECLASSIFIED AFTER 50 YEARS WILL BE
RE-REVIEWED EVERY 10 YEARS UNTIL DECLASSIFIED.

LEAVE BLANK

JOB NO.

N1-457-88-~~28~~

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9/28/89
D/te


Archivist of the United States

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**NSA RECORDS DISPOSITION
SCHEDULE FOR
L
INSTALLATIONS AND LOGISTICS
ORGANIZATION**

M1-457-88-8

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**NSA RECORDS DISPOSITION
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NSA
RECORDS DISPOSITION SCHEDULE
FOR
L
INSTALLATIONS AND LOGISTICS
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INTRODUCTION

NSA RECORDS DISPOSITION SCHEDULES

WHAT ARE RECORDS DISPOSITION SCHEDULES

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

WHY NSA HAS RECORDS DISPOSITION SCHEDULES

NSA's Records Disposition Schedules are designed to provide for and to simplify the appropriate disposition of Agency records and to aid Agency officials in gaining intellectual control over the increasing amount of information generated by the Agency. Designed to reflect the records actually produced, used, or stored by each Agency Key Component, the proper application of these schedules will ensure that NSA complies with the Federal Records Act, the Privacy Act, and the Freedom of Information Act. Furthermore, the schedules, if properly implemented, will provide a cost effective and efficient management program for the Agency's information by drastically reducing duplication and unnecessary storage of paper and electronic 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 new schedules are divided into two parts: 1) a

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generic series which reflect all paper, microform, or electronically generated records common to several or all offices within the Key Component; and 2) Unique program records which reflect all paper, microform, or electronically generated records associated with one particular office or division.

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 recall them for disposal at the appropriate time. For the disposition of records not covered by the schedules contact

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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 shipment control number and box number(s) for the material being retired.

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

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

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

Retirement requirements for special records (audio-visual, microform, electronic) are different because of the perishability of the media. The Code of Federal Regulations requires that permanent microform records be stored on silver halide process microform. A master copy of permanent 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.

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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. Requests for loans of retired records may be made by telephone or in writing to NSA Records Center. The requester should know the shipment control number and box number as shown on 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. Permanent records will be held indefinitely. After 30 years NSA archivists will review them and remove duplicative and extraneous materials. The records will be indexed and made available for Agency reference purposes after accessioning into the NSA Archives.

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)s.

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

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law. Official records are public records and belong to the office not the individual.

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

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NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
NSA/CSS

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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

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

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

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

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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:

(1) The Communications Security (COMSEC) mission is to implement protective measures to deny unauthorized persons national security-related, including sensitive but unclassified, information derived from telecommunications and to also prevent these persons from disrupting or causing the deception of such communications. Measures included within COMSEC are cryptosecurity, transmission security, emissions security, physical security, and technical security.

(2) The Computer Security (COMPUSEC) mission is to implement protective measures designed to prevent deliberate or inadvertent unauthorized access, disclosure, acquisition, manipulation, modification, or loss of information contained in automated systems used within the Department of Defense, other Government Agencies and the private sector. DoD Directive 5215.0, 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

~~(S)~~ The Director, NSA/Chief, CSS is assisted in the management and direction of NSA/CSS by a principal Deputy Director, NSA, and a

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Deputy Chief, CSS. His organization includes eight Deputy Directors for specific functional areas, an Assistant Director, a Chief of Staff, an Inspector General, a General Counsel, a Chief Scientist, and the Director's Senior Council.

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ADMINISTRATIVE
AND
SUPPORT
GENERIC RECORDS
SCHEDULES

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ADMINISTRATIVE AND SUPPORT RECORDS

ADMINISTRATIVE AND SUPPORT RECORDS -Contain pertinent documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, external and internal support, budget and program activities, plans and policies, and specific guidance affecting the operational and technical exploitation of target activity or associated agency activities required to fulfill the assigned missions and functions of the element concerned.

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001. CORRESPONDENCE

A. General Correspondence File: This category of records consists of all correspondence; incoming and outgoing serialized memoranda, messages, and related data concerned with a variety of subjects which are required to perform the assigned functions of the organizational element concerned.

(1). Correspondence or decision memoranda originated by a key component chief, the deputy chief, and the chief of staff which concerns operational or program issues.

Permanent: Close annually. Transfer to the NCRC (NSA/CSS Records Center) 3 years after closing.

(2). ^{Program and Policy} Documents generated by, or that are unique to, an organization which has program and policy making responsibilities.

Permanent: Close annually. Transfer to the NCRC 3 years after closing.

*Examples:
NSA/CSS
Regulations
and Supporting
papers;*

(3). Other Documents: Close annually. Destroy after 3 years. (GRS 23-1)

B. Administrative Communications File: This category of records consists of materials that are routinely accumulated by an organization and support its internal day-to-day operations. In general, these records relate to the organization, procedural applications and communications; expenditure of funds, including routine budget records; day-to-day administration of assigned personnel, including training and education, travel and transportation, security and fire and safety issues, office services, utilization of space and utilities, and associated transitory materials (documents of short term interest)s

Destroy when no longer required for operations. (GRS 23-1)

002. GENERAL OPERATIONAL FILES

A. Program File: This category of files includes documents relevant to the resources required to satisfy mission objectives and requirements. These files are normally accumulated and held by elements responsible for developing and executing programs associated with a specific functional

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area. Included in this category are the organization's Consolidated Cryptologic Program (CCP) and FINPLAN files and associated programs, trends and target projections, manning documentation, etc.

(1). OPI- Permanent. Close annually and transfer to the NCRC when no longer required for operations.

(2)s All others- Close annually. Destroy when program is completed, cancelled or becomes obsolete.

B. Reference Files: This category of files contains a compendium of classified and open source publications generated by various elements within the SIGINT community as well as certain collaborating agencies and private organizations associated with the missions and functions of the element concerned. These documents are authoritative, usually have long-term value and are instrumental in decision making processes.

(1). OPI Produced or Unique Materials- Permanent. Relocate to the NCRC when no longer required for operations.

(2). All others- Destroy when no longer required for operations.

C. Special Purpose Files: This category of files contains various types of materials produced locally, by other Agency organizations, and/or external facilities that provide essential information for the management of resources required to satisfy mission objectives. Included in this category of materials are special source collection programs, reporting initiatives, analytic and processing issues, support commitments, related reference data, etc. These files are necessary for decision-making and planning purposes.

(1)s OPI Produced or Unique Materials- Permanent. Relocate to the NCRC when no longer required for operations.

(2). All others- Destroy when no longer required

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for operations or when they become obsolete.

003. PERSONNEL FILES

This category of records concerns local administration of the civilian and military personnel programs, as opposed to the official agency files which are retained in other respective NSA/CSS organizations. Included in this category are personnel servicing tasks, maintenance of official civilian personnel records in accordance with the rules and regulations of the Office of Personnel Management, maintenance of military personnel and service records during the period of assignment at NSA/CSS as prescribed in the rules and regulations of the parent service, awards/decorations/commendations, correspondence, reports and other records relating to the general administration and operation of personnel functions.

Subcategory: Official Personnel Files maintained by MIB - LONG TERM RETENTION - Transfer to Federal Records Center after separation or retirement of employee
(1). ~~Civilian~~ *Civilian* Personnel Files *for the Civil* Destroy 1 year after transfer or separation of employee. (GRS 1-18a)

(2). Awards/Decorations/Commendations- Destroy after 2 years or after approval or disapproval. (GRS 1-12)

(3). Other Materials- Destroy after 3 years or when no longer required for operations. (GRS 1-23a)

Files closed annually. If not required in office, transfer to NSA/CSS Records Center.

004. ADMINISTRATIVE DATA BASE FILES

This category of records supports the administrative functions performed by the organization.

A. Word Processing Files: This category of records contains documents such as; letters, messages, memoranda, informal and formal reports, directives, regulations, manuals, etc. recorded or maintained in an electronic media format.

Delete when no longer required to create hard copy or no longer required for operations. (GRS 23-2)

B. Schedules of Daily Activities Files: This category of records documents the daily activities of office personnel serving in an official capacity in agency operations. The file can be created or maintained in either hard copy or

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electronic format and includes such things as calendars, schedules, diaries, appointment books, records of telephone calls, trips and visits.

- (1)s Key Component and Group Materials- Permanent.
Transfer to the NCRC after 3 years.
- (2). All others- Destroy or delete after 3 years
or until no longer required for operations.
(GRS 23-5)

005. ORGANIZATIONAL REPORTS FILE

This category of records contains pertinent reports produced by individual organizations which document the performance, progress, accomplishments, deficiencies, or identify problems which could impact on the missions, functions and goals of the organization. The file also documents any significant management decisions with rationale on the action involved. The file, in particular, can include certain periodic or aperiodic generated summary type data required to satisfy mission objectives or other needs accruing from a dynamic or changing target environment, i.e., year end reports, monthly operational summaries, cryptologic technical documentation materials, and special reference items.

- (1). Key Component and Group Chief- Permanent.
Transfer to the NCRC when no longer required for operations.
- (2). Other Organizations- Destroy after 3 years
or when no longer required for operations.
(GRS 16-6)

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L582 Records

- NSA Regulations File
- In-House Action File
- SSR Working File
- Personnel File
- Correspondence File
- Inactive Project Performance Indicators (PPI) Work Order File
- Active Project Performance Indicators (PPI) Work Order File
- Invoice File
- PR File

L583 Records

- Engineering Drawings File
- Read File

L584 Records

- Asbestos Abatement Contracts File

L585 Records

- Administrative File
- Project File
- Contractor File
- Raised Floor File

L586 Records

- Project Tracking System Data Base
- L5 Graphics Data Base

L6 OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY

L6 Mission Statement

L6 Records

- Administrative File
- Manpower File
- Vehicle File
- Space File
- Budget File
- Computer Resources File
- Policy File
- Procurement File
- Security File

L61 INDUSTRIAL HYGIENE

L61 Mission Statement

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L61 Records

Industrial Hygiene File

L62 ENVIRONMENTAL ENGINEERING

L62 Mission Statement

L62 Records

Environmental File

Correspondence File

L63 FIRE AND SAFETY

L63 Mission Statement

L63 Records

Correspondence File

Project Tracking System

Collateral Duty Safety Officers List

Field Sites Correspondences File

Safety File

L631 Records

Correspondence File

Reference File

Mishap Reports File

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**L
INSTALLATIONS
AND
LOGISTICS**

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L

INSTALLATIONS AND LOGISTICS ORGANIZATION

DEPUTY DIRECTOR FOR INSTALLATIONS AND LOGISTICS (DDIL)

The Deputy Director for Installations and Logistics (DDIL) is tasked with administrative, installations, and logistics matters worldwides. In addition, the DDIL serves as the Associate Directorate of Small Business and the Head of Contracting Activity (HCA).

Primary functions includes

1. Providing for the contracting of timely and acceptable delivery of cryptologic systems, subsystems, equipment, and support integral to their effective operation for the cryptologic community, civil agencies, and friendly foreign governments.
2. Prescribing policy and providing or arranging for the effective and efficient operation of assigned administrative, installations, and logistic activities of NSA/CSS.
3. Participating in the systems acquisition decision process as a principal to analyze the impact of proposed systems on programs for supply, distribution, transportation, maintenance, installations, facilities, energy conservation, and environmental protections.
4. Developing and implementing long and intermediate-range logistic plans and architectures.
5. Implementing DoD policies for and monitoring the management and control of supplies, administrative services, equipment, energy, transportation, contract and acquisition functions performed by NSA/CSS for construction, and the maintenance of real property, facilities, utilities, and environmental matters for NSA/CSS worldwides.
6. Maintaining an active liaison with the military departments, other DoD components, and other government agencies having collateral or related functions.
7. Ensuring that a fair proportion of the Agency's total acquisition of property and services is placed with small business concerns pursuant to DoD established policies.

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8. Ensuring that contracting officers prepare justifications for "Other Than Full and Open Competition" and obtain appropriate approval.

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**SADBU
SMALL
AND
DISADVANTAGED
BUSINESS
UTILIZATION**

UNCLASSIFIED

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SADBU

SMALL AND DISADVANTAGED BUSINESS UTILIZATION

The Deputy for Small Business, NSA, is tasked with ensuring that a fair proportion of the Agency's total acquisition of property and services is placed with small business concerns pursuant to Public Law 95-507 and DoD established policies.

Primary functions include:

1. Supervising and overseeing small business staff.
2. Coordinating with DoD and other agencies on small business matters.
3. Interpreting statutes and changes to regulations that impact on small business.
4. Preparing guidance on new initiatives.
5. Developing mechanisms for achieving goals.
6. Disseminating small business goals to the contracting office and the technical elements.
7. Preparing and giving briefings, i.e., small business policies, goals, achievement, and training.
8. Interfacing between small business and technical elements, to include meetings, demonstrations, and discussions.

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Reports File

This file contains reports on small and disadvantaged businesses doing business with NSA. These reports must be submitted to the Office of the Secretary of Defense for Acquisitionsa

DATE SPANa 1983 to Present
LOCATIONa SADB
STORAGE MEDIA: Paper
VOLUMEa 1 cu. ft.
CLASSIFICATIONa CONFIDENTIAL
DISPOSITIONa Destroy when 3 years old. (GRS 3-17)
DISPOSITION NO.: SADB-1

Historical File

This file contains background information pertaining to all aspects of the officea It includes information on the establishment and functions of the office, small business criteria, minority information, guidelines, and information on the Logistics Computer Facility system.

DATE SPAN: UNAVAILABLE
LOCATION: SADB
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanenta Retire to NSA Archivesa
DISPOSITION NOO: SADB-2

UNCLASSIFIED

UNCLASSIFIED

Statistical File

Arranged chronologically, this file contains statistical data from previous years relating to small business reviews, small purchase dissolves, and subcontracting plans.

DATE SPAN: UNAVAILABLE
LOCATION: SADBU
STORAGE MEDIA: Paper
VOLUME: 3.5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 3 years old. (GRS 3-17)
DISPOSITION NO.G SADBU-3

Daily Working File

This file contains small business dissolves, subcontracting reviews, small business reviews, and changes to the Logistics Computer Facility system.

DATE SPAN: 1985 to Present
LOCATION: SADBU
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy when 3 years old. (GRS 3-17)
DISPOSITION NO.: SADBU-4

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**L02
PROGRAMS
RESOURCES
AND
SPECIAL SUPPORT**

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L02 PROGRAMS, RESOURCES AND SPECIAL SUPPORT STAFF

The Programs, Resources and Special Support Staff, is responsible to the Chief of Staff, Installations and Logistics (C/S, I&L) for the oversight and management of all financial and manpower resources pertaining to the I&L program.

Primary functions includes

1. Performs analyses of base operations, real property maintenance, housing, and military construction requirements for the U.S. SIGINT System (USSS)s
2. Serves as the I&L organization's focal point and spokesperson for all financial and manpower resources.
3. Coordinates all activities pertaining to the development, review, programming, budgeting, and execution of I&L appropriations and resources.
4. Performs long-range planning and programming to ensure organizational continuity and enhanced operations.
5. Provides in-depth analyses of I&L activities and conducts special studies to assist senior management.
6. Participates in program/budget reviews to ensure the adequacy of resources to support the USSS.
7. Administers special programs (e.g.s housing, overtime, publications, etc.) for the I&L organization.

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Administrative File

This file contains routine administrative matters relating to personnel, travel, overtime, and training.

DATE SPANa 1980 to Present

LOCATIONa L02

STORAGE MEDIA: Paper

VOLUMEa 12 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD

DISPOSITIONa A. Personnel Recordsa Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003)
B. Administrative Recordsa Destroy when no longer required for operationsa (GRS 23-7) (001B)

DISPOSITION NO.: L02-1A and B

Overtime and Travel Disks File

This data base contains information on employee overtime, TDYs and travel summaries and trip reportsa The O/T file is updated each pay period. The travel summary is updated monthlya

DATE SPAN: 1980 to Present

LOCATION: L02

STORAGE MEDIA: Floppy Disk/Paper

HARDWARE: PC

VOLUME: One disk/3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITIONa A. Paper Copy: Destroy when no longer required for operationsa (GRS 23-7) (001B)
B. Electronic Copy: Destroy when no longer required to create hard copy or no longer required for operationsa (GRS 23-2) (004A)

DISPOSITION NO.: L02-2A and B

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Library File

This "Library" contains all correspondence to or from L02. It pertains primarily to budgetary matters, manpower, program, and policy. It is serialized.

DATE SPAN: 1986 to Present

LOCATION: L02

STORAGE MEDIA: Hard Disk

HARDWARE: Mainframe (Alliance)

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN VRK

DISPOSITION: Delete or destroy after 3 years or when no longer required for operations. (002A)

DISPOSITION NO.s L02-3

DDIL Manpower File

This file contains background information such as memoranda, correspondence, reports, Table of Distribution Billets allocated to L, and Resource Authorization Documents. It is used to research and audit DDIL's manpower structure.

DATE SPAN: 1982 to Present

LOCATION: L022

STORAGE MEDIA: Paper

VOLUME: 18 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually and transfer to NSA/CSS Archives when no longer required for operations.
B. Others- Destroy when no longer of reference value. (002A)

DISPOSITION NO.s L02-4 A and B

UNCLASSIFIED

UNCLASSIFIED

Office File

This file contains serialized memoranda, correspondence, and reports relating to budgetary matters, manpower, programs and policy.

DATE SPAN: 1987 to Present

LOCATION: L02

STORAGE MEDIA: Paper

VOLUME: 225 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. OPI: Permanent. Close annually and transfer to the NSA/CSS Records Center when no longer required for operations. (002A-1)

B. All Others: Destroy when program is completed, cancelled or becomes obsolete. (002A-2)

DISPOSITION NO.s L02-5A and B

UNCLASSIFIED

UNCLASSIFIED

Execution Data Base

This data base contains information on current year progress and execution of all appropriations expended by NSA for buildings, maintenance, supplies, and equipmenta This includes the Military Construction (MILCON) budget and Single Decision Units (SDU) 72-76.

DATE SPAN: 1987 to Present

LOCATION: L021

STORAGE MEDIA: Floppy Disks

HARDWARE: PC Hewlett Packard VECTRA ES/12

SOFTWARE: Lotus 1-2-3

VOLUME: 25 floppy disks

CLASSIFICATION: SECRET

DISPOSITION: A. Key Component/Group Chief- Permanenta Retirement to NSA/CSS Archives when no longer required for operationsa

B. Other Organizations- Destroy after 3 years or when no longer required for operationsa (GRS 16-6) (005)

DISPOSITION NOO: L02-6A and B

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UNCLASSIFIED

Execution File

This file, arranged by fiscal year, contains information regarding procurement, appropriations, and military construction.

DATE SPAN: 1983 to Present

LOCATION: L021

STORAGE MEDIA: Paper

VOLUME: 42 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Key Component/Group Chief- Permanent. Retire to NSA/CSS Archives when no longer required for operations.

B. Other Organizations- Destroy after 3 years or when no longer required for operations.
(GRS 16-6) (005)

DISPOSITION NO.s L02-7 A and B

UNCLASSIFIED

UNCLASSIFIED

CCP Program File

This file contains program build information for Single Decision Units 72-76, Congressional budgets, SEACPS, and copies of briefings related to DDIL resourcesa

DATE SPAN: 1979 to Present

LOCATION: L021

STORAGE MEDIA: Paper

VOLUME: 30 cu ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanenta Close annually and transfer to the NSA/CSS Archives when no longer required for operationsa (002A)
B. All others- Destroy when program is completed, cancelled or becomes obsolete. (002A)

DISPOSITION NO.: L02-8 A and B

CCP Program Data Base

This data base contains background information used in the CCP program build.

DATE SPANa 1986 to Present

LOCATIONa L021

STORAGE MEDIA: Floppy Disks

HARDWAREa PC Hewlett Packard VECTRA ES/12

SOFTWAREa Lotus

VOLUMEa 15 floppy disks

CLASSIFICATIONa SECRET

DISPOSITIONa A. OPI- Permanenta Close annually and transfer to the NSA/CSS Archives when no longer required for operationsa (002A)
B. All others- Destroy when program is completed, cancelled or becomes obsolete. (002A)

DISPOSITION NO.: L02-9 A and B

UNCLASSIFIED

UNCLASSIFIED

Housing Data Base

This data base contains background material, a complete housing inventory, briefing materials, budget information, housing manual draft, memoranda and messages.

DATE SPAN: 1987 to Present

LOCATION: L022

STORAGE MEDIA: Hard Disk/Floppy Disk

HARDWARE: PC HP VECTRA ES/12//WANG ALLIANCE

SOFTWARE: Lotus, Multi-Mate, Memomaker, Main/Harvard Graphics

VOLUME: 2 floppy disks/hard disk storage

CLASSIFICATION: SECRET

DISPOSITION: Destroy 3 fiscal years after close of fiscal year in which the inventory is superseded.
(GRS 15-6)

DISPOSITION NO.: L02-10

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DDIL Housing File

This file contains background information, memoranda, messages, reports, FYDP, Finplan, High Cost Leases, Housing Regulations, Directives, Authorizations, and a photographic library of each field site.

DATE SPAN@	1980 to Present
LOCATION@	L022
STORAGE MEDIA@	Paper/Photos
VOLUME@	26 cu. ft.
CLASSIFICATION@	SECRET CODEWORD
DISPOSITION@	A. Leases- Destroy 3 fiscal years following close of fiscal year in which lease terminates or litigation is concluded. (GRS 15-4)
	B. Photographs- Items of historical value. Permanent. Relocate to the NSA/CSS Records Center when no longer required for operations.
	C. Other- Destroy after 2 years. (GRS 15-1)
DISPOSITION NOO:	L02-11

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Program/Manpower Data Base

This data base contains background material, briefing materials, budget books, and billet information on I&L and the CCP. It also contains administrative information on personnel, training, travel, and security.

DATE SPAN: Current

LOCATION: L022

STORAGE MEDIA: Hard disk

HARDWARE: PC HP VECTRA ES/12

SOFTWARE: Lotus/Multi-Mate/Harvard Graphics

VOLUME: unavailable

CLASSIFICATION: SECRET

DISPOSITION: A. Program files-
OPI- Permanent Close annually and transfer to the NSA/CSS Archives when no longer required for operations.
Others-Destroy when program is completed, cancelled or becomes obsolete. (002)

B. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003)

C. Other- Destroy when no longer required for operationsa (GRS 23-1) (001B)

DISPOSITION NO.: L02-12

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L06

LOGISTICS
MANAGEMENT
AND
SUPPORT

UNCLASSIFIED

UNCLASSIFIED

L06 LOGISTICS MANAGEMENT AND SUPPORT STAFF

The Logistics Management and Support Staff is tasked with developing, analyzing, evaluating, and coordinating logistics and integrated logistics support policies in support of systems acquisition and life cycle support, and managing a logistics information and reporting function in support of the NSA/CSS mission.

Primary functions include:

1. Developing and coordinating logistics plansa
2. Coordinating and reviewing logistics support systems plans for NSA/CSS design controlled equipment and systemsa
3. Acting as the focal point for NSA/CSS and SCEs for planning and coordination on logistics mattersa
4. Developing, evaluating, analyzing, coordinating, and promulgating plans, programs and procedures pertaining to all aspects of logistics planning in life cycle supporta
5. Managing a logistics data base management system covering all NSA/CSS acquisition projects and programsa
6. Managing NSA/CSS Interservice and Interagency support agreements and Memorandums of Understanding and providing input to other NSA/CSS external support responsibilitiesa
7. Participating in all phases of the SIGINT management process including baseline planning.
8. Evaluating findings and recommendations of NSA/CSS audits and inspectionsa
9. Participating in field surveys and evaluationsa
- 10a Managing a support liaison/protocol program to meet the needs of the NSA/CSS and SCE/MILDEP Logistics and life cycle support organizations.

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*I&L Project Tracking Database

The I&L Project Tracking Database is use to records pertinent information gathered from NSA/CSS decision documents relating to system development, acquisition and life-cycle support.

DATE SPAN: 1986 to 1990

LOCATION: L061

STORAGE MEDIA: Disk

HARDWARE: Anisette

SOFTWARE: Cognos Powerhouse

VOLUME: 1700 records

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Key Component/Group Chief- Permanent. Retire to NSA/CSS Archives when no longer required for operations.

B. Other Organizations- Destroy after 3 years or when no longer required for operations.
(GRS 16-6) (005)

DISPOSITION NO.: L06-1 A and B

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*Interservice Support Agreement Database

This database contains all information on NSA/CSS Interservice Support Agreements.

DATE SPAN: 1989 to Present

LOCATION: L061

STORAGE MEDIA: Tape

HARDWARE: Anisette

SOFTWARE: COGNOS Powerhouse

VOLUME: 150 Records

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy on 6 year cycle.

DISPOSITION NO.: L06-2

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*Project Acquisition File

This file contains NSA/CSS Circular 25-5 and 80-7 Acquisition Documentation for Agency Acquisitions applicable to DDIL operationsa

DATE SPAN@	1982 to Present
LOCATION@	L061
STORAGE MEDIA@	Paper
VOLUME@	60 cu. ft.
CLASSIFICATION@	TOP SECRET CODEWORD
DISPOSITION@	Destroy when no longer required for operationsa
DISPOSITION NO@:	L06-3

*Regulatory Document Reference File

This file contains Department of Defense instructions, directives, and regulations, NSA regulations, directives, circulars, and manuals, continuity of operations, sustainability and emergency actions plansa

DATE SPAN@	1976 to Present
LOCATION@	L061
STORAGE MEDIA:	Paper
VOLUME:	120 cu. ft.
CLASSIFICATION@	TOP SECRET CODEWORD
DISPOSITIONa	A. OPI Produced or Unique Materials- Permanent Relocate to NSA/CSS Archives when no longer required for operationsa B. All others- Destroy when no longer required for operations. (002B)
DISPOSITION NO.a	L06-4 A and B

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*Administrative File

This file contains routinely accumulated materials in support of day-to-day operations within the DDIL organization.

DATE SPAN: 1988 to Present

LOCATION: L061

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITION: Destroy when no longer required for operations. (GRS 23-1)

DISPOSITION NO.: L06-5

*Project File

This file contains

DATE SPAN:

LOCATION: L061

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION:

DISPOSITION:

DISPOSITION NO.: L06-6

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**L07
SYSTEMS
ANALYSIS
AND
OPERATIONS**

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L07 AUTOMATION SUPPORT

The Automation Support organization is responsible for providing the hardware, software, communications, and networking operations and support for the I&L Organization.

Primary functions include:

1. Developing, coordinating, and implementing the I&L Automation Plan.
2. Managing the operations and maintenance of the Logistics Computer Facility.
3. Managing the Life-cycle support for applications software and corporate data bases.
4. Planning and coordinating I&L computer hardware, communications, and networking requirements, specifying equipments, and managing the installation and maintenance.
5. Identifying and acquiring Agency computer, communications, and network services supporting the I&L Organization.
6. Planning the development and implementation of office automation capabilities for I&L.
7. Managing the acquisition and installation of commercial products and new procedures for computer automation and data base management.
8. Specifying requirements and system design for new automation support systems and the enhancement of existing systems.
9. Managing applications software and data base management development and implementation.
10. Managing the planning and execution of funds for I&L automation activities.
11. Managing user training programs for I&L automation activities.

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12. Providing hardware, software, communications, and networking technical support to automation activities in I&L office organizationsa
13. Acting as the I&L focal point for interaction with other Agency administrative and resource management systems as they pertain to logistic computer applicationsa
14. Participating in panels, working groups, and configuration control boards for the management of I&L applicationsa

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*Supply Management (Stock Fund) Database

This file contains information pertaining to all aspects of NSA's supply management (stock fund) and procurement systemsa

DATE SPANa	Current
LOCATIONa	L07
STORAGE MEDIA:	Disk
HARDWAREa	HP3000/955
SOFTWAREa	POWERHOUSE/COBOL
VOLUMEa	6000 megabytes
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Destroy when 2 years old. (GRS 3-4)
DISPOSITION NO.:	L07-1

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L1
MATERIEL
MANAGEMENT

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L1

MATERIEL MANAGEMENT

The Chief, Materiel Management, is tasked with materiel support worldwidea

Primary functions includea

1. Managing the NSA/CSS supply system.
2. Operating the NSA/CSS custodial property plant, equipment, accounting systems, and special accountsa
3. Ensuring NSA/CSS participation in DoD/GSA Excess Reutilization and Cryptologic Community Excess SIGINT Materiel Program.
4. Receiving, storing, and issuing materiel to support NSA/CSS.
5. Operating service storerooms and providing office machine repair.
6. Managing transportation services including the packing, crating, and shipping of supplies and equipment and the operation of the Agency Motor Pool.
7. Planning and coordinating the procurement and management of vehicles and Materiel Handling Equipment (MHE) for NSA/CSS worldwide.
8. Stocking, storing, and issuing blank formsa
9. Managing the NSA/CSS magnetic media program.
- 10a Providing cryptologic item cataloging services for the DoD.
11. Implementing installations and logistics policy within the L1 functional responsibility.
12. Acquiring materiel through the Federal supply system.
13. Acquiring and managing provisioning documentation.
- 14a Planning for and implementing provisions of emergency plans as appropriate: Continuity of Operations Plan,

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Emergency Power Plan, NSA Shelter Plan, and Emergency Action Plan for NSA Field Stations (NSA Reg. 25-14)a

- 15a Administering the Agency Forms Management Program in compliance with DoD Instruction No. 5000.21.
- 16. Developing and centralizing the automation requirements for all materiel management functions as they relate to bench side stock.
- 17a Defining hardware, software, and communications requirements for all NSA/CSS organizations that require access to automated bench side stock materiel management systemsa
- 18a Providing all functional assistance for supply support activities, planning, life cycle support, or follow-on spares strategy.
- 19. Operating Government Furnished Property Tracking System for NSA CCP-funded itemsa
- 20a Performing regular and special inventories of items in the NSA Stock System.
- 21. Managing HQ NSA/CSS warehousing spacesa

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Supply Data Base

This data base tracks the inventories for NSA supplies and L warehousing activities.

DATE SPAN:	1984 to Present
LOCATION:	L1
STORAGE MEDIA:	Hard Disk
HARDWARE:	Mainframe HP3550 (Logistics Computer Facility)
SOFTWARE:	COBOL/Powerhouse
VOLUME:	20,000 sectors
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy after 3 years or when no longer needed for operations. (005)
DISPOSITION NOO:	L1-1

UNCLASSIFIED

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*Administrative File

This file contains administrative and office records and pertinent correspondence in support of L1 operations.

DATE SPAN: 1988 to Present

LOCATION: L1

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Correspondence or decision memoranda originated by key component chiefs, or documents concerning program and policy decisions- Permanent. Close annually. Transfer to the NCRC 3 years after closings
Other documents- Close annually. Destroy after 3 years. (001A)

B. Administrative communications files- Destroy when no longer required for operations (001B) (GRS 23-1)

DISPOSITION NO.s L1-2 A and B

UNCLASSIFIED

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*Administrative File

This file contains administrative policy information, NSA/DOD regulations, personnel and management manual information and pertinent correspondences

DATE SPANs 1988 to Present

LOCATIONs L109

STORAGE MEDIAs Paper

VOLUMEs 3.5 cu. ft.

CLASSIFICATIONs TOP SECRET CODEWORD

DISPOSITIONs
A. Personnel files- Destroy one year after transfer or separation of employee. (GRS 1-18a) (003-1)
B. Reference files- Destroy when no longer required for operations. (002B)
C. Correspondence files- Close annually. Destroy 3 years after closing.

DISPOSITION NO.s L109-1 A, B and C

*Training Files

This file contains internal and external training requirements and shedules/records for L1 personnel.

DATE SPAN: 1988 to Present

LOCATION: L109

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer required for operations.

DISPOSITION NO.s L109-2

UNCLASSIFIED

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*Manpower and Personnel Files

These files contain manpower and personnel data, i.e., Table of Distribution, overtime, B41's, cash awards, special awards, security clearances, reassimilation/PCS, promotion files, manpower requirements, MILPERS files, etc.

DATE SPAN:

LOCATION: L109

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) Other materials- Destroy after 3 years or when no longer required for operationsa (003)

B. Program files-
OPI- Permanent. Close annually and transfer to NSA/CSS Archives when no longer required for operations.
Others- destroy when program is completed, cancelled or becomes obsolete. (002A)

C. Administrative files- Destroy when no longer required for operationsa (GRS 23-7) (001B)

DISPOSITION NO.G L109-3 A, Baand C

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*Budget and FINPLAN Execution Files

These files contain data on the L1 budget build and FINPLAN and purchase requests for non-stock items.

DATE SPAN@ 1987 to Present

LOCATION@ L109

STORAGE MEDIA@ Paper

VOLUME@ 16 cu. ft.

CLASSIFICATION@ TOP SECRET NOFORN

DISPOSITION: A. Purchase orders- Destroy 3 years after final payment. (GRS 3-3)

B. Program files-

OPI produced or unique materials- Permanent.s
Close annually and transfer to NSA/CSS Archives when no longer required for operations.

Others- Destroy when program is completed, cancelled or becomes obsolete. 002A

DISPOSITION NO.s L109-4 A and B

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**L11
SUPPLY
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

L11 SUPPLY MANAGEMENT

The Office of Supply Management is tasked with administering materiel support.

Primary functions includes

1. Managing the NSA/CSS Division of Defense Stock Fund.
2. Determining the method of supply, providing all supplies, parts and administrative equipment forms and furnishings.
3. Requisitioning items from the Department of Defense and Federal Supply sources.
4. Providing research support for the NSA/CSS supply system.
5. Providing for office machine repair services.
6. Promulgating and implementing regulations pertaining to the issue and utilization of Stock Fund items including furniture, furnishings and office equipment.
7. Managing the operations of the Service Storerooms.
8. Providing responsive supply support to all NSA/CSS and other collaborating organizations.
9. Serving as the L focal point for all planning actions related to supply support of NSA/CSS, field, second and third party sites.

UNCLASSIFIED

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Contract File

This file contains copies of all NSA contracts with private commercial firms and other government agencies. It relates to the procurement of general supplies and equipment.

DATE SPAN: 1982 to Present
LOCATION: L111
STORAGE MEDIA: Paper
VOLUME: 39 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer required for operational purposes.
DISPOSITION NO.: L11-1

Reference File

This file contains numerous DOD catalogs and procurement manuals.

DATE SPAN: ???
LOCATION: L1111
STORAGE MEDIA: Paper
VOLUME: 66 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Retain until replaced or delete when no longer required for operations. (002B-2)
DISPOSITION NO.: L11-2

UNCLASSIFIED

UNCLASSIFIED

L111 Administrative File

This file contains personnel and training information on all branch personnel.

DATE SPAN@ 1980 to Present

LOCATION@ L111

STORAGE MEDIA@ Paper

VOLUME@ 4 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION@ A. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003A)

B. Other files- Destroy when no longer required for operations. (GRS 23-1) (001B)

DISPOSITION NO@: L111-3

*Information Handling Service (IHS) File

This file contains a microfilm library of manufacturer's data and is used to verify price and availability of supply items.

DATE SPAN@ Present

LOCATION: L1112

STORAGE MEDIA: Microfilm

VOLUME: 12 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 2 years old. (GRS 3-4)

DISPOSITION NO.: L111-4

UNCLASSIFIED

UNCLASSIFIED

*IL/MDL- Identification Lists/Management Data Lists File

This file contains specific manufacturing supply management data and item identifications relating to procurement and availability of supplies used throughout DOD.

DATE SPAN: Current

LOCATION: L111

STORAGE MEDIA: Microfiche

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 2 years old. (GRS 3-4)

DISPOSITION NO.: L11-5

*L112 Administrative File

This file contains personnel, policy, and training information and related routine administrative materials

DATE SPAN: 1988 to Present

LOCATION: L112

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Personnel files- Destroy 1 year after transfer or separation of employeea (GRS 1-18a) (003)
B. Policy files- Permanent. Close annually. Transfer to the NSA/CSS Archives 3 years after closing. (001A-2)
C. Other materials- Close annually. Destroy after 3 yearsa (GRS 23-1) (001A-3)

DISPOSITION NO.: L11-6 A, Baand C

UNCLASSIFIED

UNCLASSIFIED

*Supply Reference File

This file contains history, policy, fact sheets, decision papers and various reference materials pertinent to the management of the agency supply system.

DATE SPAN: 1985 to Present

LOCATION: L112

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent Retain locally 1 year then relocate to the NSA/CSS Archivesa (002B)

DISPOSITION NO.: L11-7

*L1 Supply System Database File

This computer based file provides L1 with the capability to maintain pertinent data for all items managed in the agency stockfund and the history of supply and financial transactions processed.

DATE SPAN: 2 years on-line

LOCATION: L112

STORAGE MEDIA: Disk

HARDWARE: HP3000/955

SOFTWARE: POWERHOUSE/COBOL

VOLUME: 6000 megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally 2 years then destroy when no longer required for operationsa (GRS 3-2)

DISPOSITION NO.: L11-8

UNCLASSIFIED

UNCLASSIFIED

*Stock Fund Support Requests File

This file contains copies of forms J5737- stock fund support requests.

DATE SPAN: 1985 to Present
LOCATION: L1122
STORAGE MEDIA^a Paper
VOLUME: 25 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy after 2 years^a (GRS 3-4)
DISPOSITION NO.^a L11-9

*Forms Pictorial Index (Supply Reference) File

This file contains a historical record of design and edits of NSA forms^a

DATE SPAN: 1985 to Present
LOCATION: L1122
STORAGE MEDIA: Paper
VOLUME: 40 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy 5 years after item is discontinued, superseded, or cancelled. (GRS 16-3)
DISPOSITION NO.: L11-10

UNCLASSIFIED

UNCLASSIFIED

*Stock Management Records Database File

This database contains stock management records for stock accounts N100, N200, N300, M203, and N901.

DATE SPANa	1988 to Present
LOCATIONa	L113
STORAGE MEDIA:	Disk
HARDWAREa	HP3000/955
SOFTWARE:	POWERHOUSE/COBOL
VOLUMEa	6000 megabytes
CLASSIFICATION:	TOP SECRET
DISPOSITIONa	Destroy upon termination or completion of accounts. (GRS 3-3c)
DISPOSITION NO.:	L11-11

*Reference Files

This file contains information for special projects, Director's requests, 1989-1990 furniture request forms J4349 and 1989-1990 purchase request (PRS) logsa

DATE SPAN:	1988 to Present
LOCATIONa	L113
STORAGE MEDIA:	Paper
VOLUMEa	13 cu. ft.
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Destroy 3 years after final paymenta (GRS 3-3a(2)a)
DISPOSITION NO.:	L11-12

UNCLASSIFIED

UNCLASSIFIED

*Warehouse Single Line Item Document (SLID) File

This computer based file is used to track furniture issue documents from warehouse receipt through delivery to customer.

DATE SPAN: 1989 to Present

LOCATION: L113

STORAGE MEDIA: Disk

HARDWARE: HP VECTRA

SOFTWARE: Executive card file

VOLUME: 8500 records

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 2 years. (GRS 3-2)

DISPOSITION NO.s L11-13

*Agency Office Equipment Maintenance (AOEM) File

This computer based file is used to track office equipment maintenance and repairs by the use of a transaction control number.

DATE SPAN: 1985 to Present

LOCATION: L113

STORAGE MEDIA: Disk

HARDWARE@ PC/HPW

SOFTWARE: DATABASE 3

VOLUME: 4500 records

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 2 years old. (GRS 3-2)

DISPOSITION NO.: L11-14

UNCLASSIFIED

UNCLASSIFIED

*Supply Support Database File

This computer based file is designed to maintain pertinent data for all items managed in the agency stock fund and the history of all supply and financial transactions processed.

DATE SPAN: 2 years on-line

LOCATION: L114

STORAGE MEDIA: Disk

HARDWARE: HP3000/955

SOFTWARE: POWERHOUSE/COBOL

VOLUME: 6000 megabytes

CLASSIFICATION: TOP SECRET

DISPOSITION: Retained locally 2 years. Destroy when no longer required for operations. (GRS 3-2)

DISPOSITION NO.s L11-15

*Project Folders File

This file contains project names and descriptions for L114.

DATE SPAN: 1985 to Present

LOCATION: L114

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Project folders retained until termination of project plus one year.

DISPOSITION NO.s L11-16

UNCLASSIFIED

UNCLASSIFIED

*Administrative File

This file contains routine administrative and office information including pertinent records on locally assigned personnel and certain budget information.

DATE SPAN: 1988 to Present

LOCATION: L114

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Administrative communications files- Destroy when no longer required for operationsa (GRS 23-1) (001B)

B. Civilian personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)

DISPOSITION NO.: L11-17 A and B

UNCLASSIFIED

UNCLASSIFIED

L12
PERSONAL
PROPERTY

UNCLASSIFIED

UNCLASSIFIED

L12 PERSONAL PROPERTY

The Office of Personal Property is tasked with maintaining the Plant Equipment Accounting System (PEAS)s, assuring retentions of SIGINT excess materiel, managing storage of government property and conducting inventories of all items within the L1 Expendable Supply System.

Primary functions include:

1. Managing the PEAS and approving inventory adjustment actions, error correction and reconciliation actions.
2. Monitoring NSA/CSS participation in the DOD Defense Industrial Production Equipment Program (DIPEC)s
3. Managing inventories of the Headquarters Personal Property holdings and preparation of appropriate reports.
4. Managing incoming and outgoing equipment loans to other government departments and agencies.
5. Maintaining loan files for Agency equipment loaned to second and third party activities.
6. Managing the excess SIGINT Materiel and Cryptologic Mission ADPE Utilization Program.
7. Maintaining NSA/CSS operational and special plant property accounts.
8. Managing the NSA/CSS program for disposition of plant property.
9. Managing the Agency's Annual and One-time Property Pass System.
10. Planning for and providing property management in support of an appropriate level of readiness for emergency plans, i.e.s Continuity of Operations Plan, Emergency Action Plan, NSA Shelter Plan, and Emergency Action Plan for NSA Field Stations (NSA Regulation 25-14)s
11. Managing the Agency's Precious Metals Recovery Program.
12. Conducting scheduled and unscheduled inventories of all

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items within the L1 Expendable Supply Systems

13. Managing the NSA/CSS Government Furnished Property (GFP) Tracking System and property administration for Agency contracts with GFP.

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Government Furnished Property Data Base

This data base lists all NSA government property in the possession of private contractors.

DATE SPAN: 1986 to Present
LOCATION: L12
STORAGE MEDIA: On-Line
HARDWARE: Mainframe HP3500 (Logistics Computer Facility)
SOFTWARE: COBOL/Powerhouse
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: L12-1

Plant Equipment Data Base

This data base contains an inventory of all Agency plant equipment such as buildings, equipment, and furnishings.

DATE SPAN: 1987 to Present
LOCATION: L12
STORAGE MEDIA: On-Line
HARDWARE: Mainframe HP3500 (Logistics Computer Facility)
SOFTWARE: COBOL/Powerhouse
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: L12-2

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*Administrative Working Files

This file contains routine administrative materials in support of L12's day to day operations.

DATE SPANs 1988 to Present

LOCATIONs L12

STORAGE MEDIAs Paper

VOLUMEs 1.5 cu. ft.

CLASSIFICATIONs TOP SECRET

DISPOSITIONs A. Audit materials- Destroy after 3 years or when no longer required for operations. (005-2)

B. Other materials- Close annually. Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.s L12-3

UNCLASSIFIED

UNCLASSIFIED

*Administrative Personnel Files

This file contains routine administrative information and correspondence, division personnel material, and other materials which document the division operations

DATE SPAN: 1988 to Present

LOCATION: L12

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)

B. Correspondence files- Permanent. Close annually. Transfer to the NSA/CSS Archives 3 years after closing. (001-2)

C. Reference materials- OPI or unique materials are permanent. Retire to the NSA/CSS Archives when no longer required for operations. All other materials may be destroyed when no longer required for operations. (002B)

D. Other materials- Destroy when no longer required for operations. (GRS 23-1) (001B)

DISPOSITION NO.s L12-4 A, B, C, and D

UNCLASSIFIED

UNCLASSIFIED

*Reference Files

This file contains certain plant equipment accounting system (PEAS) reports and listings, and related documentation, debits, credits, logs, vouchers, loans, shipping documents, storage documents, excess documents, and SOP's required to discharge assigned missions and functionsa

DATE SPANa 1987 to Present

LOCATIONa L121

STORAGE MEDIA: Paper/Disk

VOLUMEa 388 cu. ft./8 disks

HARDWAREa VECTRA

SOFTWAREa Executive Memomaker

CLASSIFICATIONa TOP SECRET

DISPOSITIONa A. OPI produced or unique materials are permanenta Relocate to the NSA/CSS Archives when no longer required for operationsa
B. All other materials may be destroyed when no longer required for operationsa(002B)

DISPOSITION NO.: L12-5 A and B

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*L121 Administrative Files

This file contains personnel records of individuals assigned to L121a

DATE SPANa	1987 to Present
LOCATIONa	L121
STORAGE MEDIA:	Paper
VOLUMEa	.5 cua fta
CLASSIFICATIONa	SECRET
DISPOSITIONa	Destroy 1 year after separation or transfer of employeea (GRS 1-18a) (003-1)
DISPOSITION NO.:	L12-6

*Personnel Files

This file contains personnel records of individuals assigned to L122.

DATE SPAN:	1987 to Present
LOCATIONa	L122
STORAGE MEDIA:	Paper
VOLUMEa	1 cu. ft.
CLASSIFICATIONa	SECRET
DISPOSITIONa	Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.:	L12-7

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*Reference Files

This file contains reference materials (monthly) and working files including storage requests and withdrawals, precious metal and paper pulp, disposal files, excess and reutilization files, CPO credits and debits. Also included in working files are the GFP contract transfer documents and audit files.

DATE SPAN: 1987 to Present

LOCATION: L122

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Retain locally 3 years and then transfer materials to the NSA/CSS Records Center. Destroy when no longer required for operations.

DISPOSITION NO.s L12-8

*Administrative Communications Files

This file contains materials that are routinely accumulated in the conduct of daily operations. Included are copies of agency correspondence, informal memoranda and transitory materials.

DATE SPAN: 1988 to Present

LOCATION: L122

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Retain locally 3 years and then transfer materials to the NSA/CSS Records Center. Destroy when no longer required for operations. (001B)

DISPOSITION NO.s L12-9

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*Reference/Working Files

This file contains inventory count sheets, inventory reconciliation sheets, inventory forms, research remarks, recount lists, copies of shipping orders, storage requests and turn-in forms. These records are retained for research purposes to resolve problems on current inventory control and on stock and personal property.

DATE SPANs	1987 to Present
LOCATIONs	L123
STORAGE MEDIAs	Paper
VOLUMEs	36 cu. ft.
CLASSIFICATIONs	TOP SECRET
DISPOSITIONs	Retain locally 3 years and then transfer materials to the NSA/CSS Records Center. Destroy when no longer required for operations.
DISPOSITION NO.:	L12-10

*L123 Administrative Files

This file contains personnel records of individuals assigned to L123.

DATE SPANs	1987 to Present
LOCATIONs	L123
STORAGE MEDIAs	Paper
VOLUMEs	4 cu. ft.
CLASSIFICATIONs	TOP SECRET
DISPOSITIONs	Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.s	L12-11

UNCLASSIFIED

UNCLASSIFIED

L13

TRANSPORTATION

UNCLASSIFIED

UNCLASSIFIED

L13 TRANSPORTATION

The Chief of Transportation is tasked with traffic management and transportation services.

Primary functions include:

1. Providing requirements to the Military Traffic Management and Terminal Service.
2. Shipping supplies and equipments.
3. Performing liaison with DOD, other government agencies, commercial organizations and Fort Meade Transportation Office on transportation matters.
4. Operating the NSA/CSS Motorpool; providing motor transportation (shuttle bus, ambulances, taxi fleet, cargo vehicles) and related services.
5. Managing Agency vehicles and drivers; developing guides, procedures and other technical instructions.
6. Maintaining records and reports as required by DOD and OMB; ensuring proper utilization of motor vehicle assets.
7. Programming for and procuring motor vehicles for Agency sites worldwide.
8. Planning for and providing packing materials and emergency transportation required by the provisions of emergency plans; Continuity of Operations Plan, Emergency Action Plan, NSA Shelter Plan, and Emergency Action Plan for NSA Field Stations (NSA Regulation 25-14).
9. Administering the Commuter Transportation Program.
10. Controlling parking facilities and establishing parking zones for carpools, vanpools, senior executives, other senior staff and medical. Providing assistance and assigning spaces for visitors attending conferences, seminars and ceremonies.
11. Maintaining Agency parking areas.

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UNCLASSIFIED

12. Promoting Agency ridesharing program, establishing and maintaining records of all carpool and vanpool participants.
13. Managing and monitoring all parking areas to maintain optimum use of available parking spaces.
14. Maintaining liaison with the Federal Protective Service, Army Corps of Engineers, and state, local, and private agencies on matters pertaining to parking regulations, violations and ridesharing.
15. Establishing and implementing Commuter Transportation Center (CTC) policy and programs.

UNCLASSIFIED

UNCLASSIFIED

*Shipping Files

This file contains copies of DD form 1149 shipping documents that indicate receipt at destination, packing/crafting details and name of packer, support memorandums of justification, bills of lading, transportation control and movement documents for shipments of material dispatched to worldwide locations through many mail/freight/courier channels.

DATE SPAN: 1987 to Present

LOCATION: L133

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Close annually. Retain locally for 1 year. Transfer to the NSA/CSS Records Center. Destroy after 3 years.

DISPOSITION NO.: L13-1

UNCLASSIFIED

UNCLASSIFIED

**L14
MAGNETIC
MEDIA
MANAGEMENT
DIVISION**

UNCLASSIFIED

UNCLASSIFIED

L14 MAGNETIC MEDIA MANAGEMENT DIVISION

The Office of Magnetic Media Management is tasked with planning and managing magnetic media operations

Primary functions include:

1. Implementing policy on all matters relating to magnetic tape, and other magnetic media products, i.e., recorder heads, disk packs, optical disks, tape reels, degausser products/standards, etc.
2. Providing central retention and control for NSA/CSS magnetic tape records and providing related reference services
3. Consolidating all requirements for new and recertified magnetic tape and other magnetic media items to support NSA/CSS missions.
4. Acquiring/certifying/accepting all new and recertified magnetic tape and operating a centralized degaussing/declassification activities
5. Developing and applying tape specifications to satisfy cryptologic community standards
6. Investigating and resolving technical problems associated with magnetic tape and magnetic media applications
7. Maintaining optimal tape and magnetic media inventories through effective retention/release programs.
8. Acting as the focal point on all matters relating to magnetic tape and magnetic media products including the programming and budgeting processes
9. Ensuring the efficient and economical management of magnetic tape through coordination with the cryptologic community, DOD and other Government agencies
- 10s Serving as representative on the Signals Processing Requirements Panel for the purpose of ensuring the responsive flow of magnetic tape to the processing and analytic organizations

UNCLASSIFIED

UNCLASSIFIED

11a Planning for all resources to accomplish the management of NSA/CSS tape support, quality assurance and storage of classified tapesa

UNCLASSIFIED

UNCLASSIFIED

NSA Magnetic Tapes "Library"

This "Library" inventories and tracks all Agency tapes stored by L.

DATE SPAN: 1983 to Present

LOCATION: L14

STORAGE MEDIA: On-Line

HARDWAREa Mainframe 3500 (Logistics Computer Facility)

SOFTWAREa COBOL/Powerhouse

VOLUMEa 100,000 logical records per year.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operationsa

DISPOSITION NO.: L14-1

*Magnetic Media Management Data File

This file contains contract information and associated materials concerning magnetic tape managementa

DATE SPAN: 1984 to Present

LOCATIONa L141

STORAGE MEDIA: Paper

VOLUMEa 136 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD

DISPOSITIONa Delete or destroy when no longer required for operational purposesa

DISPOSITION NO.a L14-2

UNCLASSIFIED

UNCLASSIFIED

*Tape Management System File

This tape management system paper file and data base is used to establish and maintain accountability of SIGINT tapes requiring storage in the L142 Tape Library.

DATE SPANs	1967 to Present
LOCATIONs	L142
STORAGE MEDIA:	Disk, Paper
HARDWAREs	HP7937XP
SOFTWAREs	Cognos Powerhouse (in house)
VOLUMEs	1,250,000 records 105 cu. ft.
CLASSIFICATIONs	TOP SECRET CODEWORD NOFORN VRK
DISPOSITIONs	Paper- Cut off annually. Retain locally 2 years. Transfer to NCRC. Destroy when no longer required for operations. Disk- Retain until no longer required for operations. (Files are deleted 90 days after release from L142 accountability.)
DISPOSITION NO.s	L14-3

UNCLASSIFIED

UNCLASSIFIED

*Intermediate Management Report (IMMR) File

This automated file is used to prepare a monthly statistical tape handling report.

DATE SPAN: 1990 to Present
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Cut off annually. Destroy after 1 year.
DISPOSITION NOO: L14-4

*Degauss Pull Release File

This automated file contains monthly statistics of tapes actually pulled, released, and degaussed.

DATE SPAN: 1990 to Present
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Cut off annually. Destroy after 1 year.
DISPOSITION NO.s L14-5

UNCLASSIFIED

UNCLASSIFIED

*Locator 1 File

This automated file contains a comprehensive listing of all locations of tapes within the Tape Library located on the first floor.

DATE SPAN: 1990 to Present
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Retained locally for 20 years.
DISPOSITION NOO: L14-6

*Locator 2 File

This automated file contains a comprehensive listing of second floor tape storage locations.

DATE SPAN: 1990 to Present
LOCATION: L142
STORAGE MEDIA~~s~~: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION~~s~~: CONFIDENTIAL
DISPOSITION~~s~~: Retained locally for 20 years.
DISPOSITION NO.~~s~~: L14-7

UNCLASSIFIED

UNCLASSIFIED

***Locator 3 File**

This automated file contains a comprehensive listing of third floor tape storage locations.

DATE SPAN: 1989 to Present
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Retained locally for 20 years.
DISPOSITION NO.s L14-8

***Report 1 File**

This automated file contains weekly statistics of tapes released, pulled, and degaussed. It also indicates an up to date backlog of tapes to be pulled by tape size.

DATE SPAN: 1990
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Cut off annually. Destroy after 1 year.
DISPOSITION NO.s L14-9

UNCLASSIFIED

UNCLASSIFIED

*FY90 Data Chart File

This automated file contains necessary data to prepare a chart of monthly tape statistics.

DATE SPAN: 1990
LOCATION: L142
STORAGE MEDIA: Diskette
HARDWARE: PC/HPW
SOFTWARE: Lotus 123
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Cut off annually. Destroy after 1 year.
DISPOSITION NO.: L14-10

*L143 Data Base File

This data base contains pertinent test records for L143's Quality Assurance testing program.

DATE SPAN: 1987 to Present
LOCATION: L143
STORAGE MEDIA: Paper, Disks
HARDWARE: PC/HPW
SOFTWARE: DBASE III
VOLUMES: 3,000 pages per year/ 800 records
CLASSIFICATIONS: UNCLASSIFIED
DISPOSITIONS: Cut off annually. Retains locally Destroy after 3 years.
DISPOSITION NO.: L14-11

UNCLASSIFIED

UNCLASSIFIED

L15

**WAREHOUSE
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

L15 WAREHOUSE MANAGEMENT

The Office of Warehouse Management is responsible for the receipt of storage and issue, and pick-up and delivery of equipment and materiel essential to the overall mission of the National Security Agency.

Primary functions include:

1. Receiving, inspecting and accepting all inbound materiel, to include the preparation and distribution of associated documentation required for customer delivery, custodial accountability, and financial payment.
2. Conducting investigations, inspections and resolutions of receipt discrepancies.
3. Warehousing of all NSA stock materiel held in support of Agency repetitive requirements.
4. Issuing of on-hand stock to NSA customer on demand in support of the Agency's worldwide mission.
5. Providing technical guidance and assistance to Agency elements relative to materiel storage, storage automation and devices, and warehousing operations.
6. Delivering of all NSA stock and externally shipped in materiel from warehouse/receipt facilities to customer elements.
7. Pick-up and delivery of Agency materiel, furniture, and equipment destined for storage, turn-in, or disposal.
8. Administering of the L1 Cartage and Drayage contract.
9. Executing the purchase, maintenance and inventory accountability of all materiel handling equipment used by Agency elements worldwide.

UNCLASSIFIED

UNCLASSIFIED

*Administrative File

This file contains routinely accumulated materials in support of day-to-day operations within the L15 organization, policy and procedure information, and division personnel data.

DATE SPAN@ 1988 to Present

LOCATION@ L15

STORAGE MEDIA@ Paper

VOLUME: 8 cu. ft.

CLASSIFICATION@ TOP SECRET

DISPOSITION@ A. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)

B. Policy and Procedures file- Permanent. Close annuallyd. Transfer to the NSA/CSS Archives 3 years after closing. (001A-2)

C. Other materials- Destroy when no longer required for operations. (GRS 23-1)

DISPOSITION NO.s L15-1

UNCLASSIFIED

UNCLASSIFIED

Contracts and Purchase Orders File

This file contains copies of contracts and purchase orders used by NSA for the procurement of equipment, materials, and supplies

DATE SPAN: 1981 to Present

LOCATION: L151

STORAGE MEDIA: Paper

VOLUME: 110 cu. ft. per yr.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Transfer inactive records to the NCRC. Destroy when no longer required for operational purposes

DISPOSITION NO.: L15-2

UNCLASSIFIED

UNCLASSIFIED

*Record Management File

This file contains contract information with Receipt/Receiving Reports.

DATE SPANs 1984 to Present

LOCATIONs L151

STORAGE MEDIAs Paper

VOLUMEs 280 cu. ft. per yr.

CLASSIFICATIONs UNCLASSIFIED

DISPOSITIONs Close annually. Transfer inactive records to the NCRC. Destroy when no longer required for operational purposes.

DISPOSITION NO.s L15-3

UNCLASSIFIED

UNCLASSIFIED

*Stock and Turn-in Documents File

This file contains Stock and Turn-in documents which are maintained for inventory purposes.

DATE SPANs	1989 to Present
LOCATIONs	L152
STORAGE MEDIAs	Paper, cards
VOLUMEs	4 cu. ft.
CLASSIFICATIONs	UNCLASSIFIED
DISPOSITIONs	Destroy when no longer required for operations.
DISPOSITION NO.s	L15-4

UNCLASSIFIED

UNCLASSIFIED

*Material Handling Equipment File

This file contains maintenance records and associated material for each piece of Material Handling Equipment withing the Agency.

DATE SPAN: 1958 to Present

LOCATION: L153

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally 3 years then retire to the NCRC. Destroy when no longer required for operationsa

DISPOSITION NO.: L15-5

*Procurement Requests File

This file contains procurement requests and associated materialsa

DATE SPAN: 1987 to Present

LOCATION: L153

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Transfer inactive files to the NCRC. Destroy when no longer required for operational purposesa

DISPOSITION NO.: L15-6

UNCLASSIFIED

UNCLASSIFIED

L16
SPECIALIZED
LOGISTICS
SERVICES

UNCLASSIFIED

UNCLASSIFIED

L16 SPECIALIZED LOGISTICS SERVICES

The Office of Specialized Logistics Services is responsible for directing the program management and consolidated support functions of materiel management, initial spares acquisition, staging of project and system support material and focal point for all L1 automation activities and supporta

Primary functions include:

1. Developing and validating L1 support conceptsa
2. Determining and developing L1 spares acquisition strategies and supply support responsibilitiesa
3. Acting as focal point for L1 Supply Support Planning, requirements validation, and initial and follow-on spares acquisition strategies
4. Serving as the L1 focal point in all matters pertaining to L1 support concepts.
5. Evaluating, determining and preparing the L1 resource projections based upon future deployments of projects, systems, and equipments.
6. Evaluating contractor proposals (performance and cost analysis) regarding L1 support conceptsa
7. Reviewing, developing, approving, and implementing the acquisition of initial spare parts for assigned projectsa
8. Arranging for parts verification and validation, price determinations, delivery instructions and providing technical price evaluations of contractors proposals.
9. Scheduling and chairing all provisioning conference for all Agency SIGINT projects, systems or equipments.
- 10a Receiving, distributing and staging materiel purchased for T, Raand L5 elements.
11. Processing necessary shipping and storage documentation for projects or systemsa

UNCLASSIFIED

UNCLASSIFIED

12. Providing emergency equipment and parts pickup and delivery and distribution services in support of the T, R and L5 missions as they relate to assigned projects or systems.
13. Inventorying and controlling SIGINT materiel being held in staging areas.
14. Managing the operation of the dedicated L5 facilities storerooms
15. Analyzing and evaluating L1 user's operations, functions, and work processes with L07 in order to determine the most effective and efficient means of developing and implementing automation solutions to their work environments
16. Reviewing Agency regulations and developing internal guidelines to ensure all L1 automation activities to comply with NSA security requirements.
17. Coordinating all L1 automation initiatives with the I&L Systems Division.
18. Chairing the Configuration Control Board for all L1 applications residing on the Logistics Computer Facility

UNCLASSIFIED

UNCLASSIFIED

*Project File

This file contains contracts, CDRLs, conference minutes, etc. for SIGINT Systems Acquisition contracts provisioning activities, and Reg. 25-5 system acquisition-related documents.

DATE SPAN@ 1985 to Present

LOCATION: L162

STORAGE MEDIA: Paper

VOLUME@ 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION@ Close annuallys Transfer inactive files to the NCRCs Destroy when no longer required for operational purposess

DISPOSITION NOO: L16-1

UNCLASSIFIED

UNCLASSIFIED

*Provisioned Equipment Microfiche File

This file contains copies of completed provisioning parts lists (PPLs).

DATE SPANa	1978 to Present
LOCATIONa	L162
STORAGE MEDIAa	Microfiche
VOLUMEa	.5 cu. ft.
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Destroy when no longer required for operationsa
DISPOSITION NOa:	L16-2

UNCLASSIFIED

UNCLASSIFIED

*Project File

This automated file contains pertinent information concerning spare parts for Raand T equipmentsa

DATE SPAN: 1989 to Present

LOCATION: L163

STORAGE MEDIA: Disk

HARDWARE: HP VECTRA E5/12

SOFTWARE: EXEC MEMOMAKER

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years or when no longer required for operations. (GRS 16-6)

DISPOSITION NO.α L16-3

UNCLASSIFIED

UNCLASSIFIED

*Storage Request Data and Storage Withdrawal Data File

This automated and paper file contains agency storage information including storage request vouchers and withdrawal requestsa

DATE SPANa	1980 to Present
LOCATIONa	L163
STORAGE MEDIAa	Disk, Paper
HARDWAREa	HP VECTRA E5/12
SOFTWAREa	EXEC MEMOMAKER
VOLUMEa	200 files/325 cu. ft.
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Cut off annually. Retain locally 3 years then retire to the NCRC. Destroy when no longer required for operationsa
DISPOSITION NOa:	L16-4

UNCLASSIFIED

UNCLASSIFIED

*Computerized Shipping File

This automated file contains shipping vouchers and other shipping information.

DATE SPAN: 1989 to Present

LOCATION: L163

STORAGE MEDIA: Disk

HARDWARE: HP VECTRA E5/12

SOFTWARE: EXEC MEMOMAKER

VOLUME: 3500 line items

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years or when no longer required for operations.

DISPOSITION NO.: L16-5

*DD1149 Shipping Document File

This file contains DD1149 shipping documents for NSA operations.

DATE SPAN: 1987 to Present

LOCATION: L163

STORAGE MEDIA: Paper

VOLUME: 11,900 documents

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Retain locally 1 year then retire to NCRC. Destroy after 2 years. (GRS 9-1a-1)

DISPOSITION NO.: L16-6

UNCLASSIFIED

UNCLASSIFIED

*Transmittal Shipping Documents File

This file contains transmittal voucher registers and associated hard copy documents.

DATE SPAN: 1989 to Present

LOCATION: L163

STORAGE MEDIA: Paper

VOLUME: 500 documents

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain locally 1 year then retire to NCRC and destroy 2 years thereafter. (GRS 9-1a-1)

DISPOSITION NO.: L16-7

*Bill of Material (BOM) File

This file is a list of stock items processed by the LCS (Logistics Computer System)s

DATE SPAN: 1989 to Present

LOCATION: L163

STORAGE MEDIA: Disk

HARDWARE: LCS/PC

SOFTWARE: LCS 4GL QUIZ

VOLUME: 6000 MDS

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Retain locally 1 year then retire to NCRC. Destroy after 2 years. (GRS 9-1a-1)

DISPOSITION NO.: L16-8

UNCLASSIFIED

UNCLASSIFIED

*T2 MSS/FSS Parts Data Base File

This computer file is a T2 data base, however, all receipt transactions (PR, MILSTRIP, and direct deliveries) are data entered by L16 personnel.

DATE SPANa 1988 to Present

LOCATIONa L163

STORAGE MEDIA: Magnetic Tape

HARDWAREa HP3000 series III

SOFTWAREa MSS/FSS QUIZ

VOLUMEa 3000 megabytes

CLASSIFICATIONa UNCLASSIFIED

DISPOSITION: Close annually. Retain locally 1 year then retire to NCRC and destroy 2 years thereafter

DISPOSITION NO.a L16-9

UNCLASSIFIED

UNCLASSIFIED

*L5 Purchase Request File

This file contains a copy of purchase requests for items purchased in the current fiscal year. Originals are retained in L5.

DATE SPANa	1989 to Present
LOCATION:	L163
STORAGE MEDIA:	Disk
HARDWAREa	HP VECTRA E5/12
SOFTWAREa	EXEC MEMOMAKER
VOLUMEa	UNAVAILABLE
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITION:	Destroy after 3 yearsa
DISPOSITION NO.:	L16-10

UNCLASSIFIED

UNCLASSIFIED

*L5 Facilities Spares (Stock Items) File

This automated file contains a list of L5 stock items maintained in the Benchside Inventory Control (BIC)a

DATE SPAN: 1988 to Present

LOCATION: L163

STORAGE MEDIA: Magnetic Tape

HARDWARE: LCS

SOFTWARE: 4GL QUIZ

VOLUME: 6000 megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 2 yearsa (GRS 3-4)

DISPOSITION NO.: L16-11

*L5 Facilities Spares (Non-Stock Items) File

This automated file contains a list of non-stock items maintained in the Benchside Inventory Control (BIC)a

DATE SPANa 1988 to Present

LOCATION: L163

STORAGE MEDIA: Magnetic Tape

HARDWARE: LCS

SOFTWARE: 4GL QUIZ

VOLUMEa 6000 megabytes

CLASSIFICATIONa UNCLASSIFIED

DISPOSITIONa Destroy after 2 years. (GRS 3-4)

DISPOSITION NO.: L16-12

UNCLASSIFIED

UNCLASSIFIED

*Lacets Automated File

This automated file is a tracking database for L1 automation equipment and communications information.

DATE SPAN: 1989 to Present

LOCATION: L164

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: DBASE III

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally. Destroy when no longer required for operations.

DISPOSITION NO.s L16-13

UNCLASSIFIED

UNCLASSIFIED

L2
DESIGN,
TECHNICAL
AND
ADMINISTRATIVE
SUPPORT

UNCLASSIFIED

UNCLASSIFIED

L2

DESIGN, TECHNICAL AND ADMINISTRATIVE SUPPORT

The Office of Design, Technical and Administrative Support is responsible for providing NSA and other worldwide intelligence activities with a broad range of intelligence production associated support products and services.

Primary functions includes

1. Planning, technology development, design, architecture, acquisition and life-cycle support for unique products and systems used in covert and clandestine operations, and the design and application of unique technologies to bring these products to bear on desired targets.
2. Providing state-of-the-art, cost-effective visual communications (now available to Intelligence elements worldwide, as well as throughout NSA Headquarters) and special adaptations for the facility prepared for use by the NSA Director and Agency seniors.
3. Securing classified material destruction and precious metal recovery services in special-purpose buildings housing state-of-the-art facilities unmatched either in industry or in government.
4. Providing highly responsive courier and mail service throughout the Cryptologic System, including our interaction with the United States Post Office (USPO), the State Department Diplomatic Pouch Service, and with the Defense Courier Service (DCS).
5. Controlling SCI documents and COMINT/COMINT-related material forwarded to contractors.
6. Providing the chairperson of the NSA/CSS Contract Advisory Panel.
7. Providing security classification advice to L.

UNCLASSIFIED

UNCLASSIFIED

**L209
SUPPORT
STAFF**

UNCLASSIFIED

UNCLASSIFIED

L209 SUPPORT STAFF

The Support Staff is tasked with staffing special projects, managing L2's acquisition support function, maintaining financial data in support of the L2 budget execution and program build requirements, and providing general administrative support to all L2 personnela

Primary functions include:

1. Staffing special programs, projects and administrative matters as assigned by the Chief, L2a
2. Providing contract liaison service as required to meet assigned operation requirements.
3. Conducting liaison and coordination with internal and external elements and representing L2 in meetings, boards, panels, and committees as directed.
4. Reviewing and screening procurement requests for accuracy, and to determine if the requirement can be met through existing supply channelsa
5. Identifying new stock requirements which can be satisfied through the NSA/CSS Stock System.
6. Interfacing with Stock Manager personnel to obtain material through the Federal Stock System.
7. Requisitioning non-stock items from local vendors through the use of Blanket Purchase Agreements (charge accounts)a
8. Preparing and maintaining all contractual documentation.
9. Monitoring the progress of all L2 purchase requests and contracts to determine status of award and subsequent delivery, and advising L2 managers as warranted.
- 10a Expediting the acquisition of requirements in emergency or critical situationsa
11. Managing, implementing, and maintaining an impress fund to support emergency requirements.

UNCLASSIFIED

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- 12a Ensuring that all supplies are delivered through appropriate channels, and that supporting documentation is provided in a timely mannner.
- 13a Providing L2 management with financial data in support of the budget and program build.
- 14a Providing administrative support by managing programs such as, training, personnel, and overtime, for all L2 personnela
- 15a Performing other duties as assigned by the Chief and/or Deputy Chief, L2a

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains personnel information such as PERSGRAMS, promotion write-ups, TDYs, awards, and overtime.

DATE SPANs 1986 to Present

LOCATIONs L209

STORAGE MEDIAs Paper

VOLUMEs 22 cu. ft.

CLASSIFICATIONs TOP SECRET CODEWORD

DISPOSITIONs A. Personnel Recordss Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
B. All Other Records: Destroy after 3 years or when no longer required for operations. (GRS 23-1)

DISPOSITION NO.s L209-1A and B

Correspondence File

This file contains general correspondence to and from L2. It is serialized.

DATE SPANs 1986 to Present

LOCATIONs L209

STORAGE MEDIAs Paper

VOLUMEs 6 cus ft.

CLASSIFICATIONs TOP SECRET CODEWORD

DISPOSITIONs A. Documents generated by, or unique to an organization which has program and policy making responsibilities. Permanent. Close annually then transfer to NSA/CSS Archives 3 years after closing. (001A-2)
B. Others- Close annually. Destroy after 3 years. (001A-3) (GRS 23-1)

DISPOSITION NO.: L209-2

UNCLASSIFIED

UNCLASSIFIED

L21

**CLASSIFIED
MATERIAL
CONVERSION**

UNCLASSIFIED

UNCLASSIFIED

L21 CLASSIFIED MATERIAL CONVERSION

The Office of Classified Material Conversion is tasked with all NSA/CSS classified material collection, storage, disposal, maintenance, and security matters.

Primary functions include:

1. Managing and operating the NSA/CSS classified material collection, conversion, and maintenance program.
2. Collecting, storing and converting classified material generated within NSA/CSS in accordance with Agency security requirements.
3. Destroying material by approved methods to recycle natural resources where possible.
4. Establishing schedules for material collection based on quantities and areas serviced.
5. Establishing maintenance programs for all on-site collection and conversion systems.
6. Exploring external sources and methods of conversion to supplement in-house systems.
7. Maintaining security supervision for all classified materials received, converted or stored by L21.
8. Coordinating the disposal of residue from converted material with the Property Disposal Office, Fort George G. Meade, Maryland.
9. Coordinating with the Intelligence Community, Fort George G. Meade, and other government departments to provide support under Interservice Support Agreements or Memorandums of Understanding for the conversion and disposal of classified or other sensitive material.
10. Developing, preparing and monitoring all contracts which support the operation and maintenance of the NSA/CSS Classified Material Conversion Function.
11. Researching and developing criteria for new destruction/conversion systems and modifications to existing sys-

UNCLASSIFIED

UNCLASSIFIED

temsa

- 12a Planning, programming, and budgeting for NSA/CSS Classified Material Conversion Program.
- 13a Planning and providing career development guidance and training to all subordinates and employees.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains information pertaining to personnel, promotions, TDYs, awards, travel, and security and routine administrative matters.

DATE SPAN: 1985 to Present

LOCATION: L21

STORAGE MEDIA: Paper

VOLUME: 18 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

B. All Other Records: Destroy no longer needed for operations. (GRS 23-1)

DISPOSITION NO.G L21-1A and B

UNCLASSIFIED

UNCLASSIFIED

L22

**ADMINISTRATIVE
MATERIAL
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

L22 ADMINISTRATIVE MATERIAL MANAGEMENT

The Office of Administrative Material Management is responsible for providing mail and associated services to NSA/CSS operations worldwide.

Primary functions include:

1. Managing the receipt, distribution, inventory, and dispatch of mail, raw traffic, administrative material, and magnetic tapesa
2. Furnishing courier collection and delivery of Agency material in the Fort Meade, Baltimore, Washington, DC and other areas worldwide, where neither DCS nor State Department service is available or appropriate.
3. Providing control and delivery of all material within and between FANX and Fort Meade sites.
4. Maintaining liaison with DCS and State Department courier servicesa
5. Controlling SCI documents and COMINT/COMINT-related material forwarded to contractorsa
6. Interpreting and implementing classification management policies, procedures, and guidelinesa
7. Chairing the NSA/CSS Contract Advisory Panel.
8. Serving as Classification Advisory Officer for I&L.
9. Distributing material to the Agency Vital Records Center and conducting the annual on-site inventory.

UNCLASSIFIED

UNCLASSIFIED

Controlled Materials File

This file contains all mail, receipts and letters of transmittal reflecting the receipt and/or disposition of incoming and outgoing controlled materials. It also contains tracking logs.

DATE SPAN: 1986 to Present

LOCATION: L22

STORAGE MEDIA: Paper/ L2213 Microfiche (NSA-91-C-L22001)

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Destroy when 2 years old. (GRS 3-4)

B. L2213- Retain paper copy 1 month in active files Microfiche and destroy papers Retain microfiche after 2 years or until no longer required for operational purposes

DISPOSITION NOO: L22-2 A and B

UNCLASSIFIED

UNCLASSIFIED

Contractor Accounts File

This file contains information on all contractor accounts. It identifies all TS or SCI materials received or generated by that account, the authorization and the custodians and security officers responsible. It also contains copies of all incoming TS collateral materials.

DATE SPAN: 1956 to Present

LOCATION: L22

STORAGE MEDIA: Paper/Magnetic Tape (6250 bpi)

HARDWARE: Mainframe (Minilog)

SOFTWARE: COBOL

VOLUME: 15 cu. ft. per yr./65,000 logical records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Close annually. Retire inactive files to NCRC. Destroy when no longer needed for operations.

DISPOSITION NO.G L22-3

Telephone Book Distribution File

This file contains an updated internal distribution list for current commercial telephone directories.

DATE SPAN: By year

LOCATION: L22

STORAGE MEDIA: Floppy Disk

HARDWARE: PC HP 150

SOFTWARE: UNAVAILABLE

VOLUME: 250 logical records per yr.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded.

DISPOSITION NO.G L22-4

UNCLASSIFIED

UNCLASSIFIED

Automatic Controlled Mail System (ACMS) Data Base

This data base tracks all controlled mail (internal, incoming and outgoing)a It produces receipt labels for outgoing materials as well. It also acts as an Agency tracking log for all controlled materiala

DATE SPAN: 1987 to Present

LOCATIONa L22

STORAGE MEDIA: On-Line

HARDWARE: Mainframe (Minilog)

SOFTWARE: COBOL/Quick code (Quiz)

VOLUME: 5,000 logical records per month

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Retain locally and destroy when 2 years old.
(GRS 18-4)

DISPOSITION NO.: L22-5

Contract Advisory Panel Completed Reviews File

This file contains copies of all Agency contract specifications (DD-254s) security classifications, accompanying Purchase Requests, purchase descriptions, and statements of work. Also included is a yearly log.

DATE SPAN: 1985 to Present

LOCATIONa L22

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: IBM XT

VOLUMEa 6.5 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONa Close annually. Retire inactive files to NCRC.
Destroy at project termination or completion.

DISPOSITION NO.: L22-6

UNCLASSIFIED

UNCLASSIFIED

L23
VISUAL
COMMUNICATIONS

UNCLASSIFIED

UNCLASSIFIED

L23 VISUAL COMMUNICATIONS

The Office of Visual Communications furnishes NSA and selected other customers with graphic arts, computer graphic visuals, and photographic servicesa

Primary functions include:

1. Providing original artwork, photography, illustrations, and related visual communications services to support Agency operational and management briefings and displaysa
2. Providing a central function control where all customers can submit and pick up completed visual materialsa
3. Serving as design authority for all major Agency initiated Congressional briefingsa
4. Performing studies on the application of specialized photographic and illustrative methodsa
5. Conducting liaison with Agency personnel, other government agencies, and commercial firms on photographic and graphic arts developmentsa
6. Providing technical guidance to NSA/CSS elements in graphic arts and photographic operationsa
7. Supervising the acceptance, compliance, and completion of field site graphic/photographic and related taskings on a worldwide basisa
8. Providing a Graphic Support Personal Computer Network Program for Agency organizations both stateside and overseasa
9. Developing specialized methods and techniques for graphic arts and photography.
- 10a Keeping pace with the state-of-the-art in visual communications fields regarding training, research, and evaluationa

UNCLASSIFIED

UNCLASSIFIED

Correspondence/Management File

This file contains all division correspondence as well as personnel records and routine administrative materials

DATE SPAN: 1987 to Present

LOCATION: L23

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employees (GRS 1-18a) (003-1)

B. Administrative Records: Retain locally. Destroy when 3 years olds (GRS 23-1)

C. All Other Records: Cut off annuallys Re-tire inactive files to NCRCs Destroy when no longer required for operations. (GRS 23-1)

DISPOSITION NOS: L23-1A, B, and C

Security/Safety File

This file is the Staff Security/Safety Officer files It contains security procedures, clearance information, key lists and safe combinations.

DATE SPAN 1981 to Present

LOCATION: L23

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when superseded or obsoletes

DISPOSITION NOS: L23-2

UNCLASSIFIED

UNCLASSIFIED

Exhibits Briefing Background
~~Branch Research~~ File

This file contains background materials for graphic presentations, exhibits, and briefings prepared for the entire Agency.

DATE SPANa 1981 to Present

LOCATIONNa L23

STORAGE MEDIAa Paper

VOLUMEa 3 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONa Cut off annually. Retire inactive files to NCRC. Destroy when no longer of reference valuea

DISPOSITION NO.: L23-3

Genigraphics File (Pre-1986)

This file contains genigraphics art work and related records relating to Agency briefings prior to 1 January 1986.

DATE SPANa 1981 to 1986

LOCATIONNa L233

STORAGE MEDIA: Floppy Disks

HARDWAREa Mainframe 1123, 1134

SOFTWAREa Genigraphics

VOLUMEa 10 cu. ft./25,000 logical files

CLASSIFICATIONa TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONa Delete or destroy after 5 yearsa

DISPOSITION NO.: L23-4

UNCLASSIFIED

UNCLASSIFIED

Genigraphics File (Current)

This file contains art work and related records used for Agency briefings since 1986.

DATE SPAN: 1986 to Present
LOCATION: L233
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: Mainframe 1123, 1173
SOFTWAREs Genigraphics
VOLUME: 35 cu. ft./1,100 logical records
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Delete or destroy after 5 yearss
DISPOSITION NO.s L23-5

Administrative File

This file contains records relating to routine administrative matters such as personnel, travel, awards, promotions, and security.

DATE SPAN: 1985 to Present
LOCATION: L233
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: A. Personnel files- destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)
B. Others- Destroy when no longer required for operations. (GRS 23-1)
DISPOSITION NO.: L23-6 A and B

UNCLASSIFIED

UNCLASSIFIED

Service Requisition Slips File

This file contains requests for jobs with customer authorization signatures and sign-offs.

DATE SPAN: 1985 to Present
LOCATION: L234
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Retain locally. Destroy when 1 year old.
DISPOSITION NOO L23-7

R-VICOMM File

This file contains floppy disks on the graphics prepared by L23.

DATE SPAN: 1982 to Present
LOCATION: L233R
STORAGE MEDIA: Floppy disks
HARDWARE: Mainframe 1123, 1173
VOLUME: 11,000 visuals
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONs Retain disks locally. Destroy when no longer needed for operations.
DISPOSITION NO.: L23-8

UNCLASSIFIED

UNCLASSIFIED

Transcripts of Customers Work File

This file contains proof copies of exhibits, briefings, up-dates, re-dos.

DATE SPAN: 1987 to Present
LOCATION: L233R
STORAGE MEDIA: Paper
VOLUME: 15 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Cut off annually. Retire to NCRC. Destroy when 4 years old.
DISPOSITION NO.: L23-9

S/C-VICOMM File

This file consists of visuals for briefing, slides for exhibits and layouts.

DATE SPAN: 1985 to Present
LOCATION: L233S/C
STORAGE MEDIA: Floppy disk
HARDWARE: Mainframe/Genigraphics 100D/100C
VOLUME: 400 floppy disks
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Retain locally. Destroy when no longer needed for operations.
DISPOSITION NO.s L23-10

UNCLASSIFIED

UNCLASSIFIED

S/C VICOMM Log Book

This is a log of all jobs for exhibits, including photos, date received, date due, organization, and a brief description.

DATE SPAN: 1985 to Present
LOCATION: L233S/C
STORAGE MEDIA: Paper
VOLUME: 3 volumes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Retain file locally. Destroy when no longer needed for operations.
DISPOSITION NO.G L23-11

S/C VICOMM Administrative File

This file contains records relating to routine administrative matters such as personnel, travel, awards, promotions, security, and visitors requests.

DATE SPAN@ 1985 to Present
LOCATION@ L233 S/C
STORAGE MEDIA@ Paper
VOLUME@ 75 cu. ft.
CLASSIFICATION@ TOP SECRET CODEWORD
DISPOSITION@ A. Personnel Records: Destroy 1 years after separation or transfer of employee. (GRS 1-18a) (003-1)
B. All Other Records: Retain locally. Destroy when no longer required for operations. (GRS 23-1)
DISPOSITION NO.: L23-12A and B

UNCLASSIFIED

UNCLASSIFIED

Photographic Collection

Compiled by the NSA photographer, these photographs help document all major NSA ceremonies and events.

DATE SPAN: 1976 to Present

LOCATION: L23

STORAGE MEDIA: Photographs

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Archival Collection: Permanent. Retain by OPI.

B. All Other Photographs: Cut off annually. Retain locally for 3 years. Retire to NCRC. Destroy when no longer needed for operations.

DISPOSITION NO.s L23-13A and B

UNCLASSIFIED

UNCLASSIFIED

L24
TECHNICAL
DESIGN
AND
MANAGEMENT
SUPPORT

UNCLASSIFIED

UNCLASSIFIED

L24 TECHNICAL DESIGN AND MANAGEMENT SUPPORT

The Office of Technical Design and Management Support furnishes NSA/CSS and selected other customers with multimedia visual crisis management and design, conference audio-visual management facilities, and special project support and services.

Primary functions include:

1. Serving as design authority for all major Agency initiated external briefings and Director's Daily Briefings.
2. Keeping pace with state-of-the-art research and development in visual communication fields.
3. Managing the NSA/CSS conference complex and the Friedman Auditorium.
4. Formulating and implementing a program of development necessary to generate innovative solutions to visual communications problems that are of significant value to the collection needs of NSA/CSS.
5. Providing specialized photographic advice, support and training to NSA/CSS organizations and others in the intelligence community engaged in compartmented and covert operations.
6. Designing, constructing, reproducing, or modifying an infinite variety of items from micro-miniature electronics to rooms or vehicles for clandestine operations.
7. Providing support for the production of visual information products for the Agency, including television production in support of NSA/CAA operations except in the field of training.

UNCLASSIFIED

UNCLASSIFIED

**L4
CONTRACTING**

UNCLASSIFIED

UNCLASSIFIED

L4 CONTRACTING

The Office of Contracting performs the contracting functions for NSA/CSS.

Primary functions include:

1. Publishing policy and procedures for L4 and NSA/CSS concerning procurement, grants and cooperative agreements, and defense priorities and allocationsa
2. Nominating to DDIL the qualified L4 personnel for appointment as NSA/CSS Contracting Officersa
3. Appointing the Ordering Officers, Contracting Officers Representatives, Defense Priorities and Allocations Officers, Freedom of Information Representative and Mobilization Designee Program Monitor.
4. Receiving and processing purchase requestsa
5. Preparing and issuing Requests for Proposals (RFPs) and Requests for Quotations (RFQs)a
6. Conducting pre-solicitation and pre-proposal conferencesa
7. Receiving and evaluating proposals.
8. Conducting negotiations concerning contract types and pricesa
9. Awarding contracts and placing ordersa
10. Performing contract administration.
11. Conducting post-award orientation conferencesa
- 12a Performing contract quality assurancea
- 13a Performing cost and price analysisa
- 14a Examining or auditing contractors' books, records, or other evidence and accounting procedures and practices when required.
- 15a Issuing grants and cooperative agreements to universities and research activities when required.

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16. Reviewing and evaluating the performance of grantees' and recipients of cooperative agreements.
17. Resolving contractual disputes when required.
18. Terminating contracts, grants and cooperative agreements as required.
19. Processing Special Requests for Priorities' Assistance and coordinating with the Department of Commerce to resolve production and delivery problems.
20. Providing for expanded contractual operations whenever the Continuity of Operations Plan and the Master Mobilization Preparedness Plan are placed in effect.

UNCLASSIFIED

UNCLASSIFIED

Official Contract File

This file contains procurement proposals and requests, contract awards, modifications, and correspondence relating to the contracts.

DATE SPAN: 1981 to Present

LOCATION: L4

STORAGE MEDIA: Paper

VOLUME: 150 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC after 3 years.

A. 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. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment. (GRS 3-3a (2)).

DISPOSITION NO.s L4-1A and B

UNCLASSIFIED

UNCLASSIFIED

**L41
CONTRACTING
SUPPORT**

UNCLASSIFIED

UNCLASSIFIED

L41 CONTRACTING SUPPORT

The Office of Contracting Support provides the NSA/CSS contracting activity management information systems, controls data and records collection, receives and processes incoming Purchase Requests (PRs), performs procurement review, and accomplishes staff assignments necessary to maintain effective and efficient contract operations.

Primary functions include:

1. Developing, operating, maintaining and evaluating:
 - a. L4 management information systems to collect procurement data and report information and statistics to various levels of management and DOD as required by procurement regulations.
 - b. Automated (computer) systems for generating contract award actions and milestone tracking.
2. Receiving, processing, and entering the date of incoming Purchase Requests (PRs)
3. Reviewing contract actions prior to solicitation and award as prescribed by internal review levels and coordinating with the Assistant General Counsel (Logistics) on legal reviews, as appropriate.
4. Performing administrative support services and specialized procurement tasks required by the Agency and DOD such as Freedom of Information Act (FOIA) actions, unsolicited proposal actions, Priority and Assistance, Congressional Inquiries, Foreign Military Sales, foreign acquisitions, space and facilities, and resources management.
5. Providing policy and procedures and performing special staff assignments as required.

UNCLASSIFIED

UNCLASSIFIED

Contracting Data Base

This data base contains information relating to all Agency contracts and contractorsa

DATE SPAN: 1984 to Present

LOCATION: L41

STORAGE MEDIAa On-Line

HARDWARE: Mainframe HP 3500 (Logistics Computer Facility)

SOFTWARE: COBOL/POWERHOUSE (QUIZ)

VOLUME: 70,000 logical records

CLASSIFICATIONa CONFIDENTIAL

DISPOSITION: Delete or destroy when no longer needed for operationsa

DISPOSITION NO.: L41-1

Anisette Procurement Data Base

This data base contains contract award records and procurement request informationa

DATE SPAN: 1978 to Present

LOCATION: L41

STORAGE MEDIA: On-Line

HARDWARE: Mainframe (Logistics Computer Facility)

SOFTWAREa POWERHOUSE (Quick, Quiz)

VOLUME: 65,000 logical records per year

CLASSIFICATIONa CONFIDENTIAL

DISPOSITION: Retain locally for 5 yearsa Delete when no longer needed for operationsa

DISPOSITION NO.: L41-2

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L41.

DATE SPAN: 1980 to Present

LOCATION: L41

STORAGE MEDIA: Paper

VOLUME: 70 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITION: Close annually. Retain locally.
A. Personnel file- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)
B. Other files- Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.s L41-3 A and B

UNCLASSIFIED

UNCLASSIFIED

**L42
LOGISTICS
AND
OPERATIONAL
SUPPORT**

UNCLASSIFIED

UNCLASSIFIED

L42 LOGISTICS AND OPERATIONAL SUPPORT CONTRACTING

The Chief, Logistics and Operational Support Contracting is tasked with management of contract awards and related activities involving logistics and operational support contracts.

Primary functions include:

1. Assuring the proper solicitation, negotiation and award of contracts in compliance with Defense Acquisition Regulations.
2. Managing Contracting Officers.
3. Resolving contracting and management problems within government agencies and with contractors performing under contracts awarded for logistics and operational support.
4. Assuring that contracts for logistics and operational support are responsive and adequate to support Agency programs.
5. Assuring that contract on-the-job training is managed, developed and conducted for Division personnel.
6. Performing post-award administrative tasks on contracts for logistics and operational support.
7. Performing close-out actions and retiring contracts for logistics and operational support.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L42a

DATE SPAN@	1981 to Present
LOCATION@	L42
STORAGE MEDIA@	Paper
VOLUME@	102 cu. ft.
CLASSIFICATION@	TOP SECRET CODEWORD VRK
DISPOSITION@	Close annually. Retain locally. A. Personnel file- Destroy 1 year after transfer or separation of employeea (GRS 1-18a) (003-1) B. Other files- Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NO.:	L42-1 A and B

UNCLASSIFIED

UNCLASSIFIED

General/Small Purchases/Service Contract File

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to General Contracts, Small Purchases and Service Contracts.

DATE SPAN: 1980 to Present

LOCATION: L42

STORAGE MEDIA: Paper

VOLUME: 621 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITIONa Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final paymenta

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final paymenta (GRS 3-3a)

DISPOSITION NO.: L42-2 A and B

UNCLASSIFIED

UNCLASSIFIED

**L43
RESEARCH
AND
SYSTEMS**

UNCLASSIFIED

UNCLASSIFIED

L43 RESEARCH AND SYSTEMS

The Office of Research and Systems awards contracts for special equipment, research and development, and systems, awards and manages grants and cooperative agreements.

Primary functions include:

1. Receiving and processing purchase requests.
2. Ensuring that solicitations, negotiations and contract awards are in compliance with the Federal Acquisition Regulation (FAR) and the Defense Supplement to the FAR.
3. Resolving contracting and management problems with government agencies and with contractors that perform under contracts awarded for SIGINT systems, research and development programs, special design or modified commercial equipments and spare parts.
4. Resolving problems related to grants and cooperative agreements awarded to universities and colleges for research efforts.
5. Ensuring that contracts for SIGINT systems, research and development programs, special design or modified commercial equipments and spare parts are responsive, and that they adequately and accurately provide for the support of the NSA/CSS programs.
6. Conducting post-award contract administration and post-award administration of grants and cooperative agreements.
7. Closing-out contracts and retiring contractual files, grants and cooperative agreements.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L43.

DATE SPAN@	1980 to Present
LOCATION@	L43
STORAGE MEDIA@	Paper
VOLUME@	60 cu. ft.
CLASSIFICATION@	TOP SECRET CODEWORD VRK
DISPOSITION@	Close annually. Retain locally. A. Personnel file- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1) B. Other files- Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NO.:	L43-1 A and B

UNCLASSIFIED

UNCLASSIFIED

R&D Official Contract Files

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to R&D Contractsa

DATE SPANa 1980 to Present

LOCATION: L43

STORAGE MEDIAa Paper

VOLUMEa 579 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD VRK

DISPOSITION: Cut off annually. Retain locally at the discretion of the OPIa Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final paymenta

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final paymenta (GRS 3-3a)

DISPOSITION NO.: L43-2 A and B

UNCLASSIFIED

UNCLASSIFIED

L44

INFORMATION

SECURITY

(INFOSEC)

CONTRACTING

UNCLASSIFIED

UNCLASSIFIED

L44 INFORMATION SECURITY (INFOSEC) CONTRACTING

The Office of INFOSEC Contracting is tasked with the management of acquisition planning, contracting and related activities involved in the planning, solicitation, award and administration of contracts for the support of INFOSEC technology efforts; the development and production of INFOSEC systems, equipment, and spare parts; and the support and maintenance of fielded INFOSEC systems and equipment.

Primary functions includes

1. Assuring proper solicitation, negotiation, award, and administration of contracts in compliance with the Federal Acquisition Regulation (FAR), the DOD FAR-Supplement, and associated MPO procedures.
2. Coordinating with DDI staff in the development of the annual INFOSEC Master Acquisition Schedule.
3. Providing advice and assistance to the DDI and his staff on acquisition and contracting matters.
4. Assisting INFOSEC office chiefs in the development of acquisition strategies.
5. Assuring contracts for INFOSEC are responsive to Agency requirements.
6. Insuring the timely execution of contract awards and contract management actions.
7. Resolving solicitation and contract management issues with Agency technical elements and with contractors performing under contract for INFOSEC systems, equipment and services.
8. Maintaining adequate liaison with DCAS, DCIS, DCAA, DIS, GAO and other government agencies to obtain needed assistance in monitoring contractor compliance with contract terms and conditions.
9. Performing special studies and projects as directed by Chief, L4.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L44.

DATE SPAN: 1980 to Present

LOCATION: L44

STORAGE MEDIA: Paper

VOLUME: 32 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITION: Close annually. Retain locally.
A. Personnel file- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)
B. Other files- Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.G L44-1 A and B

UNCLASSIFIED

UNCLASSIFIED

INFOSEC Official Contract Files

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to INFOSEC Contracts.

DATE SPANs 1980 to Present

LOCATIONs L44

STORAGE MEDIAs Paper

VOLUMEs 528 cu. ft.

CLASSIFICATIONs TOP SECRET CODEWORD

DISPOSITIONs Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final payment.

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment. (GRS 3-3a)

DISPOSITION NOS: L44-2 A and B

UNCLASSIFIED

UNCLASSIFIED

**L45
COST
AND
ECONOMIC
ANALYSIS**

UNCLASSIFIED

UNCLASSIFIED

L45 COST AND ECONOMIC ANALYSIS

The Office of Cost and Economic Analysis is tasked with the economic analysis of proposals and reviewing cost and pricing information.

Primary functions include:

1. Analyzing cost and pricing data submitted for awards via DD633s or SF1411s; consolidating audit, technical and profit/fee recommendations into a pre-negotiation posture; performing cost negotiations with contractors or universities; and documenting cost/price negotiations.
2. Reviewing DD633-7s for compliance with DAR and SF1412 with FAR.
3. Analyzing accounting policies and procedures of contractors and universities and determining adequacy of cost accounting systems for cost contracts, progress payments, grants and cooperative agreements.
4. Reviewing, interpreting, and analyzing all audit reports, administrative contracting officer findings, promulgations of the Cost Accounting Standards Board, Public Laws, and DOD policy and regulations having cost/pricing impact on the Office of Contracting and/or Agency contractors and universities.
5. Participating in source selection through formalized Agency procedures.
6. Assisting requiring activities in preparation of independent government cost estimates.
7. Providing cost, pricing, and accounting assistance to all L4 personnel, and other NSA/CSS personnel upon request.
8. Reviewing solicitations to ensure compliance with L4, FAR/DAR, OMB, DOD, and Cost Accounting Standards Board regulations.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L45.

DATE SPAN	1980 to Present
LOCATION:	L45
STORAGE MEDIA	Paper
VOLUME	24 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD VRK
DISPOSITION	Close annually. Retain locally. A. Personnel file- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1) B. Other files- Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NO.	L45-1 A and B

UNCLASSIFIED

UNCLASSIFIED

Cost and Pricing Analysis Contract Files

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to Cost and Pricing Analysis Contracts.

DATE SPAN: 1980 to Present

LOCATION: L45

STORAGE MEDIA: Paper

VOLUME^a 328 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION^a Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final paymenta

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final paymenta (GRS 3-3a)

DISPOSITION NO.: L45-2 A and B

UNCLASSIFIED

UNCLASSIFIED

**L46
GENERAL PURPOSE
ADPE
AND
DDT
CONTRACTING**

UNCLASSIFIED

UNCLASSIFIED

L46 GENERAL PURPOSE ADPE AND DDT CONTRACTING

The Office of General Purpose ADPE and DDT Contracting is tasked with the management of contract awards and related activities involving General Purpose ADPE and all DDT Contracts (excluding NON-ADPE off-the-shelf equipment)s.

Primary functions include:

1. Assuring proper solicitation, negotiation, and award of contracts in compliance with the Federal Acquisition Regulation and the DOD Federal Acquisition Regulation Supplement.
2. Managing Contracting Officers.
3. Resolving contracting and contract management problems with Agency representatives and with contractors performing under contracts for ADPE equipment, software, and ancillaries.
4. Assuring that contracts for ADPE are responsive and are adequate to support the Agency programs.
5. Providing policy guidance specifically related to ADPE and/or the SADPPO process.
6. Performing post-award administrative tasks on contracts awarded.
7. Performing close-out actions and retirement of contracts being managed.
8. Evaluating contractor's proposals and/or quotations in coordination with NSA/CSS elements.
9. Conducting pre-proposal and/or pre-award conferences with prospective contractors.
10. Negotiating contracts with prospective contracts and determining the type of contract, elements of cost, profit or fee and other terms and conditions.
11. Preparing award data, documentation and contractual documents and presenting the awards for review and approval.

UNCLASSIFIED

UNCLASSIFIED

12. Maintaining liaison with other NSA/CSS elements, the Defense Contract Administration Services (DCAS) and Defense Contract Audit Agency (DCAA) and other activities in the post award administration of contracts, including processing progress payments and claims

UNCLASSIFIED

UNCLASSIFIED

*Contract Folders File

This file contains official copies of contracts for supplies, equipment, materials and service.

DATE SPANs Present

LOCATIONs L46

STORAGE MEDIAs Paper

VOLUMEs 15 cu. ft.

CLASSIFICATIONs TOP SECRET CODEWORD NOFORN

DISPOSITIONs Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final payment.

B. Transactions of \$25,000 or less and construction contracts under \$2,000s Destroy 3 years after final payment. (GRS 3-3a)

DISPOSITION NO.s L46-1

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions required to satisfy mission objectives of L46.

DATE SPAN: 1980 to Present

LOCATION: L46

STORAGE MEDIA: Paper

VOLUMEs 28 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITION: Close annually. Retain locally.

A. Personnel file- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1)

B. Other files- Cut off annually. Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.s L46-2 A and B

UNCLASSIFIED

UNCLASSIFIED

DDT Official Contract Files

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to DDT Contractsa

DATE SPAN: 1980 to Present

LOCATION: L46

STORAGE MEDIA: Paper

VOLUME: 408 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final paymenta

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final paymenta (GRS 3-3a)

DISPOSITION NO.: L46-3 A and B

UNCLASSIFIED

UNCLASSIFIED

L47
FACILITIES
SUPPORT

UNCLASSIFIED

UNCLASSIFIED

L47 FACILITIES SUPPORT DIVISION

The Chief, Facilities Support, is tasked with providing continuous and expeditious material support for the L5 and L6 organizations, serves as the focal point for all procurement requests in support of in-house construction projects, overseas construction projects, military construction projects, and facilities maintenance projects.

Primary functions include:

1. Managing and supervising two procurement branches.
2. Developing and reviewing policies and procedures to ensure procurement transactions are in compliance with NSA/CSS and DOD Regulations and Directives.
3. Establishing procedures that will address future budget development.
4. Analyzing current manpower requirements for adequacy.
5. Ensuring that competition is obtained on all procurement transactions to the maximum extent practical.
6. Processing all financial documentation in accordance with the time frames established by the prompt payment act.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, support and other functions

DATE SPAN: 1980 to Present

LOCATION: L47

STORAGE MEDIA: Paper

VOLUME: 32 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD VRK

DISPOSITIONa Close annually. Retain locally.

A. Personnel file- Destroy 1 year after transfer or separation of employeea (GRS 1-18a) (003-1)

B. Other files- Destroy after 3 yearsa (GRS 23-1) (001A-3)

DISPOSITION NO.: L47-1 A and B

UNCLASSIFIED

UNCLASSIFIED

Facilities Support Official Contract Files

This file contains Procurement Proposals, and Requests, Contract Awards, Modifications, and correspondence relating to Facilities Support Contractsa

DATE SPAN: 1980 to Present

LOCATION: L47

STORAGE MEDIA: Paper

VOLUME: 378 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Retain locally at the discretion of the OPI. Transfer to the NCRC.

A. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final paymenta

B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final paymenta (GRS 3-3a)

DISPOSITION NO.: L47-2 A and B

UNCLASSIFIED

UNCLASSIFIED

L5

**FACILITIES
ENGINEERING**

UNCLASSIFIED

UNCLASSIFIED

L5 FACILITIES ENGINEERING

The Chief, Office of Facilities Engineering, is tasked with installation/facilities operations, facilities maintenance and construction matters worldwide.

Primary functions includes

1. Providing facilities support (mechanical, electrical, industrial, civil, and safety engineering) to NSA/CSS worldwide.
2. Operating, maintaining and receiving NSA/CSS facilities, including developing and implementing emergency plans addressing utility outages and hazardous weather conditions.
3. Developing and administering the NSA/CSS Master Space Plan, including the Military Construction Program (MILCON).
4. Validating, prioritizing, estimating, and scheduling facilities requirements and projects.
5. Developing and implementing the Energy Conservation Program.
6. Managing and acquiring (exclusive of housing) real property for the NSA mission by lease, transfer, or purchase.
7. Providing custodial services in NSA/CSS buildings and leased facilities, where applicable.
8. Managing the development and implementation of computer systems in support of facilities requirements.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all L5 correspondence, incoming and outgoing and is serialized.

DATE SPAN: 1989 to Present

LOCATION: L5

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Documents generated by, or that are unique to an organization which has program and policy making responsibilities.
Permanent: Close annually and transfer to the NCRC 3 years after closing. (001A-2)

B. Other Documents: Close annually. Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.: L5-1 A and B

UNCLASSIFIED

UNCLASSIFIED

L506
SPACE PLANNING,
TRACKING,
AND REPORTING STAFF

UNCLASSIFIED

UNCLASSIFIED

L506 SPACE PLANNING, TRACKING AND REPORTING STAFF

The Space Planning, Tracking and Reporting Staff is tasked with the management of all NSA/CSS space assets in accordance with NSA/CSS Regulation 66-2.

Primary functions includes

1. Establishing and maintaining a computerized Master Data Base that records existing space assets, current allocations and use.
2. Collecting and validating data on long range space requirements from all Agency components. Integrating these requirements into the Master Data Base for future long-range planning.
3. Administering the use of the Master Data Base to manage existing space assets, ensuring the most effective and efficient allocation of space and providing a basis for planning of new facilities and/or modifications to existing facilities.
4. Reporting semi-annually on current space assets on projected needs.
5. Providing advice and guidance on all space matters to the Senior Space Representatives, Field Space Representatives, DDPR organizations, Key Component programming offices, and other L offices to ensure that space requirements meet facility program guidance and objectives.
6. Maintaining documentation for the management of real property.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains memoranda, messages, and correspondence relating to facilities and space management concerns.

DATE SPAN: 1983 to Present

LOCATION: L506

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when 2 years old. (GRS 11-1)s

DISPOSITION NO.s L506-1

Subject File

This file contains memoranda, messages, reports, studies and copies of contracts relating to facilities and space management in the Agency.

DATE SPAN: 1983 to Present

LOCATION: L506

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Cut off annually. Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete. (GRSs11-2)s

DISPOSITION NO.s L506-2

UNCLASSIFIED

UNCLASSIFIED

Vacant Space Reports File

These are monthly reports which indicate the available office space at Fta Meade and FANX.

DATE SPANa 1986 to Present
LOCATIONa L506
STORAGE MEDIA: Paper
VOLUMEa 1 cu. ft.
CLASSIFICATIONa UNCLASSIFIED
DISPOSITIONa Destroy when 2 years old. (GRS 11-1)
DISPOSITION NO.: L506-3

Move Book

This book, maintained by L506, lists and tracks all Agency office space movesa

DATE SPAN: 1987 to Present
LOCATION: L506
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 11-1)
DISPOSITION NOO: L506-4

UNCLASSIFIED

UNCLASSIFIED

L508

FACILITIES ANALYSIS

AND

FORECASTING

UNCLASSIFIED

UNCLASSIFIED

L508 FACILITIES ANALYSIS AND FORECASTING

The Office of Analysis and Forecasting, is tasked with analyzing space and infrastructure requirements. The results will be used to prepare and maintain facility planning documents that will identify the needs, solutions, actions, milestone sequences and funding profiles necessary for corporate decisions and corresponding guidance for project managers. Specific documents include the general, site, buildings or subject Facilities Master Plans, special studies and the Facilities Focus Plan for NSA and field sites.

Primary functions include:

1. Ensure optimum use of NSA/CSS space assets by providing guidance to and verification of space management and planning activities within L5 organizations.
2. Collect requirement data for appropriate planning documents and integrate with technical information to prepare alternatives and cost packages for Senior Facilities Council decisions.
3. Task other L5 organizations for technical support necessary to provide facility planning information. Award study contracts as needed.
4. Provide project management guidance to other L5 organizations as to priorities, schedules and availability of funds for major initiatives.
5. Preparation of the MILCON program, including initiative write-up, and review of the O/M programs
6. Prepare and maintain documents described above
7. Annually, on 1 October, produce an update to the Facilities Focus Plan and the Utilities Plan.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains memoranda, messages, and correspondence relating to facilities, utilities, and space management concerns.

DATE SPAN: 1983 to Present

LOCATION: L508

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when 2 years old. (GRS 11-1)

DISPOSITION NO.: L508-1

Subject File

This file contains memoranda, messages, reports, studies and copies of contracts relating to facilities, utilities, and space management of the Agency.

DATE SPAN: 1983 to Present

LOCATION: L508

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy 2 years after termination of assignment or when plans are superseded or obsolete. (GRS 11-2a)

DISPOSITION NO.: L508-2

UNCLASSIFIED

UNCLASSIFIED

**L509
OPERATIONS
STAFF**

UNCLASSIFIED

UNCLASSIFIED

L509 OPERATIONS STAFF

The Operations Staff is tasked with management and administrative matters in support of the L5 operation.

Primary functions include:

1. Prescribing management guidance for L5 operations worldwide
2. Initial tasking and guidance for Chief, L5 to accomplish the overall L5 mission.
3. Developing and implenting intermediate and long-range plans related to programming and resource management actionsa
4. Providing interface with Congressional representatives on all matters involving L5, including the Military Construction Program.
5. Administering manpower and personnel matters; overtime; and training requirements.
6. Administering the development of program, budget, and financial plan input, to include the MILCON program.
7. Ensuring correspondence is responsively processed in support of facilities operations, maintenance and managmenta
8. Developing briefings and reports for the Chief, L5, and providing information for DDIL overview briefingsa
9. Managing all purchase requests and MIPRs for L5 functionsa
- 10a Reviewing all MILCON project data (DD1391) documents.

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains correspondence, manuals, reports, copies of contracts, procedures pertaining to NSA facilities including lease agreements, support agreements within Ft. Meade, and maintenance and improvementa

DATE SPANa	1985 to Present
LOCATIONa	L509
STORAGE MEDIAa	Paper
VOLUMEa	3 cu. ft.
CLASSIFICATIONa	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONa	Permanent. Close annually. Transfer to the NCRC 3 years after closing.(001A-2)
DISPOSITION NO.a	L509-1

Projects File

This file relates to Military Construction Projects for NSA facilities including field sitesa

DATE SPAN:	1983 to Present
LOCATION:	L509
STORAGE MEDIA:	Paper
VOLUME:	6 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Cut off annually. Retain locally 3 years then transfer to the NCRC. Destroy when 10 years old.
DISPOSITION NO.:	L509-2

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all incoming and outgoing correspondence relating to MCP (Military Construction Projects) and maintenance contracts involving NSA facilitiesa

DATE SPAN: 1985 to Present
LOCATION: L509
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Destroy when 3 years old. (GRS 11-1) (001A-3)
DISPOSITION NO.: L509-3

Personnel File

This file contains records relating to personnel including awards, promotions, TDYs, training, and overtime.

DATE SPAN: 1987 to Present
LOCATION: L5091
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.: L509-4

UNCLASSIFIED

UNCLASSIFIED

Military Construction Project Data (DD Forms 1391) File

This file contains all projects approved by DDIL.

DATE SPAN: 1985 to Present

LOCATIONa L5092

STORAGE MEDIA: Paper

VOLUMEa 1/2 cu. ft.

CLASSIFICATIONa SECRET

DISPOSITION: Cut off annually. Retain locally 3 years then transfer to the NCRC. Destroy after 5 years or when no longer required for operationsa

DISPOSITION NO.: L509-5

*Financial File

This file contains

DATE SPANa

LOCATIONa L509

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATIONa

DISPOSITION:

DISPOSITION NO.: L509-6

PL 86-36/50 USC 3605

911126 - Sent worksheet to [REDACTED] L5091, 963-5688, Ops1,
1C141 a

920728 - Sent new worksheet to Pat

UNCLASSIFIED

UNCLASSIFIED

*Works Requests File

DISPOSITION NO.α L509-7

TRANSFERRED TOα L55-4 920807

UNCLASSIFIED

UNCLASSIFIED

L51

LEASE

MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

L51 LEASE MANAGEMENT

The Office of Lease Management, is tasked with installation/facilities operations, facilities maintenance, lease acquisition, and construction matters for all leased facilities of NSA.

Primary functions include:

1. Providing facilities support (mechanical, electrical, civil, industrial engineering) to NSA/CSS leased facilitiesa
2. Operating, maintaining, and inspection of NSA/CSS leased facilities including the developing and implementing emergency plans addressing utility outages and hazardous weather conditionsa
3. Validating, prioritizing, estimating, and scheduling facilities requirements and projects for NSA/CSS leased facilitiesa
4. Providing custodial services in NSA/CSS leased facilitiesa
5. Ensuring leased facilities are safe and meet environmental; compliance requirements.
6. Planning for additional leases and replacement leases with appropriate feasibility studies to support planning optionsa
7. Acquisition of leased space through the U.S. Army Corps of Engineers, ensuring the associated surveys and evaluations are accomplished.
8. Obtaining use permits for other government facilities required to support NSA/CSS.
9. Develop, coordinate, and implement a plan for occupancy of new leases to include a schedule and all associated costsa

UNCLASSIFIED

UNCLASSIFIED

Lease Acquisition and Management ~~Subject~~ File

This file contains Title 10 Acquisition Reports, background information, new space requirements, studies, exclusive use areas and interservice support agreements, NSA uses and use-permits, trailer contracts, reference material relating to contracting and realty information, and some material relating to inactive or completed projects.

DATE SPAN: 1968 to Present

LOCATION: L512

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain locally for 3 years then transfer to the NCRC. Destroy when no longer needed for operations.

DISPOSITION NO.G L51-1

UNCLASSIFIED

UNCLASSIFIED

Lease Acquisition Management Data Base

This data base contains leasing information, procedures, and contract forms for all NSA buildings.

DATE SPANa	1986 to Present
LOCATION:	L512
STORAGE MEDIA:	Magnetic Tapes/3 1/2 inch Floppy Disks
HARDWAREa	PC HP150
SOFTWAREa	Condor 3/Lotus 123
VOLUMEa	10 disks per year.
CLASSIFICATIONa	SECRET
DISPOSITIONa	Cut off annually. Retain locally 3 years then transfer to the NCRC. Destroy when no longer needed for operationsa
DISPOSITION NO.:	L51-2

UNCLASSIFIED

UNCLASSIFIED

Lease Acquisition and Management File

This file contains copies of contracts and lease studies, reports, and memoranda relating to land acquisitions, real estate planning, easements, Military Interdepartmental Purchase Request records, use permits, and property reviews.

DATE SPAN: 1955 to Present

LOCATION: L512

STORAGE MEDIA: Paper

VOLUME: 13.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK,

DISPOSITION: Cut off annuallys Retain locally 3 years then transfer to the NCRC. Destroy when no longer required for operational purposes.

DISPOSITION NO.: L51-3

UNCLASSIFIED

UNCLASSIFIED

Administrative and Periodical File

This file contains bulletins, updates, newsletters, personnel announcements, office logs, copies of NSA Regulations, and personnel foldersa

DATE SPANa 1985 to Present

LOCATIONNa L512

STORAGE MEDIA: Paper

VOLUMEa 3 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD

DISPOSITIONa A. Personnel Records: Destroy 1 years after separation or transfer of employeaa (GRS 1-18a) (003-1)

B. All Other Recordsa Destroy when superseded, obsolete or no longer needed for operationsa (GRS 23-1) (001B)

DISPOSITION NO.: L51-4 A and B

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains office personnel information relating to awards, promotions, travel, clearances, and vacancy announcements.

DATE SPAN: 1982 to Present

LOCATION: L512

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

DISPOSITION NO.: L51-5

UNCLASSIFIED

UNCLASSIFIED

Reference File

This file contains copies of published material relating to leasing and purchasing contracts and property acquisition.

DATE SPAN@	1982 to Present
LOCATION@	L512
STORAGE MEDIA@	Paper
VOLUME@	3 cu. ft.
CLASSIFICATION@	SECRET
DISPOSITION@	Cut off annually. Retain locally 3 years then transfer to the NCRC. Destroy when superseded, rescinded, or when obsolete. (002B-2)
DISPOSITION NO.:	L51-6

UNCLASSIFIED

UNCLASSIFIED

Lease Management Information File

This file contains background information including published materials on lease management programs and projects.

DATE SPAN: 1980 to Present

LOCATION: L512

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Retain locally 3 years then transfer to the NCRC. Destroy when superseded, obsolete, or when no longer of reference value.

DISPOSITION NO.: L51-7

UNCLASSIFIED

UNCLASSIFIED

L52
ENGINEERING
MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

L52 ENGINEERING MANAGEMENT

The Office of Engineering Management is tasked with Analysis, Design, Construction, Cost Preparation, Configuration Control and Documentation for NSA facilities worldwide. Further, it is responsible for ensuring that all facilities design and construction is fully compliant with all regulations and is maintainable.

Primary functions include:

1. Providing overall management of facilities engineering in support of NSA/CSS.
2. Providing engineering support for the operation, repair and construction of NSA/CSS buildings and grounds
3. Providing consulting engineering services for NSA/CSS facilities worldwide to include programmed NSA Military Construction (MILCON) projects
4. Providing engineering analysis, design, cost preparation, configuration control and documentation services for NSA/CSS facilities and programmed NSA Military Construction (MILCON) projects.
5. Providing direct management support for construction projects
6. Providing complete facilities support for field sites

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains inter-office memoranda, incoming and outgoing correspondence, and TDY messages relating to projects relating to engineering managementa

DATE SPAN: 1979 to Present

LOCATIONa L52

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Close annually. Retain locally 2 yearsa Transfer to the NCRC. Destroy when no longer required for operationsa (GRS 23-1) (001B)

DISPOSITION NO.: L52-1

Personnel File

This file contains information relating to office personnel such as awards, promotions, training, clearances, and TDYs.

DATE SPANa 1983 to Present

LOCATION: L52

STORAGE MEDIA: Paper

VOLUMEa 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITIONa Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

DISPOSITION NO.a L52-2

UNCLASSIFIED

UNCLASSIFIED

Project File

This file contains correspondence and contract files relating to construction projects in CONUS and OCONUS. The file also reflects the progress in each construction projecta

DATE SPANa 1979 to Present

LOCATIONa L52

STORAGE MEDIA: Paper

VOLUME: 112 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD

DISPOSITION: Close annually. Retain locally 3 yearsa
Transfer to the NCRC when no longer required
for operational purposes or the project is
completed, whichever is sooner. (GRS 17-5)

DISPOSITION NO.: L52-3

UNCLASSIFIED

UNCLASSIFIED

Project File

This project file contains records relating to architectural and civilian engineering projectsa

DATE SPANa	1984 to Present
LOCATIONNa	L521
STORAGE MEDIA:	Paper
VOLUMEa	12 cu. ft.
CLASSIFICATIONa	SECRET
DISPOSITIONa	Close annually. Retain locally for 3 yearsa Transfer to the NCRC. Destroy when no longer needed for operationsa (GRS 17-3)
DISPOSITION NO.a	L52-5

Correspondence File

This file is a record of L521's correspondencea

DATE SPAN:	1984 to Present
LOCATION:	L521
STORAGE MEDIA:	Paper
VOLUMEa	3 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Close annually. Destroy after 3 yearsa (GRS 23-1) (001-3)
DISPOSITION NO.:	L52-6

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains official civilian personnel records including information relating to awards, promotions, clearances, and training for office personnela

DATE SPAN: 1984 to Present

LOCATION: L521

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

DISPOSITION NO.: L52-7

Project File

This file contains information on all office projectsa They involve architectural and civil engineering matters such as relating to the NSA complex.

DATE SPAN: 1985 to Present

LOCATION: L522

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent. Close annually. Retain locally for 3 years. Transfer to the NCRC.

DISPOSITION NO.: L52-8

UNCLASSIFIED

UNCLASSIFIED

Design Drawings File

These drawings relating to the architectural and civil engineering projects undertaken Agency-wide

DATE SPANa 1982 to Present

LOCATIONa L522

STORAGE MEDIA: Paper/Mylar

VOLUMEa 12 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITIONa Permanent, Close annually. Retain locally 3 years. Transfer to the NCRC.

DISPOSITION NO.: L52-9

Engineering Drawings File

These drawings are of buildings, grounds, and utility structures. They reflect design and engineering plans and programsa Included with the drawings is correspondence relating to the projectsa

DATE SPAN: 1978 to Present

LOCATION: L522

STORAGE MEDIA: Paper/Mylar

VOLUME: 570 cu. ft. /40 map cases

CLASSIFIED: UNCLASSIFIED

DISPOSITION: A. Mylar: Permanenta Retain by OPIa

B. Paper: Retain by OPIa Destroy when no longer required for operations.

DISPOSITION NO.: L52-10 A and B

UNCLASSIFIED

UNCLASSIFIED

Read File

This file consists of purchase requests, correspondence relating to computer installations, memoranda, reports, and studies relating to the NSA complex and engineering and design plansa

DATE SPANa 1983 to Present

LOCATIONa L522

STORAGE MEDIA: Paper

VOLUMEa 15 cu. ft.

CLASSIFICATIONa CONFIDENTIAL

DISPOSITION: A. Reports and studiesa Permanenta Close annually. Retain locally 3 yearsa Transfer to NCRCa

B. Other materials: Close annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer required for operationsa (GRS 23-1) (001B)

DISPOSITION NO.: L52-11 A and B

UNCLASSIFIED

UNCLASSIFIED

Construction Project File

This file contains correspondence, reports, studies relating to general NSA construction projectsa When the project is completed the entire file is turned over to L583a

DATE SPAN:	Current
LOCATION:	L522
STORAGE MEDIA:	Paper/Floppy Disk
HARDWARE:	PC
SOFTWAREa	UNAVAILABLE
VOLUME:	6 cu. ft./2 floppy disks
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Transfer to L583 upon termination or completion of projecta
DISPOSITION NO.:	L52-12

UNCLASSIFIED

UNCLASSIFIED

Reference File

This file contains reference material relating to construction materials and utility locations within the NSA complex.

DATE SPAN@	1985 to Present
LOCATION@	L522
STORAGE MEDIA@	Paper/Floppy Disk
HARDWARE@	PC
SOFTWARE@	UNAVAILABLE
VOLUME@	2 cu. ft./1 floppy disk
CLASSIFICATION@	UNCLASSIFIED
DISPOSITION@	Close annually. Transfer to the NCRC. Destroy when superseded or no longer needed for reference purposesa (002A-2)
DISPOSITION NO.:	L52-13

Correspondence File

This file contains all office correspondence including memoranda relating to the Electrical Engineering Branch.

DATE SPAN:	1984 to Present
LOCATIONa	L523
STORAGE MEDIA:	Paper
VOLUMEa	15 cu. ft.
CLASSIFICATIONa	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITIONa	Close annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer needed for operationsa (GRS 23-1) (001A-3)
DISPOSITION NO.a	L52-14

UNCLASSIFIED

UNCLASSIFIED

Design Drawings File

These drawings relate to electrical engineering projects undertaken by the branch.

DATE SPANa	1981 to Present
LOCATIONa	L523
STORAGE MEDIA:	Paper/Mylar
VOLUMEa	120 cu. ft.
CLASSIFICATIONa	TOP SECRET
DISPOSITIONa	Close annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer required for operationsa (GRS 17-4)
DISPOSITION NO.:	L52-15

Project File

This file contains information relating to all electrical engineering projects undertaken by L523a

DATE SPANa	1981 to Present
LOCATIONa	L523
STORAGE MEDIA:	Paper
VOLUMEa	80 cu. ft.
CLASSIFICATIONa	TOP SECRET
DISPOSITIONa	Close annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer needed for operationsa (002C-2)
DISPOSITION NO.:	L52-16

UNCLASSIFIED

UNCLASSIFIED

*Facilities and Engineering Support Contracts File

This file contains reports and documentation to support facilities and engineering contractsa

DATE SPAN@ 1986 to Present

LOCATION@ L525

STORAGE MEDIA@ Paper

VOLUMEa 25 cu. ft.

CLASSIFICATION@ TOP SECRET

DISPOSITION: Retain locally for 1 year. Transfer to the NCRC and destroy when no longer required for operationsa

DISPOSITION NO.: L52-17

Project File

This file contains memoranda, reports, studies, drawings, and blueprints reflecting construction progress at overseas sitesa

DATE SPANa 1980 to Present

LOCATIONa L527

STORAGE MEDIAa Paper

VOLUMEa 70 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Final Drawingsa Permanenta Close annually. Retain locally 3 yearsa Transfer to the NCRC when no longer required for operationsa (002C-1)
B. All Other Records: Close annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer needed for operationsa (002C-2)

DISPOSITION NO.: L52-18 A and B

UNCLASSIFIED

UNCLASSIFIED

L53
MAINTENANCE
MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

L53 MAINTENANCE MANAGEMENT

The Office of Maintenance Management is tasked with the operation and maintenance of NSA real property, and central control/facility monitoring system matters.

Primary functions include:

1. Review construction plans for compliance with good maintainability practices.
2. Ensure compliance to Environmental Protection Agency requirements through good maintenance practices.
3. Provide maintenance and repair of NSA/CSS physical facilities worldwide.
4. Develop and implement emergency plans to address utility outages (power, steam, etc.) and hazardous weather conditions.
5. Operate and maintain the central control and facility monitoring systems for NSA/CSS buildings at the Fort Meade Complex.
6. Manage a computerized system for maintaining and scheduling equipment maintenance.
7. Providing interface with Fort Meade Facility Engineers.
8. Operating all NSA/CSS utility systems at the Fort Meade Complex including water, steam sewage and Sewage Pre-Treatment Facilities.
9. Manage the functions of the locksmiths.
10. Manage the DI and Wastewater Treatment facilities at the SPL building.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains incoming and outgoing correspondence relating to the Maintenance Management Division.

DATE SPAN: 1979 to Present

LOCATION: L53

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: ? Permanent. Close annually. Transfer to the NCRC 3 years after closing. (001A-2)

DISPOSITION NO.s L53-1

Read File

This file contains correspondence from contractors, the Army Corps of Engineers, and earlier correspondence for operation maintenance former GSA. Until NSA took over the operation in 1986 itself most of the jobs were handled by GSA.

DATE SPAN: 1979 to Present

LOCATION: L53

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Transfer to the NCRC. Destroy when no longer needed for operations (GRS 23-1)

DISPOSITION NO.s L53-2

UNCLASSIFIED

UNCLASSIFIED

Personnel Information File

This file contains personnel and training folders for all L53 employees.

DATE SPAN: 1979 to Present
LOCATION: L53
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.: L53-3

Contracts File

This file contains copies of contracts let for maintaining the NSA complex.

DATE SPAN: 1979 to Present
LOCATION: L53
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Close annually. Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.s L53-4

UNCLASSIFIED

UNCLASSIFIED

Diagrams and Drawings File

This file contains drawings of the NSA complex. It includes layouts of interiors and floor plans for maintenance purposes.

DATE SPAN:	1979 to Present
LOCATIONs	L53
STORAGE MEDIAs	Paper
VOLUMEs	UNAVAILABLE
CLASSIFICATIONs	SECRET
DISPOSITIONs	Close annually. Retain locally 5 years. Transfer to the NCRC. Destroy when no longer needed for operations. (GRS 17-6)
DISPOSITION NO.s	L53-5

Administrative File

This file contains personnel records relating to awards, promotions, travel, clearances, and security. It also contains copies of NSA Regulations and Directives.

DATE SPAN	1979 to Present
LOCATIONs	L53
STORAGE MEDIAs	Paper
VOLUMEs	4 cu.ft.
CLASSIFICATIONs	SECRET
DISPOSITIONs	A. Personnel files Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1) B. Regulations and Directives Destroy when superseded or obsolete. C. Administrative Communication files Cut off annually. Destroy when no longer required for operations. (GRS 23-1) (001B)
DISPOSITION NO.s	L53-6 A, B and C

UNCLASSIFIED

UNCLASSIFIED

General Subject File

This file contains all L53 correspondence and memoranda. It relates to private contractors, other government agencies such as the Army Corps of Engineers, and intra-agency.

DATE SPAN:	1986
LOCATION:	L53
STORAGE MEDIA:	Floppy Disks
HARDWARE:	PC
SOFTWARE:	XEROX 860
VOLUME:	.5 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy when no longer required for operations. (GRS 23-1) (001B)
DISPOSITION NO.s	L53-7

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all incoming and outgoing correspondence relating to L531.

DATE SPANs	1990 to Present
LOCATIONs	L531
STORAGE MEDIAs	Paper
VOLUMEs	6 cu. ft.
CLASSIFICATIONs	TOP SECRET
DISPOSITIONs	Cut off annually. Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NO.s	L53-8

Administrative File

This file contains visitor requests, permits, and passes.

DATE SPAN:	1985 to Present
LOCATION:	L531
STORAGE MEDIA:	Paper
VOLUME:	50 cu. ft.
CLASSIFICATION:	TOP SECRET
DISPOSITION:	Close annually. Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NOO:	L53-9

UNCLASSIFIED

UNCLASSIFIED

Procurement File

This file contains all procurement contracts and related correspondence relating to maintenance.

DATE SPAN: 1985 to Present

LOCATION: L531

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.s L53-10

General File

This file contains correspondence and memoranda relating to activities within L531.

DATE SPAN: 1987 to Present

LOCATION: L531

STORAGE MEDIA: Floppy Disks

HARDWARE: IBM Compatible PC

SOFTWARE: UNAVAILABLE

VOLUME: 300 floppy disks

CLASSIFICATIONs TOP SECRET

DISPOSITION: Close annually. Destroy after 3 yearss (GRS 23-1) (001A-3)

DISPOSITION NO.s L53-11

UNCLASSIFIED

UNCLASSIFIED

General Correspondence File

This file contains incoming and outgoing correspondence, internal memoranda, reports, and messages relating to electrical services throughout the Agency.

DATE SPAN: 1986 to Present

LOCATION: L532

STORAGE MEDIA: Paper/Floppy Disks

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: 10 cu. ft./10 floppy disks

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Destroy after 3 years.
(GRS 23-1) (001A-3)

DISPOSITION NO.s L53-12

Contract File

This file contains all contract documents pertaining to recurring maintenance and one time electrical projects.

DATE SPAN: 1987 to Present

LOCATION: L532

STORAGE MEDIA: Paper

VOLUMEs 10 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain locally. Destroy after 3 years. (GRS 3-3a)

DISPOSITION NO.: L53-13

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains general administrative records such as time and attendance, awards, clearances, promotions, and travel requests.

DATE SPAN@ 1983 to Present

LOCATION@ L532

STORAGE MEDIA: Paper

VOLUME@ 40 cu. ft.

CLASSIFICATION@ UNCLASSIFIED

DISPOSITION@ Cut off annually. Destroy after 3 years.
(GRS 23-1) (001A-3)

DISPOSITION NO.: L53-14

UNCLASSIFIED

UNCLASSIFIED

Work Orders File

This file contains all NSA Electrical Shop work orders, manuals and memoranda pertaining to the maintenance of NSA power sources.

DATE SPAN: 1985 to Present

LOCATION: L532

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Manuals: Destroy when superseded, rescinded or no longer needed for operations.

B. Work Orders and Related Records: Destroy when 3 years old.

DISPOSITION NO.: L53-15 A and B

Blue Print and Operating Maintenance Manual File

This file contains blueprints and operating maintenance manuals pertaining to electrical distribution for most of the NSA buildings and facilities.

DATE SPANs 1960 to Present

LOCATION: L532

STORAGE MEDIAs Paper

VOLUMEs 100 cu. ft.

CLASSIFICATIONs UNCLASSIFIED

DISPOSITIONs Cut off annuallys Retain locallys Destroy when no longer needed for operations.

DISPOSITION NOS: L53-16

UNCLASSIFIED

UNCLASSIFIED

Parts Catalogs

These catalogs contain replacement parts for Agency elevators, escalators, conveyers, roll-up doors, the waste paper system, and automatic barriers.

DATE SPAN: 1956 to Present

LOCATION: L532

STORAGE MEDIA: Paper

VOLUME: 3.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO: L53-17

Personnel File

This file contains convenience personnel files and time and attendance records.

DATE SPAN: 1956 to Present

LOCATION: L532

STORAGE MEDIA: Paper

VOLUME: 3.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

B. Time and Attendance Records: Destroy after GAO audition or when 3 years old, whichever is sooner. (GRS 2-3a)

DISPOSITION NO.0 L53-18 A and B

UNCLASSIFIED

UNCLASSIFIED

Work Authorization File

This file contains copies of all work authorization files for the offices It also contains blank formss

DATE SPAN: 1956 to Present
LOCATION: L532
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annuallys Destroy when no longer needed for operations.
DISPOSITION NO.G L53-19

Prints and Schematics File

This file contains blueprints, schematics, and operation and maintenance manuals for elevator equipment and its maintenances

DATE SPAN: 1956 to Present
LOCATION: L532
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION@ Destroy when superseded or no longer needed for operations.
DISPOSITION NO.G L53-20

UNCLASSIFIED

UNCLASSIFIED

General File

This file contains reports, studies, and some published materials relating to alarm lists, and access lists. It also serves as a read file on general correspondence and contains reports relating to mechanical services.

DATE SPAN@	1987 to Present
LOCATION@	L533
STORAGE MEDIA@	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION@	CONFIDENTIAL
DISPOSITION@	Close annually. Destroy when no longer required for operations. (002C)
DISPOSITION NO.s	L53-21

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all the incoming and outgoing correspondence plus memoranda of the branch.

DATE SPAN: 1987 to Present

LOCATION: L533

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Destroy after 3 years.
(GRS 23-1) (001A-3)

DISPOSITION NO.s L53-22

Procurement File

This file contains the active procurement records for the Heating, Ventilating and Air Conditioning (HVAC) Shop.

DATE SPAN: 1962 to 1988

LOCATION: L533

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Destroy upon termination or completion. (GRS 3-3c)

DISPOSITION NO.s L53-23

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains personnel data. It covers performance appraisals, awards, promotions, clearances, travel and training requests.

DATE SPAN: 1956 to Present

LOCATION: L533

STORAGE MEDIA: Paper

VOLUME: 16. cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

DISPOSITION NO. L53-24

Operational Blueprints File

This file contains systems designs for the new NSA buildings, improvements and changes relating to heating and air conditioning.

DATE SPAN: 1955 to Present

LOCATION: L533

STORAGE MEDIA: Paper

VOLUME: 5 standard map cases

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Transfer to the NCRCO Destroy when no longer needed for operations. (GRS 17-4)

DISPOSITION NO. L53-25

UNCLASSIFIED

UNCLASSIFIED

Plumbing Shop General File

This file contains personnel records, correspondence, inventories of equipment and spare parts, working schedules and memoranda and reports relating to the plumbing facilities in the NSA complex.

DATE SPAN: 1972 to Present

LOCATION: L5332

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a) (003-1)

B. Correspondence Files: Cut off annually.
Destroy when 3 years old.

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

DISPOSITION NOO: L53-26 A, B and C

UNCLASSIFIED

UNCLASSIFIED

General File

This file contains correspondence, personnel records, inventories of equipment spare parts, copies of visit/vehicle requests relating to NSA maintenance.

DATE SPAN: 1954 to Present

LOCATION: L533

STORAGE MEDIA: Paper/Floppy Disk

VOLUME: 3.5 cu. ft./5 disks

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Personnel Records: Destroy 1 years after separation or transfer of employee. (GRS 1-18a) (001A)

B. Administrative Files: Cut off annually. Destroy after 3 years. (GRS 23-1) (001A)

C. Other Records: Destroy when no longer needed for operations. (GRS 23-1) (001A)

DISPOSITION NOO: L53-27 A, B and C

Oil Record File

This file contains logs, invoices, delivery slips, and monthly reports on the oil and gasoline supplies needed for the operation of the Agency.

DATE SPAN@ 1986 to Present

LOCATION@ L533

STORAGE MEDIA@ Paper

VOLUME@ 3 cu. ft.

CLASSIFICATION@ UNCLASSIFIED

DISPOSITION@ Close annuallys Retain locally. Destroy when 5 years old.

DISPOSITION NO.: L53-28

UNCLASSIFIED

UNCLASSIFIED

General File

This file contains memoranda, procurement requests, time and attendance reports, copies of contracts, and reports relating to maintenance.

DATE SPAN: 1987 to Present

LOCATION: L534

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: 3 floppy disks

CLASSIFICATION: CONFIDENTIAL

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

DISPOSITION NOO: L53-29

Correspondence File

This file contains the official office copies of all incoming and outgoing correspondence relating to the function of the office. It also contains copies of contracts and reports.

DATE SPAN: 1987 to Present

LOCATION: L534

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Contract Files\$ Destroy upon termination or completion. (GRS 3-3c)

B. All Other Records\$ Destroy when 5 years old.

DISPOSITION NO.s L53-30 A and B

UNCLASSIFIED

UNCLASSIFIED

Procurement Requests File

This is a file of all items ordered by L534a

DATE SPANa 1985 to Present

LOCATIONa L534

STORAGE MEDIA: Paper

VOLUMEa 26 cu. ft.

CLASSIFICATIONa UNCLASSIFIED

DISPOSITIONa Close annuallya Destroy when 2 years old.
(GRS 3-2)

DISPOSITION NO.a L53-31

UNCLASSIFIED

UNCLASSIFIED

**L54
FIRE
AND
SAFETY
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

L55

**CONSTRUCTION
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

Project File

This file contains correspondence and contract files relating to construction projects in CONUS and OCONUS. The file also reflects the progress in each construction projects

DATE SPAN: 1979 to Present

LOCATION: L55

STORAGE MEDIA: Paper

VOLUME: 112 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Retain until no longer required for operational purposes or the project is completed, whichever is sooners

DISPOSITION NO.: L55-1

Correspondence File

This file contains all division incoming and outgoing correspondences

DATE SPAN: 1979 to Present

LOCATION: L55

STORAGE MEDIA: Paper

VOLUME: 12 cus ft.

CLASSIFICATIONs TOP SECRET CODEWORD NOFORN VRK

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NOs: L55-2

UNCLASSIFIED

UNCLASSIFIED

Project File

This file contains memoranda, reports, studies, drawings, and blueprints reflecting construction progress at overseas sitesa

DATE SPANa 1980 to Present

LOCATIONa L551

STORAGE MEDIA: Paper

VOLUMEa 70 cu. ft.

CLASSIFICATIONa TOP SECRET CODEWORD NOFORN VRK

DISPOSITIONa A. Final Drawings: Permanenta Transfer to NCRC when no longer needed for operationsa

B. All other recordsa Destroy when no longer needed for operationsa

DISPOSITION NO.: L55-3 A and B

*Works Requests File

This file contains project folders regarding facilities and engineeringa

DATE SPANa

LOCATIONa L55

STORAGE MEDIA: Paper

VOLUMEa cu. ft.

CLASSIFICATIONa TOP SECRET

DISPOSITIONa Close annually. Transfer to the NCRC. Destroy after 3 years or sooner if no longer required for operationsa

DISPOSITION NO.: L55-4 (Previously L509-7)

UNCLASSIFIED

UNCLASSIFIED

L56
CUSTODIAL
MANAGEMENT

UNCLASSIFIED

UNCLASSIFIED

L56 CUSTODIAL MANAGEMENT

The Office of Custodial Management is responsible for implementing and coordinating, planning, programming, budgeting and execution of all facets of the custodial operations for the Ft. Meade complex and certain remote sites. L56 is also responsible for providing technical guidance to leased facilities and overseas sites.

Primary functions include:

1. Analyzing, evaluating, and recommending custodial manpower requirements consistent with existing and new construction.
2. Developing schedules and staffing plans to meet identified requirements.
3. Monitoring all custodial related supply and service contracts.
4. Establishing and promulgating policy for nonscheduled, emergency, and inclement weather custodial requirements.
5. Conducting inspections to determine custodial performance and resolving discrepancies identified.
6. Coordinating repairs and maintenance of all custodial and snow removal equipment, and leased vehicles.
7. Conducting custodial training and safety programs.
8. Providing custodial support in clean room areas at Fort Meade and other sites, and ensuring personnel are trained and certified for such work.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all incoming and outgoing correspondence and memoranda relating to custodial issues throughout the Agency.

DATE SPAN: 1985 to Present

LOCATION_a L56

STORAGE MEDIA: Paper

VOLUME_a 6 cu. ft.

CLASSIFICATION_a CONFIDENTIAL

DISPOSITION_a Close annually. Destroy after 3 years_a
(GRS 23-1) (001A-3)

DISPOSITION NO.: L56-1

Personnel File

This file contains correspondence and memoranda on the custodial work force. It deals with such matters as awards, promotions, clearances, time and attendance records_a

DATE SPAN: 1985 to Present

LOCATION_a L56

STORAGE MEDIA: Paper

VOLUME_a 15 cu. ft.

CLASSIFICATION_a CONFIDENTIAL

DISPOSITION_a Destroy 1 year after separation or transfer of
employee_a (GRS 1-18a) (003A)

DISPOSITION NO.: L56-2

UNCLASSIFIED

UNCLASSIFIED

L57
FACILITIES
SUPPORT

UNCLASSIFIED

UNCLASSIFIED

L5 Graphics Data Base

This data base contains as-built drawings of the NSA complex at Fta Meade. It also contains some construction drawings of the FANX complexa

DATE SPANa	1980 to Present
LOCATION:	L57
STORAGE MEDIAa	Magnetic Tape (800 bpi)
HARDWAREa	Mainframe PDP 11-34
SOFTWAREa	RSX-11 (DEC)
VOLUME:	60,000 blocks
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Destroy when no longer needed for operationsa
DISPOSITION NO.:	L57-1

Project Tracking System

This system tracks work requests from the time they are received in L5 through the various branches to completion.

DATE SPANa	1985 to Present
LOCATIONa	L57
STORAGE MEDIA:	Magnetic Tape (1600 bpi)
HARDWAREa	Mainframe HP 3000 (ANISETTE)
SOFTWAREa	COGNOS (Quick)
VOLUMEa	17,000 logical records
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Delete or destroy upon termination or completiona
DISPOSITION NO.:	L57-2

UNCLASSIFIED

UNCLASSIFIED

Procurement Request (PR) File

This file contains copies of all purchase orders, invoices, delivery orders, Blanket Purchase Authority (BPA) orders, and Impact Fund Transactions for supplies and services procured through L573a

DATE SPANa	1987 to Present
LOCATIONa	L573
STORAGE MEDIA:	Paper
VOLUMEa	12 cu. ft.
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.a	L57-3

UNCLASSIFIED

UNCLASSIFIED

**L58
FACILITIES
PROJECT
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

L58 FACILITIES PROJECT MANAGEMENT

The Office of Facilities Project Management is tasked with the responsibility to receive, clarify, validate, prioritize, schedule, design and construct facilities modifications work related to NSA-owned buildings.

Primary functions include:

1. Maintaining an organizational liaison function to coordinate, clarify, and validate facilities work request.
2. Evaluating the work requests to determine the full extent of requested changes and to assess the impact and implementations on other projects, organizations, spaces and personnel.
3. Providing a forum for the prioritization of all projects in the project management system.
4. Developing, implementing, and administering a computerized tracking system for all work requests to provide current status information and to ensure the achievement of milestone dates.
5. Providing design support and technical consultation services, including fire protection, for open-end facilities alterations projects.
6. Developing manpower and material cost estimates for each phase (design and construction) of the requested projects.
7. Managing the open-end construction contracts for facilities alterations and modifications, and for associated equipment placement.
8. Designing the most efficient and effective layout based on the equipment, personnel, and special purpose requirements of an office space.
9. Managing all systems furniture projects.
10. Managing and administering the cartage and drayage contract.

UNCLASSIFIED

UNCLASSIFIED

11. Developing and maintaining computer systems in support of L5 data processing requirements.
12. Managing and supervising security aides.
13. Administering security programs in support of the L5 mission.

UNCLASSIFIED

UNCLASSIFIED

Memoranda File

Arranged in chronological order, this file contains copies of all L581 memoranda.

DATE SPANa 1987 to Present

LOCATIONa: L581

STORAGE MEDIA: Paper

VOLUMEa One notebook

CLASSIFICATIONa UNCLASSIFIED

DISPOSITIONa Close annually. Destroy when 3 years old.
(GRS 23-1) (001A-3)

DISPOSITION NO.: L58-1

UNCLASSIFIED

UNCLASSIFIED

Real Property File

This file contains memoranda, correspondence, copies of contracts, logs, and published materials relating to the financial expenses on buildings in NSA complex up-keep, utilities costsa

DATE SPAN: 1952 to Present

LOCATION: L581/506

STORAGE MEDIA: Paper/Disk

VOLUME: 21 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITIONa A. Title Papers Documenting Acquisition of Real Property Other Than Abstract or Certificate of Title: Dispose 10 years after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens (GRS 3-1a)

B. Abstract or Certificate of Title: Transfer to purchaser after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens (GRS 3-1b)

C. All Other Recordsa Destroy when no longer needed for operations.

DISPOSITION NO.: L58-2 A, Ba and C

UNCLASSIFIED

UNCLASSIFIED

Facilities Priority Listing File

This paper and automated file contains a listing of companies and the projects they are involved in. It is used to track priority, design, and the progress of construction work.

DATE SPAN: 1985 to Present
LOCATION: L581
STORAGE MEDIA: Paper/Floppy Disks
HARDWARE: PC HP VECTRA
SOFTWARE: L5 Priority Listing
VOLUME: 4 cu. ft./1 floppy disk
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually. Retain locally. Destroy when 3 years old.
DISPOSITION NO.: L58-3

Project Performance Indicator (PPI) File

This paper and automated file is used to track facilities projects for all NSA organizations. It includes work undertaken at the field sites and FANX as well.

DATE SPAN: 1979 to Present
LOCATIONa L581
STORAGE MEDIA: Paper/Floppy Disks
HARDWARE: PC HP150
VOLUMEa 50 cu. ft.
CLASSIFICATIONa TOP SECRET
DISPOSITION: Close annually. Retain locally for 3 years. Transfer to the NCRC. Destroy when no longer needed for operations.
DISPOSITION NO.: L58-4

UNCLASSIFIED

UNCLASSIFIED

Work Request Log Books File

This file contains copies of all work requests submitted to L5. They relate to building maintenance (L5 work request forms J4949)s

DATE SPANs	1985 to Present
LOCATIONS	L581
STORAGE MEDIAs	Paper
VOLUMEs	30 books
CLASSIFICATIONS	SECRET
DISPOSITIONs	Close annually. Retain locally. Destroy when no longer needed for operations.
DISPOSITION NO.s	L58-5

Cartage and Drayage Contract File

This file contains copies of contract, correspondence, expenditures, reports, security information and other information pertaining to the Cartage & Drayage contract.

DATE SPAN:	1985 to Present
LOCATION:	L581
STORAGE MEDIA:	Hard Disk
VOLUME:	2 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Close annually. Destroy upon termination or completions (GRS 3-3c)
DISPOSITION NO.s	L58-6

UNCLASSIFIED

UNCLASSIFIED

Suspense Log File

This file contains copies of the suspenses received in L58.

DATE SPAN: 1988 to Present
LOCATION: L581
STORAGE MEDIA: Paper
VOLUME: 1 Notebook
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually. Retain locally. Destroy when
no longer needed for operationsa
DISPOSITION NOO: L58-7

NSA Regulations File

This is an office file of copies of all NSA/CSS regulationsa

DATE SPAN: 1987 to Present
LOCATION: L582
STORAGE MEDIAa Paper
VOLUME: 2 cu. ft.
CLASSIFICATIONa TOP SECRET
DISPOSITIONa Destroy when superseded or obsoletea
DISPOSITION NO.: L58-8

UNCLASSIFIED

UNCLASSIFIED

In-House Action File

This file contains all L582 internal action items relating primarily to layouts, instruction, moves of NSA personnel.

DATE SPAN: 1987 to Present
LOCATION: L582
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually. Destroy when no longer required for operations. (GRS 17-6)
DISPOSITION NO.s L58-9

SSR Working File

This file contains all action memoranda exchange between L582 and Senior Space Representatives.

DATE SPAN: 1987 to Present
LOCATION: L513
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 11-1)
DISPOSITION NO.s L58-10

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file contains information relating to office personnel, awards, promotions, TDYs, clearances, and travel requests.

DATE SPAN: 1987 to Present
LOCATION: L582
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.s L58-11

Correspondence File

This is a serialized correspondence file containing copies of all incoming and outgoing correspondence.

DATE SPAN: 1987 to Present
LOCATION: L582
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Close annually. Destroy after 3 years. (GRS 23-1) (001A-3)
DISPOSITION NO.s L58-12

UNCLASSIFIED

UNCLASSIFIED

Inactive Project Performance Indicators (PPI) Work Order File

This file contains all previous and inactive requests relating to systems furniture used throughout the Agency.

DATE SPAN@	1983 to Present
LOCATION@	L582
STORAGE MEDIA@	Paper
VOLUME@	3 cu. ft.
CLASSIFICATION@	SECRET
DISPOSITION@	Close annuallys Destroy when 2 years olds (GRS 3-2)
DISPOSITION NO.G	L58-13

Active Project Performance Indicators (PPI) Work Order File

This file contains the L582 coordinates and supplies systems furniture to NSA offices, the project numbers, drawings, contracts and requests for systems and additions.

DATE SPAN@	1983 to Present
LOCATION@	L582
STORAGE MEDIA@	Paper
VOLUME@	5 cu. ft.
CLASSIFICATION@	SECRET
DISPOSITION@	Close annuallys Retain locallys Destroy when 5 years olds
DISPOSITION NO.G	L58-14

UNCLASSIFIED

UNCLASSIFIED

Invoice File

This file contains copies of all invoices relating to the design product and installation of systems furniture.

DATE SPANa 1983 to Present

LOCATIONa L582

STORAGE MEDIA: Paper

VOLUMEa 1 cu. ft.

CLASSIFICATIONa UNCLASSIFIED

DISPOSITIONa Close annually. Destroy upon termination or completion. (GRS 3-3c)

DISPOSITION NO.: L58-15

PR File

This file contains copies of all Purchase Requests submitted to L582a They pertain primarily to furniture requests and systemsa

DATE SPANa 1983 to Present

LOCATIONa L582

STORAGE MEDIA: Paper

VOLUMEa 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITIONa Close annuallya Retain locally. Destroy upon termination or completion. (GRS 3-3c)

DISPOSITION NO.: L58-16

UNCLASSIFIED

UNCLASSIFIED

Engineering Drawings File

These drawings are of buildings, grounds, and utility structures. They reflect design and engineering plans and programs. Included with the drawings is correspondence relating to the projects.

DATE SPAN: 1954 to Present
LOCATION: L52/L583
STORAGE MEDIA: Paper/Mylar
VOLUME: 40 map cabinets
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Close annually. Retain locally for 3 years. Transfer to the NCRC.
DISPOSITION NO.: L58-17

Read File

This read file consists of purchase requests, correspondence relating to computer installations, memoranda, reports, and studies relating to the NSA complex and engineering and design plans.

DATE SPAN: 1983 to Present
LOCATION: L583
STORAGE MEDIA: Paper
VOLUME: 174 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Close annually. Destroy when 3 years old. (GRS 23-1) (001A)
DISPOSITION NO.F: L58-18

UNCLASSIFIED

UNCLASSIFIED

Asbestos Abatement Contracts File

This file contains blueprint drawings of Abestos Abatement Areas and Industrial Hygienist Air Quality Monitoring records.

DATE SPAN: 1988

LOCATION: L584

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain locally for 3 years then transfer to the NCRC. Review after 30 years.

DISPOSITION NO.5: L58-19

*Cross reference with M35-4
(Workmen Compensation)*

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains incoming and outgoing correspondence, memoranda, reports, and personnel records relating to the Facilities Contracting Management Branch.

DATE SPAN: 1981 to Present

LOCATION: L585

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee.
(GRS 1-18a) (003-1)

B. All Other Records: Destroy after 3 years or when no longer needed for operations.
(GRS 23-1) (001A)

DISPOSITION NO.s L58-20 A and B

UNCLASSIFIED

UNCLASSIFIED

Project File

This file contains memoranda, reports, and studies relating to contracts and facilities management including the rehabilitation of NSA buildings and the restructuring of rooms, electrical, plumbing, and phone systems. Each project has an individual folder and these folders are maintained by the job supervisor until the job is completed.

DATE SPAN: 1967 to Present

LOCATION: L585

STORAGE MEDIA: Paper

VOLUME: 39 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annuallys Retain locally 3 years~~s~~ transfer to the NCRCs Destroy when no longer needed for operations~~s~~

DISPOSITION NOS: L58-21

Contractor File

This file contains information on various contractors used by the Agency, clearance procedures, and clearances the contractors hold.

DATE SPAN: 1982 to Present

LOCATION: L585

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annuallys Retain locallys Destroy when superseded or obsoletes

DISPOSITION NOS: L58-22

UNCLASSIFIED

UNCLASSIFIED

Raised Floor File

This file contains information on all projects requiring raised floors for electrical facilitiesa

DATE SPAN: 1975 to Present

LOCATION: L585

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Retain locally. Destroy when no longer needed for operationsa

DISPOSITION NO.: L58-23

UNCLASSIFIED

UNCLASSIFIED

Project Tracking System Data Base

This automated file tracks work requests from the time they are received in L5 through the various branches to completion.

DATE SPANs	1985 to Present
LOCATIONs	L586
STORAGE MEDIAs	Magnetic Tape (1600 bpi)
HARDWARE:	Mainframe HP 3000 (HPFACS)
SOFTWAREs	COGNOS (Quick)
VOLUMEs	17,900 logical records
CLASSIFICATIONs	UNCLASSIFIED
DISPOSITIONs	Close annually. Retain tapes locally. Delete or destroy upon termination or completion.
DISPOSITION NO.s	L58-24

UNCLASSIFIED

UNCLASSIFIED

L5 Graphics Data Base

This data base contains as-built drawings of the NSA complex at Ft. Meade. It also contains some construction drawings of the FANX complex.

DATE SPAN@	1980 to Present
LOCATION@	L586
STORAGE MEDIA@	Magnetic Tape
HARDWARE@	Mainframe Intergraph 252
SOFTWARE@	DEC VMS
VOLUME@	60,000 blocks
CLASSIFICATION@	SECRET
DISPOSITION:	Close annually. Retain tapes locally. Destroy when no longer needed for operations.
DISPOSITION NO.:	L58-25

UNCLASSIFIED

UNCLASSIFIED

L6

OCCUPATIONAL
AND
ENVIRONMENTAL
HEALTH
AND
SAFETY

UNCLASSIFIED

UNCLASSIFIED

L6 OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY

The Office of Occupational and Environmental Health and Safety is responsible for programs which provide for the occupational safety, health and environmental stability of all NSA facilities and personnel worldwide.

Primary functions include:

1. Developing and implementing occupational and environmental health and safety services to the NSA/CSS, worldwide.
2. Coordinating with Federal and State agencies on occupational and environmental health and safety issues, inadvertent disclosure of sensitive information, and compliance with local, state, and Federal occupational and environmental laws and regulations.
3. Developing programs, policies, and procedures which encompass fire, safety, environmental engineering and environmental health monitoring; effecting the necessary procedures to provide for the safety and well being of Agency personnel.
4. Insuring inspections and surveys of NSA/CSS facilities are completed in accordance with applicable regulations.
5. Researching, developing, and recommending the training and education of NSA/CSS personnel in fire prevention, occupational, and environmental health and safety.
6. Developing and implementing programs which insure emergency response for personnel and facilities assigned to and associated with the National Security Agency.

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains documentation relevant to the operational management of the organization including certain facets of personnel administration, project management, external and internal support functions, budget and program activities, and plans, policy, and specific guidance information required to fulfill assigned missions and functions of L6.

DATE SPAN@	Jan. 1990 to Present
LOCATION@	L6
STORAGE MEDIA@	Paper/Disk
HARDWARE@	PC
SOFTWARE@	
VOLUME@	7 cu. ft.s
CLASSIFICATION@	SECRET
DISPOSITION@	A. Personnel files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003-1) B. Awards/Decorations/Commendations- Destroy 2 years after approval or disapproval. (GRS 1-12) (003-2) C. Other materials- Close annually. Destroy when no longer required for operations. (GRS 23-1) (001B)
DISPOSITION NO.s	L6-1 A, B, and C

UNCLASSIFIED

UNCLASSIFIED

Manpower File

This file contains personnel billet information, policy, transfers, TD request structures, mission/function requests and files.

DATE SPAN@	Jan. 1990-Present
LOCATION@	L6
STORAGE MEDIA@	Paper
VOLUME@	3 folders
CLASSIFICATION@	SECRET
DISPOSITION@	Close annually. Destroy after 3 years or when no longer needed for operations.
DISPOSITION NO@:	L6-2

Vehicle File

This file contains all vehicle requests, maintenance records, usage reports, and work related permits; parking.

DATE SPAN@	Jan. 1990-Present
LOCATION@	L6
STORAGE MEDIA:	Paper
VOLUME:	2 folders
CLASSIFICATIONs	CONFIDENTIAL
DISPOSITION:	Close annually. Destroy after 3 years or when no longer needed for operations.
DISPOSITION NO.s	L6-3

UNCLASSIFIED

UNCLASSIFIED

Space File

This file contains office move requests, space layouts, special space requests and related facilities information, including floor layouts.

DATE SPAN: Jan. 1990-Present

LOCATION: L6

STORAGE MEDIA: Paper

VOLUME: 1 folder

CLASSIFICATION: CONFIDENTIALS

DISPOSITION: Close annually. Retain for 3 years or until no longer needed for operations.

DISPOSITION NO.s L6-4

L6 Budget File

This file contains all budget formulation and financial planning data for L6 by fiscal year.

DATE SPAN: July 1990-Present

LOCATION: L6

STORAGE MEDIA: Paper

VOLUME: 3 folders

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally.
A. Correspondenc material- Destroy after 3 years. (GRS 5-1)
B. Background records- Destroy 1 year after close of fiscal year covered by the budget. (GRS 5-2)
C. Other records- Destroy 3 years after close of the fiscal year.

DISPOSITION NO.: L6-5 A, B, and C

UNCLASSIFIED

UNCLASSIFIED

Computer Resources File

This file contains computer inventory, policy, criteria for automated minutes, connectivity plans and taskingsa

DATE SPANa	Jan. 1990-Present
LOCATIONNa	L6
STORAGE MEDIAa	Paper
VOLUMEa	4 folders
CLASSIFICATIONa	SECRET
DISPOSITIONa	Close annually. Retain files locally. Destroy when no longer required for operationsa
DISPOSITION NOa:	L6-6

Policy File

This file contains L6 policy created by Senior Administrative Officer for purposes of regulatory compliance, adherence to procedures and other policy aspects of the L6 mission including industrial hygiene, environmental applications, safety issues, etc.

DATE SPANa	Jan. 1990-Present
LOCATIONNa	L6
STORAGE MEDIAa	Paper
VOLUMEa	4 cu. ft.
CLASSIFICATIONa	SECRET
DISPOSITIONa	Permanent Close annually. Retain locally for 3 yearsa Transfer to the NCRC.
DISPOSITION NOa:	L6-7

UNCLASSIFIED

UNCLASSIFIED

Procurement File

This file contains information on procurement request policy, a register of PRs, and contract numbersa

DATE SPANa	Jan. 1990-Present
LOCATIONa	L6
STORAGE MEDIA:	Paper
VOLUMEa	1 cu. ft.
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Cut off annually. Retain locally 3 yearsa Transfer to the NCRC. Destroy when no longer required for operationsa
DISPOSITION NO.:	L6-8

Security File

This file contains all L6 information concerning local security policy, established security procedures, and associated information with regard to one-time security passesa

DATE SPANa	Jan. 1990-Present
LOCATIONa	L6
STORAGE MEDIA:	Paper
VOLUMEa	2 folders
CLASSIFICATIONa	SECRET
DISPOSITIONa	Close annually. Retain locally. Destroy when no longer required for operationsa
DISPOSITION NO.a	L6-9

UNCLASSIFIED

UNCLASSIFIED

L61

INDUSTRIAL

HYGIENE

UNCLASSIFIED

UNCLASSIFIED

L61 INDUSTRIAL HYGIENE

The Industrial Hygiene Division is responsible for workplace health and hazard control.

Primary functions include:

1. Developing and implementing industrial hygiene service programs.
2. Investigating, reviewing and reporting occupational illnesses.
3. Providing safety and environmental management of all microelectronics facilities.
4. Initiating controls for safety and workplace health hazards created by new technology.
5. Evaluating Agency workplaces worldwide for compliance with DOD, OSHA, and NSA environmental health regulations, and initiating corrective actions where warranted.
6. Providing consulting services to field locations worldwide on industrial hygiene matters.
7. Developing and implementing environmental health standards and policy.

UNCLASSIFIED

UNCLASSIFIED

Industrial Hygiene File

This file contains information relating to Industrial Hygiene, including policy guidance, procedures and applications, and associated data.

DATE SPAN: Jan. 1990-Present

LOCATION: L61

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Retain locally. Destroy when no longer required for operations.

DISPOSITION NO.s L61-1

UNCLASSIFIED

UNCLASSIFIED

L62

**ENVIRONMENTAL
ENGINEERING**

UNCLASSIFIED

UNCLASSIFIED

L62 ENVIRONMENTAL ENGINEERING

The Environmental Engineering Branch is tasked with responsibilities related to environmental assessment, engineering and management of hazardous waste

Primary functions include:

1. Evaluating Agency facilities worldwide for compliance with Environmental Protection Agency (EPA), DOD, State and NSA environmental regulations; and initiating corrective action where warranted.
2. Developing, coordinating, and evaluating implementation of environmental standards and policy.
3. Managing the Agency hazardous waste program.
4. Coordination of environmental impact statements, permits and other legal aspects of Agency environmental compliance
5. Reviewing construction plans for compliance with environmental engineering standards
6. Developing, monitoring and directing environmental engineering programs
7. Providing consultant services to field locations worldwide on environmental engineering matters

UNCLASSIFIED

UNCLASSIFIED

Environmental File

This file contains information related to environmental concerns of the Agency.

DATE SPAN: Jan. 1990-Present

LOCATION: L62

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Retain locally. Destroy when no longer required for operations.

DISPOSITION NO.: L62-1

Correspondence File

This file contains all incoming and outgoing correspondence related to Environmental Engineering.

DATE SPAN: 1983-Present

LOCATION: L62

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITIONa Close annually. Retain locally. Destroy after 3 yearsa (GRS 23-1) (001A-3)

DISPOSITION NO.: L62-2

UNCLASSIFIED

UNCLASSIFIED

L63
FIRE
AND
SAFETY

UNCLASSIFIED

UNCLASSIFIED

L63 FIRE AND SAFETY

The Fire and Safety Branch is responsible for NSA/CSS occupational safety, fire prevention, and emergency response programs.

Primary functions include:

1. Evaluating Agency facilities worldwide for compliance with DOD, OSHA, and NSA fire and safety regulations.
2. Directing emergency response activities in connection with threats to the safety and well-being of personnel, providing interface and coordination with M5, M7 and other support organizations.
3. Developing and implementing fire and safety standards and policys
4. Investigating, analyzing, reporting, and recording occupational mishaps and property losses.
5. Providing consultation and serving as the Agency authority on fire and safety matters.
6. Designing and providing evacuation programs to provide life saving plans for Agency personnel.
7. Establishing requirements and overseeing the discharge or duties by emergency response contractors and activities.
8. Managing the training and education of Agency personnel in occupational and environmental health and safety related activities.

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains incoming and outgoing correspondence for the Fire and Safety Management Divisiona

DATE SPANa	1981 to Present
LOCATIONa	L63
STORAGE MEDIAa	Paper
VOLUMEa	21 cu. ft.
CLASSIFICATIONa	TOP SECRET
DISPOSITIONa	Close annually. Retain locallya Destroy after 3 yearsa (GRS 23-1) (001A-3)
DISPOSITION NOa:	L63-1

Project Tracking System

This system tracks all the Project Performance Indicators (PPIs) for fire, safety, and emergency services projectsa

DATE SPANa	1983 to Present
LOCATIONa	L63
STORAGE MEDIAa	On-Line
HARDWAREa	Mainframe
SOFTWAREa	UNAVAILABLE
VOLUMEa	UNAVAILABLE
CLASSIFICATIONa	UNCLASSIFIED
DISPOSITIONa	Close annually. Retain locally. Destroy when no longer required for operationsa
DISPOSITION NOa:	L63-2

UNCLASSIFIED

UNCLASSIFIED

Collateral Duty Safety Officers List

This is a list of the Collateral Duty Safety Officers (CDSOs)s
Safety officers from each office or division.

DATE SPAN@	1986 to Present
LOCATION@	L63
STORAGE MEDIA@	Floppy Disk
HARDWARE@	IBM PC
SOFTWARE@	UNAVAILABLE
VOLUME@	2 floppy disks
CLASSIFICATION@	TOP SECRET
DISPOSITION@	Delete or destroy when superseded or updated.
DISPOSITION NO@:	L63-3

Field Sites Correspondence File

This file contains all correspondence between the division and NSA
field sites regarding fire and safety managements

DATE SPAN:	1974 to Present
LOCATION:	L63
STORAGE MEDIAs	Paper
VOLUME:	3 cu. fts
CLASSIFICATIONs	TOP SECRET
DISPOSITION:	Cut off annuallys Retain locallys Destroy when no longer needed for operations.
DISPOSITION NOs:	L63-4

UNCLASSIFIED

UNCLASSIFIED

Safety File

This file contains fire and safety information including hazardous incidents, emergency procedures, safety reports, etc.

DATE SPAN: Jan. 1990 to Present

LOCATION: L63

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annuallys Retain locally. Destroy after 3 years or when no longer required for operations.

DISPOSITION NO.s L63-5

Correspondence File

This file contains incoming and outgoing correspondence relating to the Survey/Inspections Branch.

DATE SPAN: 1964 to Present

LOCATION: L631

STORAGE MEDIA: Paper

VOLUMEs 20 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Retain locally. Destroy after 3 years. (GRS 23-1) (001A-3)

DISPOSITION NO.s L63-6

UNCLASSIFIED

UNCLASSIFIED

Reference File

This file contains correspondence, memoranda, reports, and studies relating to the setting up and maintenance of fire evacuation routes and exits throughout NSA.

DATE SPAN: 1964 to Present

LOCATION: L631

STORAGE MEDIA: Paper

VOLUME: 25 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Retain locally. Destroy when no longer needed for operations. (002B)

DISPOSITION NO.: L63-7

Mishap Reports File

This file contains reports and memoranda concerning reporting procedures for accidents and mishaps.

DATE SPAN: 1974 to Present

LOCATION: L631

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Retain locally. Destroy after 3 years or when no longer required for operations.

DISPOSITION NO.s L63-8

UNCLASSIFIED

~~TOP SECRET~~

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

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 50 U.S.C. 402, noting National Security Agency Act of 1959) , which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>