

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK
JOB NO. N1-457-89-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<div style="display: flex; justify-content: space-between;"> <div> <p>6/13/89 Date</p> </div> <div>  Archivist of the United States </div> </div>

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 HEAD

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
 6/12/89

(b)(3)

7. ITEM NO.

(With Inclusive Dates of Retention Periods)

PLANS AND POLICY ORGANIZATION (Q)

69 ITEMS TOTAL

43 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, MICROFOM, AND MAGNETIC DISK

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES APPRAISAL MEMO DATED 6/1/89

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

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

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
Q
PLANS AND POLICY**

N1-45789-1

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

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR**

Q

PLANS AND POLICY

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

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR**

Q

PLANS AND POLICY

~~HANDLE VIA COMINT CHANNELS ONLY~~
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INTRODUCTION

NSA RECORDS DISPOSITION SCHEDULES

WHAT ARE RECORDS DISPOSITION SCHEDULES?

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

WHY NSA HAS RECORDS DISPOSITION SCHEDULES

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

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

WHAT INFORMATION IS CONTAINED IN THE SCHEDULES?

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

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

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

HOW TO USE THE SCHEDULES

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

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

HOW TO RETIRE RECORDS

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

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

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

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

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

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

REFERENCE SERVICE ON RETIRED RECORDS

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

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

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

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

OFFICIAL AND PERSONAL RECORDS

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

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

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NATIONAL SECURITY AGENCY

CENTRAL SECURITY SERVICE

NSA/CSS

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NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

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

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

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

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

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

PURPOSE

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

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

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

ORGANIZATION

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

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PLANS AND POLICY ORGANIZATION

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Q

PLANS AND POLICY ORGANIZATION

DEPUTY DIRECTOR FOR PLANS AND POLICY (DDPP)

The Deputy Director for Plans and Policy, is responsible to the Director, NSA/Chief, CSS for formulating objectives, developing Agency plans and strategies, developing major policy guidelines, and conducting and overseeing the execution of liaison with specified countries and authorities.

Primary functions include:

1. Formulating objectives, establishing goals and strategies, identifying alternatives and constraints for SIGINT and INFOSEC activities.
2. Preparing, coordinating, and issuing the U.S. SIGINT Plans, the National INFOSEC Plans, and other consolidated planning documents.
3. Providing the NSA/CSS central authority for interfaces with external agencies on SIGINT and INFOSEC planning matters.
4. Developing, obtaining Directorate approval of, and disseminating policies relating to the conduct of agency SIGINT and INFOSEC affairs.
5. Providing the NSA central authority for interfaces with other U.S. and foreign government organizations on SIGINT and INFOSEC policy matters.
6. Participating in program development, referring unresolved planning versus program issues to the Directorate for resolution.
7. Serving as the focal point at NSA for technology transfer and public cryptography matters.
8. Overseeing the NSA/CSS classification and information security program.
9. Administering NSA/CSS actions under the Freedom of Information and Privacy Acts.
10. Dealing with and managing the NSA/CSS public affairs and media programs.

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Serial File

This is the official serial file for the Deputy Director for Plans and Policy.

DATE SPAN: Unavailable
LOCATION: DDPP
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION No. DDPP-1

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Q02

MANAGEMENT STAFF

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Source Programs File

This file consists of source programs written by Q02 for DDPP, Q02, Q1, Q3, and Q4.

DATE SPAN: Current
LOCATION: Q02
STORAGE MEDIA: Paper/Floppy Disk/Hard Disk
HARDWARE: IBM XT and AT Standalones
SOFTWARE: Dbase II/Dbase III/FOXBASE/BASIC
VOLUME: 3 cu. ft. per year/40 floppy disks
CLASSIFICATION: SECRET
DISPOSITION: Retain with related data base.
DISPOSITION No: Q02-1

Long-Term Administrative File

This file consists of promotion records, civilian and military awards, and equipment inventories.

DATE SPAN: Unavailable
LOCATION: Q02
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET
DISPOSITION: A. Equipment Inventories: Destroy when superseded or obsolete.
B. Promotion and Awards Records: Destroy when no longer needed for operations.
DISPOSITION No. Q02-2A and B

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Administrative File Type I

This file consists of records regarding FINPLANS and TDY's. Also included is an action and suspense log.

DATE SPAN: Unavailable
LOCATION: Q02
STORAGE MEDIA: Paper/Hard Disk
HARDWARE: WANG Alliance (QASYS)
SOFTWARE: Visual Memory
VOLUME: 2 cu. ft. per year
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when two years old.
DISPOSITION No: Q02-3

Administrative File Type II

This file consists of overtime records as well as Q02's serial file.

DATE SPAN: Unavailable
LOCATION: Q02
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft. per year
CLASSIFICATION: TOP SECRET, CODEWORD, NOFORN
DISPOSITION: Destroy when five years old.
DISPOSITION No. Q02-4

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Q1

DIRECTOR OF PLANS

The Director of Plans is responsible for managing the NSA/CSS planning system including current long-range and contingency NSA/CSS plans and strategies; providing the interface between NSA/CSS and external agencies for plan development and planning actions; developing the planning framework; preparing and issuing substantive programmatic guidance, evaluating and monitoring the execution of approved plans; and reviewing the CCP, CRP, CSP, and TCP program development and execution to assure consistency with NSA/CSS goals and objectives and approved plans. The Director of Plans serves as the senior planner for NSA/CSS.

Primary functions include:

1. Formulating objectives, establishing goals and strategies, and identifying alternatives and constraints for SIGINT and INFOSEC activities.
2. Promulgating directives and guidance on performance of SIGINT and INFOSEC planning.
3. Preparing and issuing the U.S. SIGINT Plan, the National Telecommunications and Information Systems Security Plan, and other consolidated planning documents such as the National ELINT Plan.
4. Providing the NSA/CSS central authority for interface with external agencies and the military services on SIGINT, INFOSEC and cross-mission planning matters.
5. Evaluating, revising, and obtaining approval for SIGINT and INFOSEC plans prepared by other Agency and military elements.
6. Conducting planning activities with Second and Third Parties, including conducting planning conferences and studies.
7. Developing plans for the execution of the NSA/CSS mission during periods of national emergencies.
8. Participating in the acquisition process to ensure execution conforms with approved plans and priorities.
9. Assisting in the review of all Agency actions related to the development of concepts, doctrine, and systems for improved tactical support to military commanders.
10. Conducting studies and analyses, as required, in order to support planning activities.

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11. Representing NSA/CSS on DoD/DCI or other external planning groups, committees, and working groups to ensure a consistent planning approach.

12. Performing other planning tasks as directed by the Director of NSA/CSS, the Chief of Staff, or the Deputy Director for Plans and Policy.

~~HANDLE VIA COMINT CHANNELS ONLY~~
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SPO Clearance File

These files contain NSA clearance data for CHAPON compartments.

DATE SPAN: 1980 – 1988
LOCATION: Q1 SPO
STORAGE MEDIA: Paper, Hard Disk
HARDWARE: HPW
SOFTWARE: Data base III
VOLUME: 5 cu. ft.
CLASSIFICATION: TOP SECRET NOFORN
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION No: Q1

SPO CHAPON File

This is the centralized Agency file for CHAPON compartments - controlled documents.

DATE SPAN: 1980 – 1988
LOCATION: Q1 SPO
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: TOP SECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION No. Q1-2

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Planning File

This file contains incoming and outgoing letters, memoranda, reports and other miscellaneous information regarding planning.

DATE SPAN: 1982 to Present

LOCATION: Q1

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: Q1-3

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Q11

NATIONAL PLANS

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Correspondence and Division Operations File

This file contains project data, personnel action memoranda and meeting notes for division.

DATE SPAN: 1983 to 1988
LOCATION: Q11
STORAGE MEDIA: Paper, 5 1/4 in./Floppy Disks
HARDWARE: IBM PC
SOFTWARE: WORDSTAR
VOLUME: 3 7/8 cu. ft.; 5 1/4 in. Floppy Disk
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: A. Correspondence and Project Data: Permanent. Retire to NSA Archives.
B. All Other Records: Retain until no longer required for background purposes.
DISPOSITION NO.: Q11-1 A and B

Action Item Data Base System (AIDS)

This data base contains status of action items assigned during senior level NSA-Second Party conferences, including action, status, POC and milestones.

DATE SPAN: 1984 to Present
LOCATION: Q11
STORAGE MEDIA: Hard/Floppy Disk
HARDWARE: HPW
SOFTWARE: Data Base III
VOLUME: 200 Files
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Retain until no longer required for operational purposes.
DISPOSITION NO.: Q11-2

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UNCLASSIFIED

Q12

DEFENSE PLANS

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UNCLASSIFIED

Defense Plans Correspondence File

This file contains incoming and outgoing correspondence, memoranda, reports and planning documents.

DATE SPAN:
LOCATION: Q12
STORAGE MEDIA: Disk/*NAFL 0-001*
HARDWARE: LEXITRON
SOFTWARE: N/A
VOLUME: 30 Disks
CLASSIFICATION: TOPSECRET&CODEWORD,eNOFORN,eVRK
DISPOSITION: Permanent. Retain by OPI.
DISPOSITION NO.: Q12-1

JSPS Document File

This file contains documents and related JCS actions as part of the Joint Strategic Planning System.

DATE SPAN: 1986 - 1987
LOCATION: Q12
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOPSECRET&CODEWORD,eNOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Q12-2

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OPLAN Document File

This file contains U and S Commands' Operations plans and other related documents.

DATE SPAN:

LOCATION: Q122

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.: Q12-3

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Working Aids and Background Files

These files contains minutes of meetings, reports, and background materials pertaining to budget review, corporate review, and related subjects.

DATE SPAN: 1988
LOCATION: Q13
STORAGE MEDIA: Paper
VOLUME: 37.7 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, VRK
DISPOSITION: Destroy when no longer needed for reference purposes.
DISPOSITION NO.: Q13-1

Working File

This file contains copies of memoranda and working papers reflected above.

DATE SPAN: 1986 to Present
LOCATION: Q13
STORAGE MEDIA: On-line
HARDWARE: WANG ALLIANCE
SOFTWARE: WANG Proprietary
VOLUME:
CLASSIFICATION: TOP SECRET CODEWORD, VRK
DISPOSITION: Delete or destroy when no longer required for operational purposes.
DISPOSITION NO.: Q13-2

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NSAC 25-5 File

These files contain documentation on NSAC 25-5 projects.

DATE SPAN: 1983 to Present
LOCATION: Q13
STORAGE MEDIA: Paper
VOLUME: 26 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Retain for three years or for the life of the project,
whichever is later.
DISPOSITION NO.: Q13-3

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Q13

PLANS ADMINISTRATION

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Q3

DIRECTOR OF FOREIGN RELATIONS

The Director of Foreign Relations is responsible to the Deputy Director for Plans and Policy for developing programs and policy for, and conducting, overseeing, and executing liaison with specified countries and SIGINT authorities.

Primary functions include:

1. In concert with regional coordinators, establishing goals and identifying requirements for foreign cryptologic services.
2. Identifying major foreign relations policy issues for Directorate decisions.
3. Developing and obtaining approval of, and disseminating policies relating to, the conduct of NSA/CSS SIGINT affairs with foreign cryptologic organizations.
4. Identifying COMSEC policy issues involving foreign cryptologic organizations requiring action by Country Desk Officers.
5. Evaluating and approving (or obtaining Directorate approval) of policies proposed by other NSA/CSS elements in the area of foreign relations.
6. Providing NSA/CSS central authority for conducting liaison with U.S. and other government organizations on SIGINT foreign relations policy.
7. Providing the NSA/CSS central authority for Second and Third Party matters.
8. Overseeing the activities of the Country Desk Officers, CIA cryptologic foreign relations activities and monitoring the planning, programming, budgeting, execution and evaluation of the Third Party program.
9. In conjunction with J6, providing a focal point for support to designate NSA/CSS field liaison activities.
10. Serving as the NSA/CSS central authority for the receipt, appraisal, documentation and reporting of decorations and gifts from foreign governments and dignitaries in accordance with NSA Regulation 30-1.
11. In conjunction with J5, providing the necessary control, coordination, scheduling and protocol for visits to NSA by foreign officials and designated NSA personnel serving abroad.
12. Serving as the Executive Secretary for the Third Party Program Management (TPPM)

13. Serving as the Executive Secretary for the Third Party Steering Group (TPSG), ensuring that activities of the regional and functional coordinators are coordinated and in consonance with TPSG guidance.

14. Identifying COMPUSEC policy issues involving foreign cryptologic organizations requiring action by Country Desk Officers.

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Central File

These files contain Q3 serialized memoranda and routine office papers.

DATE SPAN: 1984e- 1988

LOCATION: Q3

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, & VRK

DISPOSITION: A. Serialized Memoranda: Permanent. Retire to NSA Archives.
B. All Other Records: Cut off annually. Retain five years and thereafter destroy.

DISPOSITION NO.: Q3-1eA and B

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Q309

MANAGEMENT AND OPERATIONS STAFF

UNCLASSIFIED

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Central File

These files consist of personnel summaries, visitor schedules and other administrative data.

DATE SPAN: 1984 – 1988

LOCATION: Q309

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

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

B. All Other Records: Cut off annually. Retain five years and thereafter destroy.

DISPOSITION NO.: Q309-1

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NSA25X1
NSA25X3
NSA25X6
NSA25X9



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DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q31-1

NSA25X1
NSA25X3
NSA25X6
NSA25X9



DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q31-2



DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q31-3

NSA25X1
NSA25X3
NSA25X6
NSA25X9

Administrative File

These files contain memoranda, messages, visitor requests, packaging information, TDY data, personnel/security information, and related information pertaining to CDOs. This file serves as a backup to Q309's administrative file.

DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: LEXITRON
VOLUME: 1.5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Cut off annually. Destroy when five years old.
DISPOSITION NO.: Q31-4



DATE SPAN: Unavailable
 LOCATION: Q31
 STORAGE MEDIA: Paper/Floppy Disk
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET CODEWORD, NOFORN
 DISPOSITION: Permanent. Retire to NSA Archives
 DISPOSITION NO.: Q31-5

NSA25X1
 NSA25X3
 NSA25X6
 NSA25X9



DATE SPAN: Unavailable
 LOCATION: Q31
 STORAGE MEDIA: Paper/Floppy Disk
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET CODEWORD, NOFORN
 DISPOSITION: Permanent. Retire to NSA Archives.
 DISPOSITION NO.: Q31-6



DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET&CODEWORD, NOFORN, &VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q81-7

NSA25X1
NSA25X3
NSA25X6
NSA25X9



DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET&CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q81-8



DATE SPAN: Unavailable
LOCATION: Q31
STORAGE MEDIA: Paper/Floppy Disk
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q31-9

NSA25X1
NSA25X3
NSA25X6
NSA25X9

UNCLASSIFIED

Q32

SECOND PARTY

UNCLASSIFIED

CDO United Kingdom File

These files contain information pertaining to the SIGINT/ INFOSEC relationship with the Government of the United Kingdom.

DATE SPAN: Unavailable
LOCATION: Q32
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q32-1

CDO Australia/New Zealand File

These files relate to SIGINT/INFOSEC relationships with the Governments of Australia and New Zealand.

DATE SPAN: Unavailable
LOCATION: Q32
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q32-2

CDO Canada File

These files relate to SIGINT/INFOSEC relationships with the Government of Canada.

DATE SPAN: Unavailable
LOCATION: Q32
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q32-3

Division File

These files contain operational and administrative papers.

DATE SPAN: Unavailable
LOCATION: Q32
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: A. Administrative Records: Cut off annually. Destroy after five years.
B. Operational Records: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q32-4A and B

NSA25X1
NSA25X3
NSA25X6
NSA25X9





DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET&CODEWORD, NOFORN
 DISPOSITION: Permanent. Retire to NSA Archives
 DISPOSITION NO.: Q33-1

NSA25X1
 NSA25X3
 NSA25X6
 NSA25X9



DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET&CODEWORD, NOFORN
 DISPOSITION: Permanent. Retire to NSA Archives
 DISPOSITION NO.: Q33-2

CDO MUSKET File

These files contain the history, official actions, correspondence and messages of MUSKET SIGINT relationship.

DATE SPAN: Unavailable
LOCATION: Q33
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Q33-3

NSA25X1
NSA25X3
NSA25X6
NSA25X9



DATE SPAN: Unavailable
LOCATION: Q33
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. per year
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q33-4



DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET CODEWORD, NOFORN, VRK
 DISPOSITION: Permanent. Retire to NSA Archives.
 DISPOSITION NO.: Q33-5

NSA25X1
 NSA25X3
 NSA25X6
 NSA25X9

Central Correspondence File

This file consists of duplicate copies of records contained in the CDO files.

DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOPSECRET CODEWORD, VRK
 DISPOSITION: Permanent. Retire to NSA Archives.
 DISPOSITION NO.: Q33-6



DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
 DISPOSITION: Permanent. Retire to NSA Archives.
 DISPOSITION NO.: Q33-5

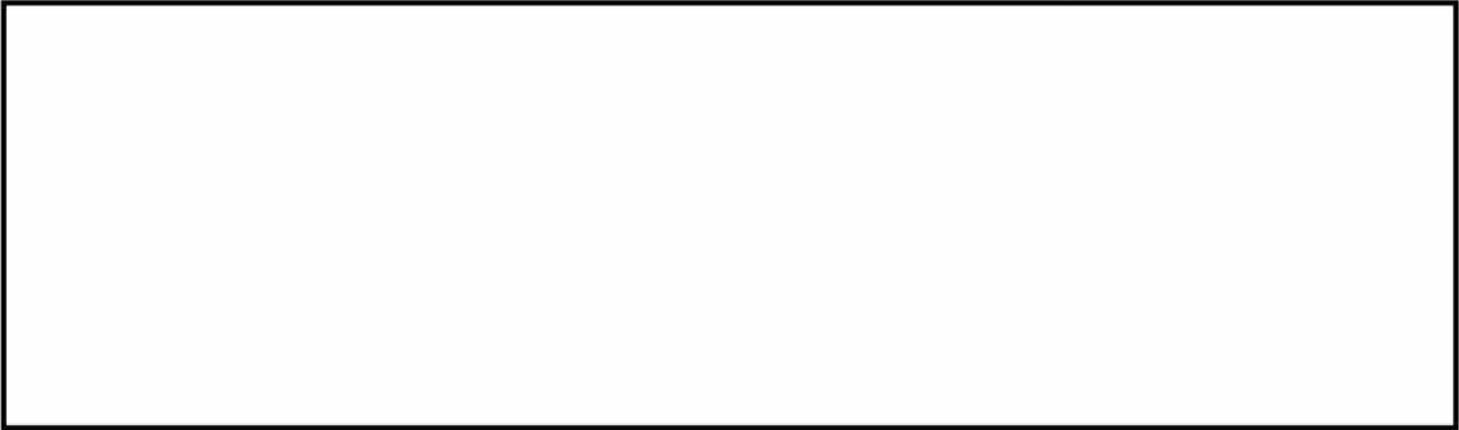
NSA25X1
 NSA25X3
 NSA25X6
 NSA25X9

Central Correspondence File

This file consists of duplicate copies of records contained in the CDO files.

DATE SPAN: Unavailable
 LOCATION: Q33
 STORAGE MEDIA: Paper
 VOLUME: 3 cu. ft. per year
 CLASSIFICATION: TOP SECRET CODEWORD, VRK
 DISPOSITION: Permanent. Retire to NSA Archives.
 DISPOSITION NO.: Q33-6

NSA25X1
NSA25X3
NSA25X6
NSA25X9





DATE SPAN: Current
LOCATION: Q34
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft. per year
CLASSIFICATION: TOPSECRET CODEWORD, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q34-1

NSA25X1
NSA25X3
NSA25X6
NSA25X9

Division Office File

These files contain routine administrative documents and memoranda.

DATE SPAN: Current
LOCATION: Q34
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOPSECRET CODEWORD, NOFORN
DISPOSITION: Destroy when no longer required for operational purposes.
DISPOSITION NO.: Q34-2



DATE SPAN: Current
 LOCATION: Q34
 STORAGE MEDIA: Paper
 VOLUME: 6 cu. ft. per year
 CLASSIFICATION: TOP~~SECRET~~CODEWORD,NOFORN
 DISPOSITION: Permanent. Retire to NSA Archives
 DISPOSITION NO.: Q34-3

NSA25X1
 NSA25X3
 NSA25X6
 NSA25X9



DATE SPAN: Unavailable
 LOCATION: Q34
 STORAGE MEDIA: Paper
 VOLUME: 6 cu. ft. per year
 CLASSIFICATION: TOP~~SECRET~~CODEWORD, NOFORN, VRK
 DISPOSITION: Permanent. Retire to NSA Archives
 DISPOSITION NO.: Q34-4

Q4

DIRECTOR OF POLICY

Policy is that settled course of action, selected in light of certain conditions, to be followed by all NSA elements. Q4 is NSA's central policy agent and serves under the Deputy Director for Plans and Policy. The Directorate of Policy oversees SIGINT, COMPUSEC, and COMSEC policy formulation, interpretation, coordination and documentation, ensuring that Agency policy is consistent and in compliance with higher authority guidance. Within Q4's purview are national intelligence technology transfer/export control and cryptologic policy matters, including information security policy, and coordination of the latter with foreign collaborating centers. Q4 is also the central authority for policies and procedures governing classification and declassification and for dealing with the public, including the media.

Primary functions include:

1. Identifying major policy issues for Directorate decisions.
2. Developing and disseminating policies relating to the conduct of NSA/CSS SIGINT and COMSEC and COMPUSEC affairs.
3. Evaluating and approving policies proposed by other NSA/CSS elements.
4. Providing a central authority for conducting liaison with external organizations on SIGINT, COMPUSEC and COMSEC policy matters.
5. Administering NSA/CSS Technology Transfer Program.
6. Supporting senior Agency personnel in interagency and Intelligence Community fora.
7. Representing the Agency in specified senior interdepartmental arenas.
8. Developing, disseminating, reviewing, and managing classification and information security policy.
9. Serving as the Agency's public affairs office.
10. Managing the Agency's media program.
11. Coordinating responses to JCS Joint Actions.
12. Administering the Freedom of Information and Privacy Acts.
13. Administering the NSA Public Cryptography Program including prepublications.
14. Maintaining the NSA Directives system and regularly reviewing MOU's and MOA's.

FOR OFFICIAL USE ONLY

15. Serving as COTR Harvard Information Resources Policy Program.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Correspondence File

This file contains letters, memoranda, notes and messages originated by Q4.

DATE SPAN: 1984 to Present
LOCATION: Q4
STORAGE MEDIA: Paper/Microfilm
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q4-1

Administrative File

This file consists of documents and manuals pertaining to training requirements, travel requirements, security, and personnel matters.

DATE SPAN: 1986 to Present
LOCATION: Q4
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION:
A. Unofficial Personnel Files: Destroy one year after separation or transfer of employee (GRS 1-18A)
B. Administrative and Regulatory Manuals: Destroy when superseded or obsolete.
C. All Other Records: Destroy when five years old.
DISPOSITION NO.: Q4-2A, B, and C

UNCLASSIFIED

UNCLASSIFIED

Q41

CRYPTOLOGIC POLICY

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains Q41's originated correspondence.

DATE SPAN: Unavailable
LOCATION: Q41
STORAGE MEDIA: Paper
VOLUME: Unavailable
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q41-1

Directives Database

This data base contains a control index for all NSA/CSS directive publications.

DATE SPAN:
LOCATION: Q41
STORAGE MEDIA: IBM on-line ASTW
HARDWARE: HPW
SOFTWARE: DbasedI
VOLUME: 500
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Retain by OPI.
DISPOSITION NO.: Q41-2

UNCLASSIFIED

UNCLASSIFIED

JCS File

This file contains documents from the Joint Chiefs of Staff for NSA coordination.

DATE SPAN: 1981 to Present

LOCATION: Q41

STORAGE MEDIA: Microfilm, on-line

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: Unavailable

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Microfilm Copy: Permanent. Retire to NSA Archives.
B. Electronic Copy: Destroy when no longer needed for operations.

DISPOSITION NO.: Q41-3eA and B

UNCLASSIFIED

UNCLASSIFIED

Public Cryptography File

This file contains papers received from DDR and outside vendors for presentation or publication.

DATE SPAN: 1980 to Present

LOCATION: Q41

STORAGE MEDIA: Microfilm/On-line

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: Unavailable

CLASSIFICATION: TOPSECRET

DISPOSITION: A. Microfilm Copy: Permanent. Retire to NSA Archives.
B. Electronic Copy: Destroy when no longer needed for operations.

DISPOSITION NO.: Q41-4

UNCLASSIFIED

UNCLASSIFIED

MOU/MOA Database File

This file contains all non-foreign MOUs and MOAs to which the Agency is committed.

DATE SPAN: Unavailable
LOCATION: Q41
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOPSECRET&CODEWORD,NOFORN,VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q41-5

UNCLASSIFIED

UNCLASSIFIED

Q42

EXTERNAL AFFAIRS

UNCLASSIFIED

UNCLASSIFIED

Export License Applications File

This file contains records of export license applications for COCOM, munitions and dual-use items.

DATE SPAN: 1986
LOCATION: Q42
STORAGE MEDIA: Paper
VOLUME: 22.5 cu. ft.
CLASSIFICATION: TOP~~SECRET~~CODEWORD, NOFORN
DISPOSITION: Cut off annually. Retain for two years and thereafter destroy.
DISPOSITION NO.: Q42-1

Technology Transfer Records File

This file contains records pertaining to technology transfer including export license applications, TTIC records, COMEX records and working aids, as well as applicable U.S. directives and regulations.

DATE SPAN: 1984 to Present
LOCATION: Q42
STORAGE MEDIA: Paper
VOLUME: 68.5 cu. ft.
CLASSIFICATION: TOP~~SECRET~~CODEWORD, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Q42-2

UNCLASSIFIED

UNCLASSIFIED

Export Case File

This file contains NSA votes on export license applications.

DATE SPAN: October 1985 to Present
LOCATION: Q42
STORAGE MEDIA: Disk
HARDWARE: PC/XT
SOFTWARE: Data Base III
VOLUME: 10 MB Hard Disk, 253 1/2" Floppy
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Retain for two years and thereafter destroy.
DISPOSITION NO.: Q42-3

Director's NFIB/NIE Related Document File

This is the Director's/Agency file containing memoranda, letters, reports, interagency documents and other records reflecting NFIB/NIE matters.

DATE SPAN: 1956 to Present
LOCATION: Q42
STORAGE MEDIA: Paper
VOLUME: 120 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q42-4

UNCLASSIFIED

UNCLASSIFIED

Director's DCI Committee Document File

This file contains memoranda, letters, interagency documents and other records reflecting DCI committee matters.

DATE SPAN: 1956 to Present
LOCATION: Q42
STORAGE MEDIA: Paper
VOLUME: 80 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, WRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Q42-5

Administrative File

These files contain memoranda, notes and messages related to time and attendance, travel and training.

DATE SPAN:
LOCATION: Q42
STORAGE MEDIA: Paper, disk
VOLUME: 2 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN
DISPOSITION: Retain for two years and thereafter destroy.
DISPOSITION NO.: Q42-6

UNCLASSIFIED

UNCLASSIFIED

Q43

INFORMATION POLICY

UNCLASSIFIED

UNCLASSIFIED

Document Release Approval File

This file contains approved resumes, co-op reports, logos, NSA seal authorization, name and organization of originator, reviewing official and date.

DATE SPAN: Unavailable
LOCATION: Q43
STORAGE MEDIA: Hard Disk/Paper
HARDWARE: WANG
SOFTWARE: DOS
VOLUME: 2 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Q43-1

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

These files include memoranda, messages, WAR/SAR items, Congressional and second party inquiries, correspondence and reports.

DATE SPAN: Unavailable

LOCATION: Q43

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: PC

SOFTWARE: Unavailable

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

A. Paper Copy: Permanent. Retire to NSA Archives.

B. Electronic Copy: Delete or destroy when no longer needed to produce hard copy (GRS 23-2a).

DISPOSITION NO.: Q43-2A and B

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file includes records concerning clearance/access forms, filing systems, correspondence receipts, timecards, TDY reports and related records.

DATE SPAN: Unavailable
LOCATION: Q43
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN
DISPOSITION: Cut off annually - Destroy after two years
DISPOSITION NO.: Q43-3

Unauthorized Disclosure File

This file contains quarterly reports to DCI and supporting records, case studies, courts-martial, strategy papers and book reviews.

DATE SPAN: 1984 to Present
LOCATION: Q43
STORAGE MEDIA: Paper
VOLUME: 14 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives.
DISPOSITION NO.: Q43-4

UNCLASSIFIED

UNCLASSIFIED

FOI/PA Case File

This file contains replies to Freedom of Information requests with list of documents released and/or withheld.

DATE SPAN: 1985 to Present
LOCATION: Q43
STORAGE MEDIA: Paper
VOLUME: 36 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Refer to Annex B.
DISPOSITION NO.: Q43-5

FOI/PA Requests File

This file contains requester names, information requested, and case numbers assigned.

DATE SPAN: 1966 to Present
LOCATION: Q43
STORAGE MEDIA: On-line
HARDWARE: IBM PC
SOFTWARE: PFS File, Q & A
VOLUME: Unavailable
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy six years after final action or after final adjudication by courts; whichever is later (GRS 14-13b)
DISPOSITION NO.: Q43-6

UNCLASSIFIED

UNCLASSIFIED

Public Affairs File

These files contain incoming and outgoing correspondence concerning public affairs issues, media contracts, guest speakers, business cards, newsletter releases, photos and biographies of Agency seniors.

DATE SPAN: 1962 to Present
LOCATION: Q48
STORAGE MEDIA: Paper
VOLUME: 15 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q48-7

Prepublication Review File

These files consist of conference papers, speeches and university papers submitted for review prior to public release and related supporting documentation for approval or denial of release.

DATE SPAN: 1986 to Present
LOCATION: Q48
STORAGE MEDIA: Paper
VOLUME: 14 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: Q48-8

UNCLASSIFIED

UNCLASSIFIED

PREPUB Data Base

This data base contains prepublication review files and records, including information on subsequent actions taken on documents submitted for review prior to public release.

DATE SPAN: June 1986 to Present
LOCATION: Q43
STORAGE MEDIA: Diskette
HARDWARE: Wang PC, SAMSUNG
SOFTWARE: Wang Proprietary, Q & A
VOLUME:
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: Q43-9

Information Security Program File

These files contain information security policy, memoranda, correspondence and reports including classification and declassification, national and departmental guidance.

DATE SPAN: 1978 to Present
LOCATION: Q43
STORAGE MEDIA: Paper
VOLUME: 26 cu. ft.
CLASSIFICATION: TOPSECRET, CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Retire to NSA Archives
DISPOSITION NO.: Q43-10

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/>