

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
N1-457-89-9	
DATE RECEIVED	
3/15/89	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
3/25/89 <small>Date</small>	 <small>Archivist of the United States</small>

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)
 3/15/89
 7. ITEM NO.

PROGRAMS AND RESOURCES ORGANIZATION
 88 ITEMS TOTAL
 20 ITEMS PERMANENT
 PERMANENT MEDIA INCLUDES PAPER AND MICROFORM.
 CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES
 APPRAISAL MEMO DATED
 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
N
PROGRAMS AND RESOURCES ORGANIZATION**

NI-457899

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

~~TOP SECRET~~



NSA RECORDS DISPOSITION

SCHEDULE FOR

N

PROGRAMS AND RESOURCES ORGANIZATION

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

~~TOP SECRET~~

NSA RECORDS DISPOSITION SCHEDULE
FOR
N
PROGRAMS AND RESOURCES ORGANIZATION

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

UNCLASSIFIED

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, micro-

UNCLASSIFIED

UNCLASSIFIED

form, 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

UNCLASSIFIED

UNCLASSIFIED

T54, The Office of Archives and Records, and fill out a Standard Form 115.

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

HOW TO RETIRE RECORDS

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

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

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

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

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

Retirement requirements for special records (audio-visual, microform, 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.

UNCLASSIFIED

UNCLASSIFIED

REFERENCE SERVICE ON RETIRED RECORDS

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

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

Federal law requires the Director of the National Security Agency to establish safeguards against the unlawful removal or loss of agency records, and to make known to NSA personnel the penalties provided for the unlawful removal or destruction of such records. 44 USC 3106 provides that the Director, with the assistance of the Archivist of the United States, initiate action through the Attorney General for the recovery of records believed to be unlawfully removed from the Agency. 44 USC 3314 also states that no records of the United States Government may be altered or destroyed except as stipulated under 44 USC Chapter 31. Penalties for the willful and unlawful destruction, damage, or alteration of Federal records are stipulated in the U.S. Criminal Code (18 USC 2071).

OFFICIAL AND PERSONAL RECORDS

Records and papers of a private or nonofficial nature which pertain only to an individual's personal affairs but are maintained in a Federal office must be clearly designated as nonofficial and will at all times be filed and maintained separately from the official records of the office. In cases where matters requiring the transaction of official business are received in private correspondence, the portion of such correspondence pertaining to official business must be extracted and made a part of the official record. The definition of official records includes any materials generated or received in pursuance of Federal law or in connection with the transaction of public business. Correspondence designated "personal," "private," etc., but which pertains to the conduct of public busi-

UNCLASSIFIED

UNCLASSIFIED

ness, 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.

UNCLASSIFIED

UNCLASSIFIED

CONTENTS

Introduction

NSA Mission Statement

PROGRAMS AND RESOURCE ALLOCATION

Mission Statement - N

N Records (DDPR)

- N (DDPR) Correspondence File
- Activity Summaries File

N SECRETARIAT

Mission Statement - N/SEC

N/SEC Records

- Books and Periodicals Requests File
- COMSEC Security File
- Health and Safety File
- N Key Lists File
- Forms Management File
- Security Passes File
- General Security File
- Non-NSA Badge Requests File
- N Training File
- N Travel File
- N Communications Requests File
- N Facilities Work Order Request File
- N Space Requirements File
- N Budget File
- Purchase Requests File
- N Organizational Manual File
- F and A Cash Verification File
- Top Secret Control File
- Military Files
- Correspondence Files
- Freedom of Information (FOIA)/Privacy Act (PA) File
- Classification and Prepublication Review File
- Regulations/Directives/Circulars File

UNCLASSIFIED

UNCLASSIFIED

DIRECTORATE OF RESOURCES MANAGEMENT POLICY AND OVERSIGHT - N1

Mission Statement - N1

N1 Records

Subject and Correspondence File

RESOURCES MANAGEMENT POLICY - N11

N11 Records

Resource Management Manual (RMM) File

Subject File

Resources Management Letters (RMLs) File

RESOURCES MANAGEMENT OVERSIGHT - N12

N12 Records

General Accounting Office File

Inspector General File

Internal Management Control File

Competition in Contracting Act (CICA) Data Base

Acquisition Policy/Procedures File

Test and Evaluation (T&E) File

SPECIAL OPERATIONS - N13

N13 Records

Assistant Comptroller File

LSCOTTO Data Base

Correspondence File

DIRECTOR OF BUDGET AND PROGRAMS - N2

Mission Statement - N2

N2 Records

Personnel File

Administration/Management File

Correspondence File

Program and Budget File

Crosswalks/POM File

Corporate Revenue File

Working File

BUDGET FORMULATION AND EXECUTION - N21

N21 Records

UNCLASSIFIED

UNCLASSIFIED

Administrative/Management File
Manpower Measurement Reports File
Courses File
General Reference File
Personnel File
Budget File
Budget Estimate (External) File
Execution File
Corporate Review Budget File
POM File
Program Forecast File
Crosswalks File
Budget Estimate (Internal) File
Program Budget Decision (PBD) File

PROGRAMS CONTROL - N22

N22 Records

Defense Resources Board Issue Books (Historical) File
Course and Briefing Materials File
NSAC 25-5 Documentation Tracking File
Procurement Request Data Base
ADP Acquisition Case File (SADPPO)
Project File
DB 255 Data Base
Systems Review Group (SRG) File
SADPPO Data Base
N22 Funding Hold Data Base

MANPOWER AND ORGANIZATION - N23

N23 Records

Resource Authorization Document Data Base (RAD)
Resource Management Data Systems (RMDS) File
Billets (TD, TDVAR, VARNPDT) Data Base
TDACT Data Base
TD HIST Data Base
Mission and Function Data Base
Organization Data File
NSA/CSS Committee Management Register

PROGRAM AND BUDGET DEVELOPMENT - N24

N24 Records

SIGINT Budget Materials File
CCP Budget Material File

UNCLASSIFIED

UNCLASSIFIED

CCP/SAFSS Crosswalk File
CCP/GDIP/CIAP Crosswalk File
Terrorism/Narcotics File
NFIC File
Graphics File
Administrative File
Daily File
Reference File
Working File
Annual CCP File
Mission and Functions File
CBBJ File
QFR File
Subject File
Reprogramming File
Committee File
Graphics File
CCP Budget Charts File
Tactical Cryptologic Program (TCP) File
Communications Resources Program (CRP) File
Computer Security Program (CSP) File
Tactical Cryptologic Program Congressional Justification
(TCPCJBs) File
Forms and Administrative File
Working Aids File
Subject File
Defense Resources Board Issue Books (Historical) File
Course and Briefing Material File
Defense Programs and Budget Data Support File
Corporate Review Budget File
POM File
Program Forecast File
Crosswalks File
Budget Estimate (Internal) File
PBD (Program/Budget Decision) File
SEACPS Program/Budget File
Communications Resource Program (CRP) File
Computer Security Program (CSP) File
Forms and Administrative Files
Suggestion Awards File
Working Aids File
Subject File
Defense Programs and Budget File
SEACPS (CCPS) Audit Trail File
Infrastructure/Support File

UNCLASSIFIED

UNCLASSIFIED

DIRECTOR OF SYSTEMS MANAGEMENT AND ANALYSIS - N3

Mission Statement - N3

ANALYTIC SERVICES - N31

N31 Records

CPMS Contract File

Decision Support Software File

Quarterly Management Review File

SYSTEMS MANAGEMENT - N32

N32 Records

TOOLS File

HARDBASE File

Computer Support of Resources Management File

PRISES File

Equipment Inventory File

Wang Alliance Data Base

APPLICATIONS - N33

N33 Records

Correspondence File

N33 Miscellaneous File

SEACPS (CCPS) Data Base

CCPHIST Data Base

CCPH Data Base

CCPSUM Data Base

Codes Data Base

NTEXT Data Base

NBASIS Data Base

SEAHIST

FINANCIAL SYSTEMS - N35

N35 Records

Commercial Accounts Processing System (CAPS) Data Base

N4ASYS Office Automation System

Disbursing Automated Processing Systems (DAPS)

Contractor Payroll Tracking and Reporting System (CPTARS)

DIRECTOR OF FINANCE AND ACCOUNTING - N4

Mission Statement - N4

UNCLASSIFIED

UNCLASSIFIED

FINANCIAL SERVICES - N41

N41 Records

- Administrative File
- N41 Message File
- Payroll Data Base
- Commercial Accounts Files
- Payroll Control Files
- Electronic Funds Transfer (EFT) File
- Final Variation Listings File
- Pay Period Folders File
- Spreadsheets File
- Collection and Disbursement File
- Overtime Work and Summary Report (B41's) File
- Alert Listings File
- Berdine Listings File
- Post 56 File
- Payroll Message File
- Payroll Reports File
- Thrift Savings Plan (TSP) Reports File
- Payroll Voucher File
- Cash Collection Voucher (CV) File
- Memorandum Copies Voucher File
- W2 File
- Income Tax Withheld File
- Savings Bonds Issuance Schedules File
- Savings Bonds Issuance Schedules File
- Authorization and Discontinuance Requests File

FINANCIAL REVIEW - N42

N42 Records

- Travel Policy File
- Finance and Accounting Input to Audit Responses File
- Finance and Accounting Internal Control Reviews File
- Financial Audit File (Appropriated Funds)

ACCOUNTING AND DISBURSING - N44

N44 Records

- Military Interdepartmental Procurement Request (MIPR) File
- Command Accounts and Reports Section File
- Foreign Military Sales (FMS) Files
- Closed Procurement Request (PR) Folders File
- Journal Vouchers File
- Cash Blotters File

UNCLASSIFIED

UNCLASSIFIED

Obligation Authority Folders File
Undistributed Disbursements Records File
MILSTRIP Purchase Requests File
Anisette and 1080 Reports File
Overseas Field Site Obligation Authority Folders File
Miscellaneous Obligor Document (MODS) File
Grants to Universities File
MILCON Folders - Military Construction Folders File
Imprest Fund File

SPECIAL PROJECTS - N45

N45 Records

Special Projects Administrative File
Special Projects Payroll Data Base
Special Projects Data Base

UNCLASSIFIED

UNCLASSIFIED

**NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE**

UNCLASSIFIED

~~TOP SECRET~~

NSA/CSS NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

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

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

In accordance with the provisions of NSCID No. 6, the Secretary of Defense established the Central Security Service (CSS) under the Director, NSA. The Secretary of Defense provided for the National Security Agency/Central Security Service (NSA/CSS) by promulgating DoD Directive S-5100.20 dated 23 December 1971. 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

~~HANDLE VIA COMINT CHANNELS ONLY~~

~~TOP SECRET~~

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 responsibili-

~~TOP SECRET~~

ties 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.

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

UNCLASSIFIED

**N
PROGRAMS
AND
RESOURCES ORGANIZATION**

UNCLASSIFIED

~~CONFIDENTIAL~~

N

PROGRAMS AND RESOURCES ORGANIZATION

DEPUTY DIRECTOR FOR PROGRAMS AND RESOURCES (DDPR)

The Deputy Director for Programs and Resources is responsible to the Director, NSA/Chief, CSS, for the control, direction and evaluation of programs, budget, finance and resource management activities of the Agency. The Assistant Deputy Director for Programs and Resources (ADDPR) serves as Comptroller of NSA. The ADDPR also serves as the Alternate NSA Senior ADP Policy Official (SADPP0).

Primary functions include:

1. Developing major program, budget, manpower and financial plan alternatives and making recommendations to the Director.
2. Evaluating and obtaining Directorate approval of programs, budget and financial plan input developed by other Agency elements.
3. Preparing and issuing consolidated programming, budgetary and financial plan documents.
4. Allocating resources and controlling expenditures consistent with approved plans, programs and budgets.
5. Preparing Congressional testimony for the Director and responding to Congressional queries and taskings.
6. Operating the Agency finance and accounting system.
7. Maintaining a detailed knowledge of major system acquisitions and controlling and approving release of funds when milestones are met for cost, schedule and performance.
8. Establishing priorities for all NSA/CSS Circular 25-5 activities.

~~CONFIDENTIAL~~

UNCLASSIFIED

N (DDPR) Correspondence File

This file consists of correspondence signed by DDPR or ADDPR.

DATE SPAN: 1985 to Present
LOCATION: N
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Close annually. Transfer to NCRC 3 years after closing. (001A-1)
DISPOSITION NO: N-1

Activity Summaries File

This file contains significant activities and monthly field activity summaries for N.

DATE SPAN: 1985 to 1990
LOCATION: DDPR
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations. (005-1)
DISPOSITION NO.: N-2

UNCLASSIFIED

UNCLASSIFIED

Assistant Comptroller File

DISPOSITION NO.: N-3

TRANSFERRED TO: N13-1 11 SEPT. 1991

LSCOTTO Data Base

DISPOSITION NO.: N-4

TRANSFERRED TO: N13-2 11 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

N

SECRETARIAT

UNCLASSIFIED

UNCLASSIFIED

N

SECRETARIAT

The Chief, N Secretariat, is responsible to the DDPR for advising and assisting in current operational control matters affecting the activities and mission responsibilities of the organization, to include administration and resources management.

Primary functions include:

1. Staffing and coordinating administrative actions that cross N organizational lines, preparing N response for DDPR's signature.
2. Formulating management and administrative policies for N.
3. Formulating and administering the N operational program/budget to include analyzing Program Build initiatives submitted by N Offices and preparing appropriate documentation to support N requirements; defending the N program at the quarterly financial plan reviews; and providing information to the Decision Unit 72 and 78 managers for use at program reviews or in developing budget estimates for the Decision Units.
4. Executing the O&M and Procurement appropriations for the N Organization through the development of approved N Financial Plans; preparation and approval of Procurement Requests; proposal of change requests for redistribution of funds if necessary; and provision of N fund cites to other Agency organizations to execute on our behalf in the procurement of goods and services.
5. Monitoring manpower allocations, overtime targets, and TDY expenditures to insure that approved levels of authorization are not exceeded without corresponding corrective actions being taken. Developing resource information for the DDPR as necessary.
6. Monitoring the N Resources Authorization Document and the N Table of Distribution, processing changes on line as required.
7. Serving as the N focal point for all N reorganization actions, reviewing mission and functions statements

UNCLASSIFIED

UNCLASSIFIED

written by the N Offices, preparing/updating Organizational Charts, processing billet changes, and insuring related administrative actions have been accomplished by the N Offices' administrative personnel.

8. Coordinating and administering the management of N space and facilities to include telephone and computer installation requirements. Serving as teh N Senior Space Representative, representing the DDPR in matters of space, facilities, and communications.
9. Managing internal and external training to include soliciting requirements, establishing priorities, and identifying candidates against spaces. Serves as the Executive Secretary to the N Career Guidance Panel. Serves as the N Senior Training Authority, representing the DDPR in training matters.
10. Managing the Security Program for N, serving as the N Security Coordinator. Acting as the focal point in N on all security matters to include accesses, badges, violations, passes, keys, briefings and checkouts.
11. Monitoring paperwork management program to include records disposition, retired and vital records, and forms control.
12. Serving as the Key Component Publications Procurement Coordinator.
13. Monitoring the Health and Safety programs for the N organization. Serving as the Key Component Safety Officer.
14. Serving as the DDPR focal point on all Privacy Act/Freedom of Information actions involving N activities.
15. Maintaining correspondence and project control of assignments within N. Tracking suspenses to insure timely responses.
16. Reviewing daily message traffic for N, identifying those messages which will make up the DDPR's daily read file, checking that appropriate action office has been designated.
17. Serving as the point of contact on N military manpower actions.

UNCLASSIFIED

UNCLASSIFIED

Books and Periodicals Requests File

This file consists of requests to obtain subscriptions to DoD, Army, Air Force, and other government publications for the N Organization.

DATE SPAN: 1989 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old or sooner if no longer needed for operations. (002B)
DISPOSITION NO: N/SEC-1

COMSEC Security File

This file consists of STU-III information tracking for the N Organization.

DATE SPAN: 1988-Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 1 folder
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: N/SEC-2

UNCLASSIFIED

UNCLASSIFIED

Health and Safety File

This file consists of copies of reports of accident investigations for N personnel.

DATE SPAN: 1989 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 1 folder

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. (GRS 1-31)

DISPOSITION NO: N/SEC-3

N Key Lists File

This file consists of key lists for the N Organization.

DATE SPAN: Previous 6 Months

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 1 folder

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded or obsolete.
(GRS 18-23)

DISPOSITION NO.: N/SEC-4

UNCLASSIFIED

UNCLASSIFIED

Forms Management File

This file includes requests for forms and yearly reviews.

DATE SPAN: 1988 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 2 folders
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 6 years old or sooner if superseded, obsolete or no longer needed for reference. (GRS 16-7)
DISPOSITION NO: N/SEC-5

Security Passes File

This file includes records regarding one-time security and annual security passes.

DATE SPAN: 1989 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 2 folders
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 2 years old. (GRS 18-21)
DISPOSITION NO.: N/SEC-6

UNCLASSIFIED

UNCLASSIFIED

General Security File

This file includes records regarding alleged violations and practices dangerous to security. Also listed are security advisors for the N Organization.

DATE SPAN: 1989 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 2 folders
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually and consolidate with the Personal Security File.
DISPOSITION NO: N/SEC-7

Non-NSA Badge Request File

This file consists of requests for N sponsorship for DoD and contractor personnel to obtain badges.

DATE SPAN: 1988 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 1 folder
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy 5 years after final entry or 5 years after date of document, as appropriate. (GRS 18-17)
DISPOSITION NO.: N/SEC-8

UNCLASSIFIED

UNCLASSIFIED

N Training File

This file contains records regarding all N training requirements and special program requests.

DATE SPAN: 1987 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 4.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 5 years old or sooner if superseded or obsolete. (Training records remain in E and M3 admin. system.) (GRS 1-29b) (001B)

DISPOSITION NO: N/SEC-9

N Travel File

This file includes plans, requests with CTRs and messages, vouchers, conferences, and records regarding local travel.

DATE SPAN: 1988 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 3 years old or when no longer required for operations. (GRS 9) (001B)

DISPOSITION NO.: N/SEC-10

UNCLASSIFIED

UNCLASSIFIED

Equipment Inventory File

DISPOSITION NO.: N/SEC-11

TRANSFERRED TO: N32-6 10 SEPT 1991

N Communications Requests File

This file consists of work order requests and drawings for N telephone and computer terminal actions.

DATE SPAN: 1989

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 2 folders

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: N/SEC-12

UNCLASSIFIED

UNCLASSIFIED

N Facilities Work Order Requests File

This file consists of work order requests and drawings for N facilities work.

DATE SPAN: 1989
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 2 files
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy upon termination or completion. (GRS 3-3c)
DISPOSITION NO.: N/SEC-13

N Space Requirements File

This file contains Six-Year Space Requirements records for the N Organization, as well as N space management.

DATE SPAN: 1989/90 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: PC
SOFTWARE: LOTUS 1-2-3
VOLUME: 1 folder/1 floppy disk
CLASSIFICATION: SECRET
DISPOSITION: Cut off annually. Transfer hardcopy to NCRC. Destroy when 2 years old. (GRS 11)
DISPOSITION NO.: N/SEC-14

UNCLASSIFIED

UNCLASSIFIED

N Budget File

This file consists of records regarding program formulation, fin-plans, mid-year reviews, manpower and overtime requirements for N.

DATE SPAN: 1988 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: CARILLON

SOFTWARE: ROSEDUST (M204)

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Permanent. Close annually and transfer hard-copy to the NCRC when no longer required for operations. (002A)

DISPOSITION NO.: N/SEC-15

Purchase Requests File

This file consists of subject and/or serial logs of all N originated PRs.

DATE SPAN: 1989 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO: N/SEC-16

UNCLASSIFIED

UNCLASSIFIED

N Organizational Manual File

This organizational manual includes mission and function statements with organizational charts.

DATE SPAN: Most recent edition

LOCATION: N/SEC

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: XEROX ETHERNET

SOFTWARE: XEROX STAR (VIEWPOINT)

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. OPI produced and unique materials- Permanent. Transfer hardcopy to the NCRC when no longer required for operations. (002)
B. All others- Delete or destroy when no longer required for operations or when it becomes obsolete. (002)

DISPOSITION NO.: N/SEC-17 A and B

F and A Cash Verification File

This file consists of quarterly reports to ADDPR/COMP reflecting results of an unannounced verification of the cash balances in custody of the finance and accounting officer in accordance with NSA/CSS Reg. 2-2.

DATE SPAN: 1988 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 3 years old. (GRS 6-5)

DISPOSITION NO: N/SEC-18

UNCLASSIFIED

UNCLASSIFIED

TOP SECRET Control Files

This file consists of N control records for TOP SECRET documents.

DATE SPAN: 1982-Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

HVOLUME: 2 folders

CLASSIFICATION: TOP SECRET

DISPOSITION: Send to Top Secret Control Officer (TSCO) for destruction when no longer needed for operations.

DISPOSITION NO.: N/SEC-19

N Personnel Files

DISPOSITION NO: N/SEC-20 A and B

DELETED: 11 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

*Military Files

This file contains award recommendations from the offices and Letter Orders once approved, joint duty billets, military reserve billets and where these billets are within the N organization.

DATE SPAN: 1989 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Awards/Decorations/Commendations- Close annually. Destroy 5 years after transfer of personnel.
B. Other Materials- Destroy after 3 years or when no longer required for operations.

DISPOSITION NO.: N/SEC-21 A and B

*Correspondence Files

This file includes serial log for DDPR-signed correspondence, mail logged in for suspense for the N organization, and N Secretariat correspondence.

DATE SPAN: 1990 to Present

LOCATION: N/SEC

STORAGE MEDIA: Hard disk

HARDWARE: SUN

SOFTWARE: INGRES

VOLUME: 817 records

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Close annually. Destroy when 3 years old or sooner if no longer required for operations.
(GRS 23-1)

DISPOSITION NO.: N/SEC-22

UNCLASSIFIED

UNCLASSIFIED

*Freedom of Information (FOIA)/Privacy Act (PA) File

This file contains reviews and responses to queries for information.

DATE SPAN: 1987 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 1 folder
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy 2 years after date of reply.
(GRS 14-11)
DISPOSITION NO.: N/SEC-23

*Classification and Prepublication Review File

This file contains reviews for classification purposes of material before being published, either internal or external.

DATE SPAN: 1989 to Present
LOCATION: N/SEC
STORAGE MEDIA: Paper
VOLUME: 1 folder
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when no longer required for operations.
DISPOSITION NO.: N/SEC-24

UNCLASSIFIED

UNCLASSIFIED

*Regulations/Directives/Circulars File

This file contains N comments on draft versions of regulations, directives and circulars before publication.

DATE SPAN: 1987 to Present

LOCATION: N/SEC

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer required for operations. (002B)

DISPOSITION NO.: N/SEC-25

UNCLASSIFIED

UNCLASSIFIED

**N1
DIRECTORATE
OF
RESOURCES MANAGEMENT
POLICY
AND
OVERSIGHT**

UNCLASSIFIED

N1

Directorate of Resources Management Policy and Oversight

The Director of Resources Management Policy and Oversight is responsible for: the promulgation and publication of NSA Financial and Acquisition Policies; Competition Advocacy; Audit and Internal Management Control Liaison; developing financial arrangements for the provision of funds in support of the Agency's second and third party and interagency relationships; and administering the Emergency and Extraordinary accounts and related contractual activities.

Primary functions include:

1. Formulating the Agency's financial and resources management policy guidance.
2. Assisting the DDPR and/or the ADDPR in resolving financial problems.
3. Preparing the official Agency responses to all DOD IG and GAO audit reports to include maintaining the status on unresolved findings and recommendations.
4. Maintaining, updating and administering changes to the Resources Management Manual (RMM) and those NSA/CSS regulations, directives, handbooks, and other publications relative to financial, acquisition and related resources management policies.
5. Preparing DDPR and/or the ADDPR responses to DOD and other external correspondence relative to financial and resources management policy matters.
6. Serving as the Agency focal point for actions pertaining to the Federal Government's Joint Financial Management Improvement Program (JFIMP) and the Federal Manager's Financial Integrity Act (FMFIA).
7. Administering the NSA Internal Management Control Review Program.
8. Supervising the activities of the Competition Advocate to include maintaining the Competition in Contracting Act (CICA) records and data base.
9. Providing advice and policy guidance relative to the

~~SECRET~~

Agency's acquisition process.

10. Initiating and/or otherwise processing all documentation evidencing the use of Emergency and Extraordinary Funds.
11. Coordinating and/or establishing arrangements with other Federal Agencies to accommodate second and third party subsidies and other miscellaneous payments.

~~HANDLE VIA COMINT CHANNELS ONLY~~

~~SECRET~~

UNCLASSIFIED

*Subject and Correspondence File

This file consists of personnel, training, travel, regulations, and correspondence signed by the Chief N1, and Deputy Chief N1.

DATE SPAN: 1989 to Present

LOCATION: N1

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. 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 3 years after closing. (001A)

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

DISPOSITION NO: N1-1 A and B

UNCLASSIFIED

UNCLASSIFIED

**N11
RESOURCES
MANAGEMENT
POLICY**

UNCLASSIFIED

UNCLASSIFIED

Resources Management Manual (RMM) File

This is a manual which provides information and guidance on the implementation of resources management policies, based on Congressionally enacted statutes and Executive Agency guidance.

DATE SPAN: 1987 to Present

LOCATION: N11

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: SUN

SOFTWARE: Interleaf

VOLUME: 200 Records

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A.Hardcopy: Permanent. Updated periodically.
Transfer to NCRC. (002B)

B.Electronic Copy: Destroy when no longer
needed for operations.

DISPOSITION NO: N11-1 A and B

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains policy information on accounting, budget, cash, funding, property, stock fund, MILCON/family housing, FMS, MWR, audits, etc.

DATE SPAN: 1987 to Present

LOCATION: N11

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: SUN

SOFTWARE: Interleaf

VOLUME: 200 Records

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A.OPI Created Policy Statements: Permanent. Transfer hardcopy to NCRC when no longer required for operations.(002A)

B.All Other Records: Destroy when five years old or when superseded or obsolete.

DISPOSITION NO.: N11-2 A and B

Resources Management Letters (RMLs) File

This file contains data on resource management policy based on statutes and Agency guidelines.

DATE SPAN: 1988 to Present

LOCATION: N11

STORAGE MEDIA: Paper

VOLUME: 6 records

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.(002A)

DISPOSITION NO: N11-3

UNCLASSIFIED

UNCLASSIFIED

**N12
RESOURCES
MANAGEMENT
OVERSIGHT**

UNCLASSIFIED

UNCLASSIFIED

General Accounting Office File

This file contains copies of all GAO reviews and audits concerning NSA.

DATE SPAN: 1985 to Present
LOCATION: N12
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Retain locally for 3 years after audit is closed. Destroy when no longer required for operations.
DISPOSITION NO.: N12-1

Inspector General File

This file contains copies of IG audit reports concerning NSA.

DATE SPAN: 1985 to Present
LOCATION: N12
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff. (GRS 22-2)
DISPOSITION NO.: N12-2

UNCLASSIFIED

UNCLASSIFIED

Internal Management Control File

This file contains risk assessments and internal control reviews, as well as annual statements of assurance from DIRNSA to SECDEF.

DATE SPAN: 1985 to Present

LOCATION: N12

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Retain locally 5 years after IMC Plan is closed. Destroy when no longer required for operations.

DISPOSITION NO.: N12-3

Competition in Contracting Act (CICA) Files

The CICA files contain information (by fiscal year) regarding CICA packages which are reviewed by this office. A sample record would contain very basic information about each package: purchase request number, dates received and approved, dollar amount, vendor, necessary comments.

DATE SPAN: 1985 to Present

LOCATION: N12

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy 5 years from date of retirement. (L4 is OPI for contracts.)

DISPOSITION NO.: N12-4

UNCLASSIFIED

UNCLASSIFIED

Acquisition Policy/Procedures File

This file contains NSA Regulations/Circulars pertaining to systems acquisition.

DATE SPAN: UNAVAILABLE

LOCATION: N124

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A.OPI Originated Record Copy: Permanent.
Transfer to NCRC.(002B)

B.All Other Records: Destroy when superseded
or obsolete.

DISPOSITION NO.: N12-5 A and B

Test and Evaluation (T&E) File

This file contains System Acquisition Plans and Test and Evaluation Master Plans on SIGINT systems being fielded, as well as written evaluations of those documents.

DATE SPAN: UNAVAILABLE

LOCATION: N124

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Delete or destroy one year after system
becomes operational.

DISPOSITION NO.: N12-6

UNCLASSIFIED

UNCLASSIFIED

**N13
SPECIAL
OPERATIONS**

UNCLASSIFIED

UNCLASSIFIED

Assistant Comptroller File

This file contains a wide variety of assistant comptroller activities, including memoranda, reports, regulations and sensitive financial documents.

DATE SPAN: 1970 to Present

LOCATION: N13

STORAGE MEDIA: Paper/Microfiche

VOLUME: 37.5 cu. ft./6 trays

CLASSIFICATION: TOP SECRET CODEWORD NOFORN, VRK

DISPOSITION: A.Paper: Destroy upon verification of micro-filming.

B.Microfiche: Permanent. Retire to NCRC when no longer required for operations.(002A)

DISPOSITION NO: N13-1 A and B

LSCOTTO Data Base

This word processing data base includes memoranda, reports, MOUs, NSA regulations, and other sensitive financial documents.

DATE SPAN: March 1987 to Present

LOCATION: N13

STORAGE MEDIA: Hard Disk

HARDWARE: Director Alliance System

SOFTWARE: Various

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK

DISPOSITION: Destroy when no longer needed to produce hard copy. (GRS 23-2a) (004A)

DISPOSITION NO.: N13-2

UNCLASSIFIED

UNCLASSIFIED

*Correspondence File

This file contains correspondence for the N13 organization.

DATE SPAN: 1984-1988

LOCATION: N13

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Correspondence, decision memoranda, program and policy decisions unique to the organization or originated by a key component chief, deputy chief or chief of staff- Permanent. Close annually. Transfer to NCRC 3 years after closing. (001A)

B. Other documents- Close annually. Destroy after 3 years. (GRS 23-1)

DISPOSITION NO.: N13-3 A and B

UNCLASSIFIED

UNCLASSIFIED

N2
DIRECTOR
OF
BUDGET
AND
PROGRAMS

UNCLASSIFIED

Director of Budget and Programs

The Director of Budget and Programs is responsible to the DDPB for developing the five year Consolidated Cryptologic Program (CCP) in accordance with NSA/CSS Circular 112-03 and guidance from the DCI, SECDEF and DIRNSA; coordinating and defending the five year CCP within the Intelligence Community and the National Foreign Intelligence Program (NFIP); assisting in the development and defense of NSA Defense Programs within the DOD; developing the biennial NSA Budget and defending it to Congress; and, developing the NSA Financial Plan and manpower programs.

Primary functions include:

1. Preparing the NSA Financial Plan and monitoring its execution.
2. Implementing NSA systems acquisition policy, procedures, and management strategies.
3. Developing NSA manpower authorizations and supporting Tables of Distribution.
4. Directing the Agency manpower and organization analysis program.
5. Developing and administering Agency policies for managing the organization structure.
6. Developing management strategy and procedures for the reallocation of manpower resources.
7. Providing program and budget policy guidance and instructions.
8. Reviewing all fiscal and manpower program proposals, identifying major issues and staffing their resolution.
9. Preparing and submitting the Director's recommended CCP and NSA Program Objectives Memorandum (POM).
10. Developing and submitting the CCP and NSA budgets to the DCI and SECDEF respectively.
11. Coordinating the preparation of budget justification material for Congress.

FOR OFFICIAL USE ONLY

12. Preparing Congressional testimony and responding to Congressional queries and taskings.
13. Preparing informal and formal appeals to tentative and final Congressional mark-ups of authorization and appropriation bills.
14. Staffing major financial and manpower issues.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Personnel File

This file consists of unofficial personnel records for each N2 employee, including copies of performance appraisals, training records, cash awards, and promotion records.

DATE SPAN: 1986 to Present

LOCATION: N2

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

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

DISPOSITION NO.: N2-1

Administration/Management File

This file includes mission and function statements, organization training records, calendar items, and overtime records.

DATE SPAN: 1987 to Present

LOCATION: N2

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Mission and Function Statements: Destroy when superseded or obsolete.

B. All Other Records: Destroy when 3 years old. (GRS 23-1) (001B)

DISPOSITION NO.: N2-2 A and B

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file consists of daily read files, memoranda, and other documentation originating from N2.

DATE SPAN: UNAVAILABLE

LOCATION: N2

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Correspondence, decision memoranda, program and policy decisions unique to the organization or originated by a key component chief, deputy chief or chief of staff- Permanent. Close annually. Transfer to NCRC 3 years after closing. (001A)

B. Other documents- Close annually. Destroy after 3 years. (GRS 23-1)

DISPOSITION NO.: N2-3 A and B

Program and Budget File

This file contains copies of past meeting minutes, guidance for the formulation of new budget cycles, and other budget related information.

DATE SPAN: 1985 to Present

LOCATION: N-2

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Annual report (end of fiscal year): Destroy when 5 years old.

B. All other reports: Destroy 3 years after end of fiscal year. (GRS 5-3)

DISPOSITION NO.: N2-4 A and B

UNCLASSIFIED

UNCLASSIFIED

Crosswalks/Program Objective Memorandum (POM) File

This file contains information on past and present crosswalk meetings, as well as program formulation information.

DATE SPAN: UNAVAILABLE

LOCATION: N2

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually then transfer to NCRC when no longer required for operations.

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

DISPOSITION NO.: N2-5 A and B

Corporate Revenue File

This file contains program and budget information used for planning annual corporate reviews for the Director.

DATE SPAN: UNAVAILABLE

LOCATION: N-2

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Annual report (end of fiscal year)- Destroy when 5 years old.

B. All other reports- Destroy 3 years after the end of the fiscal year. (GRS 5-3)

DISPOSITION NO.: N2-6 A and B

UNCLASSIFIED

UNCLASSIFIED

Working File

This file consists of reference records maintained by Chief, N2, used to help in reviewing past and present budget planning.

DATE SPAN: UNAVAILABLE

LOCATION: N2

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer of reference value. (002B)

DISPOSITION NO.: N2-7

UNCLASSIFIED

UNCLASSIFIED

**N21
BUDGET
FORMULATION
AND
EXECUTION**

UNCLASSIFIED

UNCLASSIFIED

Administrative/Management File

This file contains records describing the N21 work center, including mission and function records, personnel duty descriptions, training records, security records, and calendar of event items pertaining to N21 and its divisions.

DATE SPAN: 1984 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI produced or unique materials- Permanent. Close annually. Transfer to NCRC 3 years after closing.

B. All others- Destroy when no longer required for operations.

DISPOSITION NO.: N21-1 A and B

Manpower Measurement Reports File

This file contains manpower measurement reports for N21.

DATE SPAN: 1984 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 2 documents

CLASSIFICATION: SECRET

DISPOSITION: Destroy when program is completed, cancelled, or becomes obsolete. (002A)

DISPOSITION NO.: N21-2

DELETED: 9 Aug. 1991

UNCLASSIFIED

UNCLASSIFIED

Courses File

This file contains course material for MR 451, MD 200, and MD 300 for N21 reference purposes.

DATE SPAN: 1989 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 3 records

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded, obsolete or no longer required for operations (GRS 23-1) (001B).

DISPOSITION NO.: N21-3

General Reference File

This file contains directives, manuals, circulars, and regulations (both NSA and non-NSA originated) that apply to the N21 mission.

DATE SPAN: 1984 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI Originated Policy Records: Permanent. Transfer to NCRC.

B. All Other Records: Destroy when superseded or obsolete.(002B)

DISPOSITION NO.: N21-4A and B

UNCLASSIFIED

UNCLASSIFIED

Personnel File

This file consists of unofficial personnel records for N21 employees.

DATE SPAN: 1984 to Present
LOCATION: N21
STORAGE MEDIA: Paper
VOLUME: .5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)
DISPOSITION NO.: N21-5

Budget File

This file contains guidance (both NSA and externally originated), historical information, manpower data, and related records.

DATE SPAN: 1989 to Present
LOCATION: N21
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN
DISPOSITION: Permanent. Close annually. Retain locally 2 years then transfer to NCRC. (002A)
DISPOSITION NO.: N21-6

UNCLASSIFIED

UNCLASSIFIED

Budget Estimate (External) File

This file contains information, both past and present, dealing with budget estimates external to NSA.

DATE SPAN: 1984 to Present
LOCATION: N21
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Retained 5 years. Destroy when no longer required for operations. (GRS 5-3)
DISPOSITION NO.: N21-7

Execution File

This file consists of records dealing with Gramm-Rudman-Hollings, Quarterly Management Reviews, Stock Funds, Undergraduate Training Programs, and related topics that deal with execution as it pertains to the N21 mission.

DATE SPAN: 1986 to Present
LOCATION: N21
STORAGE MEDIA: Paper
VOLUME: 5 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: A. OPI produced or unique materials- Permanent. Transfer to NCRC when no longer required for operations.
B. Others- Destroy when no longer required for operations. (002A)
DISPOSITION NO.: N21-8 A and B

UNCLASSIFIED

UNCLASSIFIED

*Corporate Review Budget File

This file contains past and present material dealing with the corporate review budget.

DATE SPAN: 1986 to Present

LOCATION: N21

STORAGE MEDIA: Paper/Slides

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Transfer hard copy to NCRC when no longer required for operations.
B. All other reports- Destroy 3 years after the end of the fiscal year. (GRS 5-3)

DISPOSITION NO.: N21-9 A and B

DELETED: 9 AUG. 1991

*Program Objectives Memorandum (POM) File

This file contains items, past and present, related to the POM.

DATE SPAN: 1988 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. OPI- Permanent. Close annually then transfer to NCRC when no longer required for operations.
B. All others- Destroy when program is completed, cancelled, or becomes obsolete. (002A)

DISPOSITION NO.: N21-10 A and B

UNCLASSIFIED

UNCLASSIFIED

*Program Forecast File

This file contains information on past and present reviews dealing with program forecasts.

DATE SPAN: 1984 to Present

LOCATION: N21

STORAGE MEDIA: Paper/Slides

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI- Permanent. Close annually. Transfer hardcopy to NCRC when no longer required for operations.
B. All others- Destroy when program is completed, cancelled, or becomes obsolete. (002A)

DISPOSITION NO.: N21-11 A and B

*Crosswalks File

This file contains past and present information dealing with NSA CCP Crosswalks.

DATE SPAN: 1984 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually then transfer to NCRC when no longer required for operations.
B. All others- Destroy when program is completed, cancelled, or becomes obsolete. (002A)

DISPOSITION NO.: N21-12 A and B

UNCLASSIFIED

UNCLASSIFIED

*Budget Estimate (Internal) File

This file contains information, past and present, as it pertains to budget estimates internal to NSA.

DATE SPAN: 1986 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Retained 5 years. Destroy when no longer required for operations. (GRS 5-3)

DISPOSITION NO.: N21-13

*Program Budget Decision (PBD) File

This file contains information on PBD's that affect NSA as related to the N21 mission.

DATE SPAN: 1987 to Present

LOCATION: N21

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 2 years old or when no longer required for operations. (GRS 5-1)

DISPOSITION NO.: N21-14

UNCLASSIFIED

UNCLASSIFIED

N22
PROGRAMS
CONTROL

UNCLASSIFIED

UNCLASSIFIED

Communications Resource Program (CRP) File

DISPOSITION NO.: N22-1

TRANSFERRED TO: N24-38 13 SEPT 1991

Computer Security Program (CSP) File

DISPOSITION NO.: N22-2

TRANSFERRED TO: N24-39 13 SEPT 1991

Tactical Cryptologic Program / Congressional Justification
Books (TCP/CJB) File

This file contains past and present books describing programs and budget information for the TCP.

DATE SPAN: 1983 to Present

LOCATION: N22

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI produced or unique materials- Permanent. Transfer to NCRC when no longer required for operations.

B. All others- destroy when no longer required for operations. (002B)

DISPOSITION NO.: N22-3 A and B

DELETED: 9 Aug. 1991

UNCLASSIFIED

UNCLASSIFIED

Tactical Cryptologic Program File

This file contains project and budget information relating to TCP. Policy and Programming guidance, regs, CJBs, Budget Estimates Summary (BES), and incoming and outgoing correspondence (memos, letters, reports).

DATE SPAN: 1984 to Present

LOCATION: N22

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually and transfer to the NCRC when no longer required for operations.

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

DISPOSITION NO.: N22-4

DELETED: 9 Aug. 1991

Forms and Administrative Files

DISPOSITION NO.: N22-5

TRANSFERRED TO: N24-40 13 SEPT 1991

Suggestion Awards File

DISPOSITION NO.: N22-6

TRANSFERRED TO: N24-41 13 SEPT 1991

UNCLASSIFIED

UNCLASSIFIED

Working Aids File

DISPOSITION NO.: N22-7

TRANSFERRED TO: N24-42 13 SEPT 1991

Subject File

DISPOSITION NO.: N22-8

TRANSFERRED TO: N24-43 13 SEPT 1991

UNCLASSIFIED

UNCLASSIFIED

Defense Resources Board Issue Books (Historical) File

This file contains budget related issue books.

DATE SPAN: 1984 to Present
LOCATION: N22
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Retained locally 2 years. Delete or destroy
when no longer required for operations.
DISPOSITION NO.: N22-9

Course and Briefing Material File

This file contains vu-graphs, slides, and narrative for briefings
and courses provided by N22.

DATE SPAN: 1984 to Present
LOCATION: N22
STORAGE MEDIA: Paper/Slides/Vu-graphs
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when superseded, obsolete or no longer
required for operations.
DISPOSITION NO.: N22-10

Defense Programs and Budget File

DISPOSITION NO.: N22-11
TRANSFERRED TO: N24-44 13 SEPT 1991

UNCLASSIFIED

UNCLASSIFIED

NSAC 25-5 Documentation Tracking File

This is an information file providing requirement numbers for tracking information on documentation for NSAC 25-5 projects.

DATE SPAN: Oct. 1987 to Present

LOCATION: N22

STORAGE MEDIA: Disk

HARDWARE: SUN

SOFTWARE: INTERLEAF

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET

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

DISPOSITION NO.: N22-12

UNCLASSIFIED

UNCLASSIFIED

Procurement Request Data Base

This data base contains complete information files on all PRs processed by N22.

DATE SPAN: 1988 to Present

LOCATION: N22

STORAGE MEDIA: Disk

HARDWARE: SUN

SOFTWARE: INGRES QBF

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET

DISPOSITION: Contract related files:

- 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)) (002-4a)
- B. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment. (GRS 3-3a(2)) (002-4a)

DISPOSITION NO.: N22-13 A and B

UNCLASSIFIED

UNCLASSIFIED

ADP Acquisition Case File
(SADPPPO- Senior Automated Data Processing Policy Official)

This file contains records related to the approval of acquisitions of major ADP resources.

DATE SPAN: UNAVAILABLE

LOCATION: N22

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Transfer to NCRC when 7 years old.

DISPOSITION NO.: N22-14

UNCLASSIFIED

UNCLASSIFIED

Project File

This file contains NSAC 25-5 and NSAC 25-17 documentation and other pertinent data for projects programmed for the CCP, CSP, TCP, and CDP.

DATE SPAN: UNAVAILABLE

LOCATION: N22

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK

DISPOSITION: Destroy upon termination or completion of project.

DISPOSITION NO.: N22-15

UNCLASSIFIED

UNCLASSIFIED

DB 255 Data Base

DB 255 is a project tracking data base. It contains descriptions, milestones and funding information on NSA system developments.

DATE SPAN: 1982 to Present
LOCATION: N22
STORAGE MEDIA: Disk
HARDWARE: FLANNEL
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET
DISPOSITION: Delete or destroy when no longer needed for operations. (002A)
DISPOSITION NO.: N22-16

*Systems Review Group (SRG) File

This file contains detailed information on projects that have been reviewed by the Systems Review Group.

DATE SPAN: Current
LOCATION: N22
STORAGE MEDIA: Disk
HARDWARE: SUN
SOFTWARE: INGRES
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Close annually. Delete or destroy when no longer needed for operations.(002A)
DISPOSITION NO.: N22-17

UNCLASSIFIED

UNCLASSIFIED

*SADPPO (Senior Automated Data Processing Policy Official)
Data Base

This file contains records related to the acquisition of major ADP resources.

DATE SPAN: 1987 to Present
LOCATION: N22
STORAGE MEDIA: Disk
HARDWARE: SUN
SOFTWARE: INGRES QBF
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: N22-18

*N22 Funding Hold Data Base

This file contains detailed information on projects that have had their funding held for various reasons.

DATE SPAN: 1989 to Present
LOCATION: N22
STORAGE MEDIA: Disk
HARDWARE: SUN
SOFTWARE: INGRES QBF
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually. Delete or destroy when no longer needed for operations.(002A)
DISPOSITION NO.: N22-19

UNCLASSIFIED

UNCLASSIFIED

**N23
MANPOWER
AND
ORGANIZATION**

UNCLASSIFIED

UNCLASSIFIED

Resource Authorization Document (RAD) Data Base

This file contains authorization documents used to keep control of civilian and military billets.

DATE SPAN: UNAVAILABLE
LOCATION: N233
STORAGE MEDIA: DASD
HARDWARE: ADMIN (CARILLON)
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Delete or destroy when no longer required for operations.
DISPOSITION NO.: N23-1

Resource Management Data Systems (RMDS) File

This file contains personnel/manpower statistical budgetary information used to create reports.

DATE SPAN: Current
LOCATION: N23 (T324)
STORAGE MEDIA: DASD
HARDWARE: CARILLON
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Delete or destroy 1 year after the close of the fiscal year covered by the budget or when no longer required for operations. (GRS 5-2)
DISPOSITION NO.: N23-2

UNCLASSIFIED

UNCLASSIFIED

Billets (TD, TDVAR, VARNPDT) Data Base

This data base contains the current Agency Table of Distribution. A separate file holds pending changes.

DATE SPAN: Current
LOCATION: N23
STORAGE MEDIA: Hard Disk
HARDWARE: ADMIN (CARILLON)
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when superseded or no longer needed for operations.
DISPOSITION NO.: N23-3

TDACT Data Base

This file contains a (historical) record of Table of Distribution changes.

DATE SPAN: 1985 to Present
LOCATION: N23
STORAGE MEDIA: Hard Disk
HARDWARE: ADMIN (CARILLON)
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Delete or destroy when superseded or no longer needed for operations.
DISPOSITION NO.: N23-4

UNCLASSIFIED

UNCLASSIFIED

Activity Data Base

This file contains a record of all changes to the Table of Distribution for the current and past three years.

DATE SPAN: 1985 - 1988

LOCATION: N23

STORAGE MEDIA: Hard Disk

HARDWARE: ADMIN (CARILLON)

SOFTWARE M204

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET

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

DISPOSITION NO.: N23-5

DELETED: 12 AUG. 1991

UNCLASSIFIED

UNCLASSIFIED

TD HIST Data Base

This file contains the Table of Distribution at the end of each fiscal year for the past nine years.

DATE SPAN: 1982 to Present
LOCATION: N23
STORAGE MEDIA: Hard Disk
HARDWARE: ADMIN (CARILLON)
SOFTWARE: M204
VOLUME: UNAVAILABLE
CLASSIFICATION: SECRET
DISPOSITION: Permanent. Retain by OPI. Transfer hardcopy to NCRC after 9 years or when no longer required for operations.
DISPOSITION NO.: N23-6

Wang Alliance Data Base

DISPOSITION NO.: N23-7
TRANSFERRED TO: N32-7 13 Sept. 1991

SEACPS (CCPS) Audit Trail File

DISPOSITION NO.: N23-8
TRANSFERRED TO: N24-45 13 Sept. 1991

Correspondence File

DISPOSITION NO.: N23-9
TRANSFERRED TO: N33-1 13 Sept. 1991

UNCLASSIFIED

UNCLASSIFIED

N233 Miscellaneous File

DISPOSITION NO.: N23-10

TRANSFERRED TO: N33-2 13 Sept. 1991

SEACPS (CCPS) Data Base

DISPOSITION NO.: N23-11

TRANSFERRED TO: N33-3 13 Sept. 1991

CCPHIST Data Base

DISPOSITION NO.: N23-12

TRANSFERRED TO: N33-4 13 Sept. 1991

CCPH Data Base

DISPOSITION NO.: N23-13

TRANSFERRED TO: N33-5 13 Sept. 1991

CCPSUM Data Base

DISPOSITION NO.: N23-14

TRANSFERRED TO: N33-6 13 Sept. 1991

Codes Data Base

DISPOSITION NO.: N23-15

TRANSFERRED TO: N33-7 13 Sept. 1991

UNCLASSIFIED

UNCLASSIFIED

NTEXT Data Base

DISPOSITION NO.: N23-16

TRANSFERRED TO: N33-8 13 Sept. 1991

NBASIS Data Base

DISPOSITION NO.: N23-17

TRANSFERRED TO: N33-9 13 Sept. 1991

UNCLASSIFIED

UNCLASSIFIED

*Mission and Function Data Base

This file contains current Agency organizational mission and function statements.

DATE SPAN: Current

LOCATION: N23

STORAGE MEDIA: Hard Disk

HARDWARE: SUN

SOFTWARE: INTERLEAF

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI - Permanent. Transfer hardcopy to the NCRC when superseded or 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.: N23-18 A and B

UNCLASSIFIED

UNCLASSIFIED

*Organization Data File

This file contains current Agency organizational structure data.

DATE SPAN: Current
LOCATION: N23
STORAGE MEDIA: Hard Disk
HARDWARE: SUN
SOFTWARE: INTERLEAF
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: A. OPI - Permanent. Transfer hardcopy to the NCRC when superseded or 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.: N23-19 A and B

*NSA/CSS Committee Management Register

This file contains a listing of the committee affiliations and sponsorships by and within the NSA/CSS.

DATE SPAN: Current
LOCATION: N23
STORAGE MEDIA: Paper
VOLUME: UNAVAILABLE
CLASSIFICATION: TOP SECRET NOFORN
DISPOSITION: Delete or destroy when superseded, obsolete, or no longer required for reference.
DISPOSITION NO.: N23-20

list contact, phone, & responsibility



PL 86-36/50 USC 3605

UNCLASSIFIED

N24
PROGRAM
AND
BUDGET
DEVELOPMENT

UNCLASSIFIED

UNCLASSIFIED

SIGINT Budget Materials File

This file consists of A, W, P5 Group SIGINT budget materials and related background information on specific target areas, including file copies of budget briefings.

DATE SPAN: 1986 to Present
LOCATION: N241
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5-2)
DISPOSITION NO.: N24-1

CCP Budget Material File

This file consists of background materials to the Consolidated Cryptologic Program (CCP) for B Group, and miscellaneous target areas.

DATE SPAN: 1987 to Present
LOCATION: N241
STORAGE MEDIA: Paper
VOLUME: 2.5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5-2).
DISPOSITION NO.: N24-2

UNCLASSIFIED

UNCLASSIFIED

CCP/SAFSS Crosswalk File

This file consists of budget and background materials and records on Consolidated Cryptologic Program/Special Air Force Security Service (CCP/SAFSS) crosswalks, including budget submissions and Congressional Budget Justification Books (CBJBs).

DATE SPAN: 1983 to Present

LOCATION: N241

STORAGE MEDIA: Paper/Film

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retained by OPI for 3 years. Transfer hardcopy to NCRC. (002A)

DISPOSITION NO.: N24-3

CCP/GDIP/CIAP Crosswalk File

This file consists of background materials used for conducting Consolidated Cryptologic Program/General Defense Intelligence Program/Central Intelligence Agency Program (CCP/GDIP/CIAP) crosswalks, including budget and financial data program descriptions.

DATE SPAN: 1986 to Present

LOCATION: N241

STORAGE MEDIA: Paper/Film

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retained by OPI for 3 years. Transfer hardcopy to NCRC. (002A)

DISPOSITION NO.: N24-4

UNCLASSIFIED

UNCLASSIFIED

Terrorism/Narcotics File

This file consists of G Group and related budget documentation on terrorism/narcotics, including background materials.

DATE SPAN: UNAVAILABLE

LOCATION: N241

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy 1 year after close of fiscal year covered by the budget. (GRS 5-2)

DISPOSITION NO.: N24-5

National Foreign Intelligence Council

This file consists of copies of issue and background papers prepared for DIRNSA meetings.

DATE SPAN: UNAVAILABLE

LOCATION: N241

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retained by OPI for 5 years then transfer to the NCRC.

DISPOSITION NO.: N24-6

UNCLASSIFIED

UNCLASSIFIED

Graphics File

This file consists of graphics needed for corporate reviews, budget related training, and related topics.

DATE SPAN: Current
LOCATION: N242
STORAGE MEDIA: Paper/Floppy Disk
HARDWARE: PC
SOFTWARE: Harvard Graphics
VOLUME: 200 records
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK/B
DISPOSITION: Retain locally 2 years. Delete or destroy when no longer needed for operations.
DISPOSITION NO.: N24-7

Administrative File

This file contains information regarding security, training, visitor requests, identification badges, and other N242 office administrative functions.

DATE SPAN: 1986 to Present
LOCATION: N24
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Retain locally 3 years. Destroy when no longer needed for operations.(GRS 23-1) (001B)
DISPOSITION NO.: N24-8

UNCLASSIFIED

UNCLASSIFIED

Daily File

This file contains incoming correspondence (primarily Director of Central Intelligence/Office of the Secretary of Defense/Office of Management and Budget (DCI/OSD/OMB)) pertaining to the Consolidated Cryptologic Program (CCP).

DATE SPAN: 1986 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK/B

DISPOSITION: Permanent. Retain locally 2 years then transfer to NCRC.

DISPOSITION NO.: N24-9

Reference File

This file contains background and reference information pertaining to the Consolidated Cryptologic Program (CCP).

DATE SPAN: 1986 to Present

LOCATION: N242

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK/B

DISPOSITION: A. OPI produced or unique materials: Permanent. Transfer to NCRC when no longer required for operations.

B. All others: Destroy when no longer required for operations.(002B)

DISPOSITION NO.: N24-10 A and B

UNCLASSIFIED

UNCLASSIFIED

Working File

This file contains information on the Consolidated Cryptologic Program (CCP) and other budget related topics such as manpower and aggregations (referenced on a daily basis).

DATE SPAN: Current

LOCATION: N242

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK/B

DISPOSITION: Destroy when superseded, obsolete or no longer needed for operations. (002A)

DISPOSITION NO.: N24-11

Annual CCP File

This file contains program and budget information for projects and initiatives in the Consolidated Cryptologic Program (CCP).

DATE SPAN: 1987 to Present

LOCATION: N242

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, TK/B

DISPOSITION: A. OPI- Permanent. Close annually and transfer to NCRC when no longer required for operations.

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

DISPOSITION NO.: N24-12 A and B

UNCLASSIFIED

UNCLASSIFIED

Mission and Functions File

This file consists of mission and functions records for N241 and its subdivisions, as well as work center descriptions and personnel duties.

DATE SPAN: 1985 to Present
LOCATION: N241
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: N24-13

CBJB (Congressional Budget Justification Book) File

This file contains project descriptions and budget justification information for the Consolidated Cryptologic Program.

DATE SPAN: 1977 to Present
LOCATION: N243
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.(002A)
DISPOSITION NO.: N24-14

UNCLASSIFIED

UNCLASSIFIED

Question for Record (QFR) File

This file consists of questions tasked by Congresspersons or their staffs and NSA responses to the questions.

DATE SPAN: 1984 to Present
LOCATION: N243
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.
DISPOSITION NO.: N24-15

Subject File

This file contains incoming and outgoing correspondence, reports, budget guidance, legislation, personnel and facilities data, and other information required in performance of N24's mission.

DATE SPAN: 1986 to Present
LOCATION: N243
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Retain locally 3 years then transfer to the NCRC. Delete or destroy when no longer required for operations.
DISPOSITION NO.: N24-16

UNCLASSIFIED

UNCLASSIFIED

Reprogramming File

This file consists of correspondence and back-up material on each project for which reprogramming of funds has been requested or acted on by NSA.

DATE SPAN: 1983 to Present
LOCATION: N243
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.(002A)
DISPOSITION NO.: N24-17

Committee File

This file contains records of Congressional hearings, testimony before committees, briefing to Congresspersons and their staffs, and related committee actions and reports impacting on NSA.

DATE SPAN: 1986 to Present
LOCATION: N243
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.
DISPOSITION NO.: N24-18

UNCLASSIFIED

UNCLASSIFIED

Graphics File

This file consists of vugraphs, slides, hardcopy graphics depicting various aspects of NSA projects, programs, budget issues and related information.

DATE SPAN: 1986 to Present
LOCATION: N243
STORAGE MEDIA: Film/Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Destroy when superseded, obsolete or no longer required for operations.
DISPOSITION NO.: N24-19

Consolidated Cryptologic Program (CCP) Budget Charts File

This file consists of CCP budget graphs and charts on disk.

DATE SPAN: 1988 to Present
LOCATION: N24
STORAGE MEDIA: Floppy Disk
HARDWARE: IBM EMR-AT
SOFTWARE: Harvard Graphics
VOLUME: 25 floppy disks
CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION: Close annually. Delete or destroy disks when no longer needed for operations. (002A)
DISPOSITION NO.: N24-20

UNCLASSIFIED

UNCLASSIFIED

Tactical Cryptologic Program (TCP) File

This file contains project and budget information relating to TCP, policy and program guidance, regulations, CJBs, BES, correspondence and reports.

DATE SPAN: 1984 to Present

LOCATION: N244/P08

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually and transfer to the NCRC when no longer required for operations.

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

DISPOSITION NO.: N24-21 A and B

Communications Resources Program (CRP) File

This file contains project and budget material, legislative proposals, CJBs, correspondence and policy programming guidance pertaining to CRP.

DATE SPAN: 1984 to Present

LOCATION: N244/S4

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.

DISPOSITION NO.: N24-22

UNCLASSIFIED

UNCLASSIFIED

Computer Security Program (CSP) File

This file contains programming and budgeting material, policy guidance, correspondence, PDMS, PBDs, Congressional reports, BES, pertaining to the CSP.

DATE SPAN: 1984 to Present
LOCATION: N244/S4
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Permanent. Transfer to the NCRC.
DISPOSITION NO.: N24-23

Tactical Cryptologic Program Congressional Justification (TCPCJBs) File

This file contains past and present books describing programs and budget information for TCP.

DATE SPAN: 1981 to Present
LOCATION: N244/P08
STORAGE MEDIA: Paper
VOLUME: 7 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Transfer to NCRC. (002A)
DISPOSITION NO.: N24-24

UNCLASSIFIED

UNCLASSIFIED

Forms and Administrative File

This file contains forms, glossaries, courier badge data, trip reports, mission and function statements, and personnel information.

DATE SPAN: 1984 to Present

LOCATION: N244

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

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

B. Administrative Records: Retain for 3 years.

DISPOSITION NO.: N24-25 A and B

Working Aids File

This file contains information on a five-year plan, regulations and manuals, PMRG books, computer security manuals, Congressional reports.

DATE SPAN: 1983 to Present

LOCATION: N244

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.: N24-26

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains incoming and outgoing memoranda, reports, guidance, POM, PBDs, DRB issues, BES, Gramm-Rudman guidance, defense guidance, and other programming and budgeting data.

DATE SPAN: 1984 to Present
LOCATION: N244
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Retain in office 5 years. Transfer to the NCRC.
DISPOSITION NO.: N24-27

Defense Resources Board Issue Books (Historical) File

This file contains budget related issue books.

DATE SPAN: 1984 to Present
LOCATION: N244
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Permanent. Transfer to the NCRC. (002A)
DISPOSITION NO.: N24-28

UNCLASSIFIED

UNCLASSIFIED

Course and Briefing Material File

This file contains defense programs and budget briefing and course material, including vugraphs, slides, and narrative.

DATE SPAN: 1984 to Present
LOCATION: N244
STORAGE MEDIA: Paper/Slides/Vugraphs
VOLUME: 1 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: N24-29

Defense Programs and Budget Data Support File

This file contains WANG, 860 User Manuals and POMs.

DATE SPAN: 1984 to Present
LOCATION: N244
STORAGE MEDIA: Paper
VOLUME: 1 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: A. Extra POMs: Destroy when superseded or obsolete.
B. WANG Manuals: Destroy when superseded or obsolete.
DISPOSITION NO.: N24-30 A and B

UNCLASSIFIED

UNCLASSIFIED

Corporate Review Budget File

This file contains information for budget related briefings given to the Director for the decision making process throughout the year.

DATE SPAN: 1984 to Present
LOCATION: N24
STORAGE MEDIA: Paper/Slides
VOLUME: 4 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD, TK/B
DISPOSITION: Destroy when superseded or no longer required for operations.(002A)
DISPOSITION NO.: N24-31

POM File

This file contains Program Objective Memorandums (POM).

DATE SPAN: 1988 to Present
LOCATION: N24
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: A. OPI- Permanent. Close annually and transfer to NCRC when no longer required for operations.
B. All others- Destroy when program is completed, cancelled or becomes obsolete.
(002A)
DISPOSITION NO.: N24-32 A and B

UNCLASSIFIED

UNCLASSIFIED

Program Forecast File

This file contains background information for staff reviews of the CCP prior to the budget submission.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper/Slides

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, TK/B

DISPOSITION: A. Hard copy: Permanent. Transfer to NCRC when no longer required for operations.

B. Slides: Destroy when no longer needed for operations.(002A)

DISPOSITION NO.: N24-33

Crosswalks File

This file contains background information dealing with NSA CCP Crosswalks, including GDIP, CIA, SAFSS, and the TCP.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK/B

DISPOSITION: Destroy when no longer needed for operations.(002A)

DISPOSITION NO.: N24-34

UNCLASSIFIED

UNCLASSIFIED

Budget Estimate (Internal) File

This file contains charts and exhibits which break down NSA's budget for incorporation into the overall DoD submission.

DATE SPAN: 1984 to Present
LOCATION: N24
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy 3 years after the end of the fiscal year. (GRS 5-3)
DISPOSITION NO.: N24-35

PBD (Program/Budget Decision) File

This file contains budget information from internal agencies that affect the NSA budget submission to DoD.

DATE SPAN: 1987 to Present
LOCATION: N24
STORAGE MEDIA: Paper
VOLUME: 1cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Destroy 1 year after close of the fiscal year covered by the budget. (GRS 5-2)
DISPOSITION NO.: N24-36

UNCLASSIFIED

SEACPS Program/Budget File

This file consists program/budget financial data for the CCP.

DATE SPAN: 1987 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Retain hard copy 3 years then transfer to NCRC. Delete or destroy when no longer required for operations. (File is also maintained electronically by OPI- N233)

DISPOSITION NO.: N24-37

Communications Resource Program (CRP) File

This file contains project and budget material, legislative proposals, Congressional Justification Books (CJBs), incoming and outgoing correspondence, and policy and programming guidance pertaining to the CRP.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI- Permanent. Close annually and transfer to the NCRC when no longer required for operations.

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

DISPOSITION NO.: N24-38 A and B

UNCLASSIFIED

UNCLASSIFIED

Computer Security Program (CSP) File

This file contains programming and budget material, policy guidance, incoming and outgoing correspondence (memos, letters, reports), PDMs, PBDs, Congressional reports, BES, pertaining to the CSP.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI- Permanent. Close annually and transfer to the NCRC when no longer required for operations.

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

DISPOSITION NO.: N24-39 A and B

UNCLASSIFIED

UNCLASSIFIED

Forms and Administrative Files

This file contains blank forms required by personnel in the office. It also contains read files, glossaries, courier badge info, security and special access files (records and reports), trip reports, mission and function statement and personnel files.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Key Component and group materials- Permanent. Transfer to NCRC after 3 years.
B. Personnel Files- Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (003)
C. All others- Destroy or delete after 3 years or until no longer required for operations. (GRS 23-5)

DISPOSITION NO.: N24-40 A, B and C

UNCLASSIFIED

UNCLASSIFIED

*Suggestion Awards File

This file contains past and present records of suggestions and correspondence pertaining to these suggestions in the N organization.

DATE SPAN: 1982 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: SECRET

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

DISPOSITION NO.: N24-41

Working Aids File

This file contains the Five Year Defense Plan, regulations and manuals, PMRG books, computer security manuals, and Congressional reports.

DATE SPAN: 1983 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI Produced or unique materials- Permanent. Transfer to NCRC when no longer required for operations.
B. All others- Destroy when no longer required for operations. (002B)

DISPOSITION NO.: N24-42 A and B

UNCLASSIFIED

UNCLASSIFIED

Subject File

This file contains incoming and outgoing memos, reports, guidance, Program Objectives Memorandum (POMs), Program Budget Decisions (PBDs), Defense Resources Board (DRB) Issues, Budget Estimates Summary (BES), Gramm-Rudman guidance, Defense Guidance, and other reports pertaining to programming and budgeting.

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI produced or Unique materials- Permanent. Transfer to NCRC when no longer required for operations.
B. All others- Destroy when no longer required for operations. (002A)

DISPOSITION NO.: N24-43 A and B

Defense Programs and Budget File

This file contains Wang and 860 user manuals, and extra Program Objectives Memorandum (POMs).

DATE SPAN: 1984 to Present

LOCATION: N24

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

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

DISPOSITION NO.: N24-44

UNCLASSIFIED

UNCLASSIFIED

SEACPS (CCPS) Audit Trail File

This file contains SEACPS fiscal and manpower audit trail records of changes to program and budget phases in SEACPS.

DATE SPAN: UNAVAILABLE

LOCATION: N24

STORAGE MEDIA: Paper/Magnetic Tape (6250 bpi)

VOLUME: 10,000 records per year

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Retained by OPI for 7 years. Delete or destroy when no longer required for operations.

DISPOSITION NO.: N24-45

UNCLASSIFIED

UNCLASSIFIED

*Infrastructure/Support File

Data on DDIL, DDET, DDR, DDT, DDA, and Hg Management and related program and budget documentation, including background materials.

DATE SPAN: 1989 to Present

LOCATION: N241

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy 1 year after close of the fiscal year covered by the budget.

DISPOSITION NO.: N24-46

UNCLASSIFIED

UNCLASSIFIED

**N3
DIRECTOR
OF
SYSTEMS MANAGEMENT
AND
ANALYSIS**

UNCLASSIFIED

DIRECTOR OF SYSTEMS MANAGEMENT AND ANALYSIS

The Director of Systems Management and Analysis is responsible to the DDPR for the development, implementation and maintenance of an information systems and data processing structure that will provide for rapid and reliable access to resource management information and an automated finance and accounting production system; the production and presentation of studies and recommendations pertaining to resource availability and use; Contractor Performance Measurement; Management Information Reports; and a range of other management services to DDPR and other Agency organizations.

Primary functions include:

1. Developing, implementing and maintaining resource management automation systems throughout DDPR which are responsive to production, data generation, and maintenance needs, minimizing manual operations and enhancing analytical capabilities.
2. Developing, implementing and maintaining computer-based finance and accounting systems in support of the Agency's world-wide financial responsibilities and interests.
3. Serving as the System Architect to oversee all planning for future DDPR automation.
4. Providing decision analysis services to the DDPR, the DDPR Directorates, and other Agency elements.
5. Exploring commercially available state-of-the-art computer products which satisfy current and future DDPR requirements and infusing relevant technology into the work environment.
6. Chairing the Agency-wide Working Group for the Computer Support to Resources Management (CSRМ).
7. Prototyping and sponsoring the development of a corporate level Executive Information System.
8. Serving as the Executive Agent for Project MOONPORT to establish an architecture for accurate, timely, corporate resources management information for DDPR and other Key Components.

FOR OFFICIAL USE ONLY

9. Developing and presenting analyses and recommendations pertaining to economic and resource availability.
10. Developing and maintaining the NSA/CSS Future Year Financial Systems Management Plan.
11. Formulating and establishing Agency policy for Contract Performance Management (CPM) implementation.
12. Providing a range of management services, such as management consulting, and management information systems to the DDPR, the DDPR Directorates, and other Agency elements.

FOR OFFICIAL USE ONLY

UNCLASSIFIED

**N31
ANALYTIC
SERVICES**

UNCLASSIFIED

UNCLASSIFIED

CPMS Contract File

This file contains Contractor Performance Measurement System (CPMS) records. Included are component submissions, evaluation of contract performance, notes, HP computer outputs, CPM reports, and other miscellaneous information.

DATE SPAN: UNAVAILABLE
LOCATION: N31
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy or delete upon completion or termination of contract. (GRS 3-3c)
DISPOSITION NO.: N31-1

Contractor Performance Measurement System (CPAS) Data Base

This is the central data base for contractor performance measurement data on all qualified Agency contracts.

DATE SPAN: 1976 to Present
LOCATION: N31
STORAGE MEDIA: Hard Disk
HARDWARE: HP9845B
SOFTWARE: MICOM/FCOPY/GRAPHICS HP BASIC/Query 45
VOLUME: 120 megabytes
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when superseded or no longer needed for operations.
DISPOSITION NO.: N31-2
DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

SIGINT Functional Resource Allocation Study

This is a macroanalytic study.

DATE SPAN: FY 1980 - FY 1990

LOCATION: N31

STORAGE MEDIA: Hardcopy/35 mm Microfilm

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A.Paper: Destroy when no longer needed for operations.

B.Microfilm: Permanent. Transfer to NCRC when no longer required for operations.

DISPOSITION NO.: N31-3 A and B

DELETED: 10 SEPT. 1991

Gramm-Rudman-Hollings File

This file contains the study "Potential Gramm-Rudman-Hollings Cuts in NSA CCP Non-Pay O&M Funding."

DATE SPAN: FY 1976 - FY 1987

LOCATION: N31

STORAGE MEDIA: Hardcopy

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Permanent. Transfer to NCRC after 10 years or sooner if no longer required for operations.

DISPOSITION NO.: N31-4

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Program Analysis File

This file contains the record copy of program analysis - a study of investment expenditures, operations expenditures and their trends and relationships at NSA.

DATE SPAN: 1984 - 1988

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Permanent. Transfer to NCRC after 10 years or sooner if no longer needed for operations.

DISPOSITION NO.: N31-5

DELETED: 10 SEPT. 1991

Training Study File

This file analyzes contractor-based vs. in-house training at the National Cryptologic School, focusing on costs of instruction.

DATE SPAN: 1984 - 1988

LOCATION: N31

STORAGE MEDIA: 35 mm Slides

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: N31-6

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Fiscal Year 1989 CCP Study File

This file consists of a macroanalytic study of changes during program development and execution for the FY 1989 CCP.

DATE SPAN:

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Permanent. Transfer to NCRC in 1996 or sooner if no longer needed for operations.

DISPOSITION NO.: N31-7

DELETED: 10 SEPT. 1991

O&M Task Force Report File

This file contains a report of the Operations and Maintenance task force.

DATE SPAN: 1987

LOCATION: N31

STORAGE MEDIA: Paper/35 mm Slides

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: N31-8

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

National Resource Plan (NRP) Supplement File

This file contains the NRP supplement to the SIGINT functional resource allocation study regarding manpower and billets.

DATE SPAN: 1987-1988

LOCATION: N31

STORAGE MEDIA: Floppy Disk/Paper

HARDWARE: PC

SOFTWARE: Lotus 1, 2, 3

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A. Paper Copy: Permanent. Transfer to NCRC after 10 years or sooner if no longer required for operations.

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

DISPOSITION No. N31-9 A and B

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Sole Source Justification Review Report and Study File

This file consists of detailed background studies of 346 sole source contracts, as well as follow-up reports.

DATE SPAN: 1987

LOCATION: N31

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: N31-10

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

New, Upgrade, Improvement or Replacement (NUIR) Study File

This file contains detailed information regarding CCP input of new, upgraded, improved, or replacement items.

DATE SPAN: 1987-1988

LOCATION: N31

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 2 cu. ft.

CLASSIFICATION: CONFIDENTIAL CODEWORD HVCCO

DISPOSITION: Destroyed by OPI when no longer required for operations.

DISPOSITION NO.: N31-11

DELETED: 10 SEPT. 1991

Decision Support Jobs File

This file contains support records for contracts, jobs, data gathered for the various support jobs decision making.

DATE SPAN: 1983 to Present

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Destroy after 10 years or sooner if no longer needed for operational purposes and contract has been completed or terminated.

DISPOSITION NO.: N31-12

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Decision Support Contracts File

This file contains copies of PRs, contracts, amendments, correspondence and monthly reports for analytic services performed by specific contractors.

DATE SPAN: 1983 to Present

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 10 years old or sooner if no longer required for operational purposes and contract has been completed or terminated.

DISPOSITION NO.: N31-13

DELETED: 10 SEPT. 1991

Decision Support Software File

This file contains software developed for programs to perform particular functions in decision support sessions and model builds.

DATE SPAN: 1986 to Present

LOCATION: N31

STORAGE MEDIA: Diskettes

HARDWARE: HPW

SOFTWARE: BASIC

VOLUME: .12 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: N31-14

UNCLASSIFIED

UNCLASSIFIED

PACES Data Base File

This computer file contains essential data employed in the Agency's cost estimating efforts.

DATE SPAN: 1988 - Present
LOCATION: N31
STORAGE MEDIA: Hard Disk/Paper
HARDWARE: IBM PC/XT
SOFTWARE: DB III, PACES
VOLUME: 10 cu. ft.
CLASSIFICATION: CONFIDENTIAL CODEWORD
DISPOSITION: Delete or destroy when no longer required for operational purposes.
DISPOSITION NO.: N31-15
DELETED: 10 SEPT. 1991

PACES Documentation File

This file contains cost estimation documentation manuals and program listings.

DATE SPAN: 1988
LOCATION: N31
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when superseded or obsolete.
DISPOSITION NO.: N31-16
DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Independent Consultant File

This is a project file documenting work performed by N323-independent consultants.

DATE SPAN: UNAVAILABLE

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Retain locally 1 year. Destroy when no longer required for operations.

DISPOSITION NO.: N31-17

DELETED: 10 SEPT. 1991

*Official Decision Support Reports File

This file contains reports generated by contractors on the various jobs for various elements of the Agency. They are made available, upon request, to affected organizations for reviewing work performed and for preparing and planning new work.

DATE SPAN: 1983 to Present

LOCATION: N31

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CODEWORD

DISPOSITION: Destroy when no longer required for operational purposes. (002B)

DISPOSITION NO.: N31-18

DELETED: 10 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

Quarterly Management Review File

This file consists of Quarterly Management Review (QMR) documents (NSA/CSS Regulation 112-18 documents the QMR requirement).

DATE SPAN: UNAVAILABLE

LOCATION: N31

STORAGE MEDIA: Paper/Microfiche

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Microfiche Copy of Fourth Quarter QMR: Permanent. Transfer master copy to NCRC.

B. All Other Records: Destroy after 3 years or when no longer required for operations.

DISPOSITION NO.: N31-19 A and B

UNCLASSIFIED

UNCLASSIFIED

**N32
SYSTEMS
MANAGEMENT**

UNCLASSIFIED

UNCLASSIFIED

Quarterly Management Review File

DISPOSITION NO.: N32-1

TRANSFERRED TO: N31-19 10 Sept. 1991

*TOOLS File

This file contains the data base for the N3 Equipment Inventory and the Interleaf Passwords.

DATE SPAN: UNAVAILABLE

LOCATION: N32

STORAGE MEDIA: Disk

HARDWARE: HPW

SOFTWARE: INGRES QBF

VOLUME:

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when superseded or no longer required for operations.

DISPOSITION NO.: N32-2

UNCLASSIFIED

UNCLASSIFIED

*HARDBASE File

This file contains the N3 Plant Property Inventory.

DATE SPAN: UNAVAILABLE
LOCATION: N32
STORAGE MEDIA: Disk
HARDWARE: PC
SOFTWARE: DB III
VOLUME:
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer required for operations.
DISPOSITION NO.: N32-3

*Computer Support of Resources Management File

This file contains documentation concerning the development of a management information system for resources management.

DATE SPAN: UNAVAILABLE
LOCATION: N32
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Retain locally 2 years. Delete or destroy when no longer required for operations.
DISPOSITION NO.: N32-4

UNCLASSIFIED

UNCLASSIFIED

*PRISES File

This file contains INGRES (the relational data base management system) data tables that contain program build and financial data drawn from master files stored in M204 on the FLANNEL system in CARILLON.

DATE SPAN: 1989 to Present

LOCATION: N32

STORAGE MEDIA: Disk

HARDWARE: SUN 3

SOFTWARE: INGRES SQL

VOLUME: 180 mb

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Delete or destroy when superseded or no longer required for operations.

DISPOSITION NO.: N32-5

UNCLASSIFIED

UNCLASSIFIED

Equipment Inventory File

This file contains a listing of serial numbers and decal numbers of all PC's within the DDPR.

DATE SPAN: UNAVAILABLE

LOCATION: N32

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: IBM PC

SOFTWARE: PFS WRITE

VOLUME: 1 folder/1 floppy disk

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.: N32-6

UNCLASSIFIED

UNCLASSIFIED

Wang Alliance Data Base

This data base contains electronic versions of documents and memoranda produced by N2.

DATE SPAN: 1985 to Present

LOCATION: N32

STORAGE MEDIA: 80 MB Hard Disk Pack

HARDWARE: WANG ALLIANCE Network (N203ASYS)

SOFTWARE: WANG Proprietary

VOLUME: 60 MB

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when no longer needed to produce hard copy. (GRS 23-2a)

DISPOSITION NO.: N32-7

UNCLASSIFIED

UNCLASSIFIED

N33
APPLICATIONS

UNCLASSIFIED

UNCLASSIFIED

Correspondence File

This file contains all official outgoing memoranda and correspondence originated by N33 and predecessor organizations.

DATE SPAN: 1983 to Present

LOCATION: N33

STORAGE MEDIA: Paper

VOLUME: 2 folders

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Correspondence or decision memoranda originated by key component chief, deputy chief, and chief of staff which concerns operational or program issues: Permanent. Close annually. Transfer to NCRC 3 years after closing. (001A)

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

DISPOSITION NO.: N33-1 A and B

UNCLASSIFIED

UNCLASSIFIED

N33 Miscellaneous File

This file contains information pertaining to training, personnel, budget planning, security, office management, and administration, as well as operational working files.

DATE SPAN: UNAVAILABLE

LOCATION: N33

STORAGE MEDIA: Paper

VOLUME: 25 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

B. Administrative Records: Destroy after 3 years or when no longer required for operations. (GRS 23-1) (001B)

DISPOSITION NO.: N33-2 A and B

UNCLASSIFIED

UNCLASSIFIED

SEACPS (CCPS) Data Base

This data base contains current numerical fiscal and manpower data necessary to support the program/budget build process and to produce budget related documents for the Consolidated Cryptologic Program (CCP) and defense programs. Also contains application software.

DATE SPAN: Current Year

LOCATION N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 20,000 records

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Retain on-line for 1 year then transfer (adm/forecast, & budget phases only) to CCPHIST. Write audit trail to paper and tape copies. Retained locally. Delete or destroy when no longer required for operations.

DISPOSITION NO.: N33-3

UNCLASSIFIED

UNCLASSIFIED

CCPHIST Data Base

This data base contains fiscal and manpower numerical data used to support the program/budget build process and to produce budget related documents (POMs, Forecasts, BESS, and the Presidential Budget).

DATE SPAN: 1983 to Present

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 40,000 records

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Transfer to tape when 7 years old. Transfer President's Budget Phase only to CCPH. Tapes retained locally. Delete or destroy when no longer required for operations.

DISPOSITION NO.: N33-4

UNCLASSIFIED

UNCLASSIFIED

CCPH Data Base

This historical data base is used to store fiscal and manpower numerical data used to produce the President's budget.

DATE SPAN: 1975 to 1982

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 64,000 records

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Permanent. Retained by OPI until no longer required for operations. Transfer hardcopy to NCRC.

DISPOSITION NO.: N33-5

CCPSUM Data Base

This working data base contains a summary of CCP data from the SEACPS data base and is used to produce ranking lists and external reports. Only one phase of SEACPS is contained at any time as a working file.

DATE SPAN: UNAVAILABLE

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 2,800 records

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Replace with new phase when required.

DISPOSITION NO.: N33-6

UNCLASSIFIED

UNCLASSIFIED

Codes Data Base

This data base contains all of the codes and titles of data fields used in the SEACPS, CCPHIST, CCPH, and CCPSUM data bases. It is used to amplify data retrieved from these data bases and to edit data inputs.

DATE SPAN: Current

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 20,000 records

CLASSIFICATION: SECRET CODEWORD

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

DISPOSITION NO.: N33-7

UNCLASSIFIED

UNCLASSIFIED

NTEXT Data Base

This data base contains current narratives and tabular data needed to support the program/budget build and to prepare budget related documents.

DATE SPAN: Previous Year

LOCATION: N33

STORAGE MEDIA: Disk/Magnetic Tape (6250 bpi)

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 200 MB/12 magnetic tapes per year

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Transfer data to magnetic tape after 1 year. Transfer tape output annually to NBASIS data base. Delete or destroy when no longer required for operations.

DISPOSITION NO.: N33-8

UNCLASSIFIED

UNCLASSIFIED

NBASIS Data Base

This data base is used for the storage and key word search and retrieval of historical budget related data (CCPs, CBJBs, QFRs, and other Congressional related budget products).

DATE SPAN: 1984 to Present

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: NBASIS

VOLUME: 4,000 records per year

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Retained by OPI. Delete or destroy when superseded or no longer required for operations.

DISPOSITION NO.: N33-9

UNCLASSIFIED

UNCLASSIFIED

*SEAHIST

This data base contains historical fiscal and manpower numerical data used to support the program/budget build process and to produce budget related documents (Program Objectives Memorandum (POMs), Forecasts, Budget Estimates Summaries (BESs), and the President's Budget.)

DATE SPAN: 1990 to Present

LOCATION: N33

STORAGE MEDIA: 3380 Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: MVS M204

VOLUME: 11,000 records per year

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: Transferred to tape after 7 years. Transfer President's Budget Phase only to CCPH (Consolidated Cryptologic Program History). Tapes retained by OPI. Delete or destroy when no longer required for operations.

DISPOSITION NO.: N33-10

UNCLASSIFIED

UNCLASSIFIED

NSAC 25-5 Documentation Tracking File

DISPOSITION NO.: N34-1
TRANSFERRED TO: N22-12 12 SEPT. 1991

CCP Procurement Request Data Base

DISPOSITION NO.: N34-2
TRANSFERRED TO: N22-13 12 SEPT. 1991

ADP Acquisition Case File (SADPPO)

DISPOSITION NO.: N34-3
TRANSFERRED TO: N22-14 12 SEPT. 1991

CCP Project File

DISPOSITION NO.: N34-4
TRANSFERRED TO: N22-15 12 SEPT. 1991

Acquisition Policy/Procedures File

DISPOSITION NO.: N34-5
TRANSFERRED TO: N12-5 12 SEPT. 1991

Test and Evaluation File

DISPOSITION NO.: N34-6
TRANSFERRED TO: N12-6 12 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

DB 255 Data Base

DISPOSITION NO.: N34-7

TRANSFERRED TO: N22-16 12 SEPT. 1991

UNCLASSIFIED

UNCLASSIFIED

**N35
FINANCIAL
SYSTEMS**

UNCLASSIFIED

UNCLASSIFIED

Commercial Accounts Processing System (CAPS) Data Base

This data base contains information pertaining to vendor payments. It provides users with data concerning invoice amounts paid against contracts and payment history of contracts.

DATE SPAN: 1987 - Present

LOCATION: N35

STORAGE MEDIA: Magnetic Cassette (6250)

HARDWARE: FANX III LAN

SOFTWARE: DBASE III

VOLUME: 100,000 records per year

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A.Hard Copy Voucher Output: Destroy 6 years and 3 months after final payment. (GRS 3-3a).
B.Electronic Data: Delete data after termination or completion. (GRS 3-3c).

DISPOSITION NO.: N35-1 A and B

UNCLASSIFIED

UNCLASSIFIED

N4ASYS Office Automation System

This office automation system is used for word processing.

DATE SPAN: 1986 - Present
LOCATION: N35
STORAGE MEDIA: Hard Disk
HARDWARE: PC
SOFTWARE: WANG WP
VOLUME: UNAVAILABLE
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete when no longer needed to produce hard copy. (GRS 23-2a)
DISPOSITION No: N35-2

Disbursing Automated Processing Systems (DAPS)

The DAPS system contains voucher and check data for all checks disbursed with Agency funds.

DATE SPAN: September 1988 to Present
LOCATION: N35
STORAGE MEDIA: On-line
HARDWARE: DAPS, Novell Network
SOFTWARE: CLIPPER
VOLUME: 450,000 logical records
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete when 2 years old. (GRS 7-1)
DISPOSITION NO: N35-3

UNCLASSIFIED

UNCLASSIFIED

Contractor Payroll Tracking and Reporting System (CPTARS)

This payroll system is used for small groups of contract employees who cannot be processed through the regular payroll system at NSA. This automated system replaces the previous manual system and produces all of the necessary reports including the 101/102, 592 and W2.

DATE SPAN: May 1987 to Present

LOCATION: N35

STORAGE MEDIA: Floppy Disk/20 MB Hard Drive

HARDWARE: PC

SOFTWARE: DBase III/CLIPPER

VOLUME: 900 records/yr.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete when 7 years old.

DISPOSITION NO: N35-4

UNCLASSIFIED

UNCLASSIFIED

**N4
DIRECTOR
OF
FINANCE
AND
ACCOUNTING**

UNCLASSIFIED

DIRECTOR OF FINANCE AND ACCOUNTING

The Director of Finance and Accounting is responsible to the DDPR for formulating, coordinating and implementing Agency financial policy and operating the Agency worldwide finance and accounting system in accordance with the law, DoD/OMB/GAO issuances, other external directives, and accepted accounting policy, standards, and practices.

Primary functions include:

1. Formulating, coordinating, and implementing financial policy for NSA/CSS.
2. Administering the worldwide finance and accounting system of the Agency to include receipt, deposit, and disbursement of funds and the maintenance of financial records.
3. Supervising the activities of the NSA/CSS Finance and Accounting Officer and the NSA/CSS Special Disbursing Agent.
4. Developing accounting and management control systems in support of NSA/CSS financial responsibilities and interests.
5. Maintaining the NSA Division, Defense Stock Fund journals and ledgers, to process charges for Stock Fund sales to Agency customers and other government agencies and to prepare reports to DoD, DLA, and the Comptroller of the Treasury.
6. Providing complete finance and accounting services in support of certain compartmented and other highly classified projects and activities.
7. Reviewing the operational procedures and techniques governing the NSA/CSS Finance and Accounting systems and initiating improvements and modifications to maintain and improve the adequacy and reliability.
8. Conducting a comprehensive program of cash management policies and procedures throughout NSA/CSS, here and abroad.

9. Coordinating accounting system approaches and fiscal reviews with the general Accounting Office (GAO) and obtaining Comptroller General approval of all systems.
10. Serving as the NSA/CSS focal point for external civilian and military agencies and organizations on financial accounting and travel policy.
11. Performing liaison with Agency operational elements, other federal organizations and foreign governments and serving as the Agency focal point for financial and accounting matters that directly pertain to the NSA Foreign Military Sales program.
12. Acts as the NSA Accounting System Compliance Official under provisions of Public Law 97-255, "Federal Manager's Financial Integrity Act of 1982."

FOR OFFICIAL USE ONLY

UNCLASSIFIED

Finance and Accounting Input to Audit Responses File

DISPOSITION NO.: N407-1

TRANSFERRED TO: N42-2 10 SEPT. 1991

Finance and Accounting Internal Control Reviews File

DISPOSITION NO.: N407-2

TRANSFERRED TO: N42-3 10 SEPT. 1991

Financial Audit File (Appropriated Funds)

DISPOSITION NO.: N407-3

TRANSFERRED TO: N42-4 10 SEPT. 1991

*what mechanism is
established to determine
when DIRNSA sends his/her
report to SECDEF?*

UNCLASSIFIED

UNCLASSIFIED

**N41
FINANCIAL
SERVICES**

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file consists of personnel, budget, planning, security, awards, training, office management, and other related general administrative records.

DATE SPAN: 1988 to Present
LOCATION: N41
STORAGE MEDIA: Paper
VOLUME: 8 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when 3 years old or no longer needed for operations, whichever is sooner. (GRS 23-1) (001B)
DISPOSITION NO.: N41-1

N41 Message File

This file contains all incoming messages sent to N4.

DATE SPAN: UNAVAILABLE
LOCATION: N41
STORAGE MEDIA: Paper
VOLUME: 2 cu. ft.
CLASSIFICATION: SECRET CODEWORD
DISPOSITION: Destroy when 3 years old or no longer needed for operations. (001A-3)
DISPOSITION NO.: N41-2

DISCONTINUED 920408

UNCLASSIFIED

UNCLASSIFIED

Payroll Data Base

This data base contains all information necessary to pay NSA/CSS employees. Access is limited to N413, T324, N43 and portions of M3.

DATE SPAN: 1981 to Present
LOCATION: N413
STORAGE MEDIA: Hard Disk/Magnetic Tape
HARDWARE: CARILLON
SOFTWARE: COBOL/FOCUS
VOLUME: 23,000 records per pay period
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2-3)
DISPOSITION No: N41-3

*Commercial Accounts Files

Files are the fiscal copies of contracts, small purchases, charge accounts and military interdepartmental purchase requests (MIPR's) which are required to document disbursement actions.

DATE SPAN: 1986-Present
LOCATION: N41
STORAGE MEDIA: Paper
VOLUME: 175 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Close annually. Retain locally for 1 year. Transfer to the NCRC. Destroy 6 years and 3 months after final payment. (GRS 3-3)
DISPOSITION NO.: N41-4

UNCLASSIFIED

UNCLASSIFIED

*Payroll Control Files

This file contains notification of personnel actions, applications/cancellation of savings, memorandums to adjust pay and/or leave information, all miscellaneous listings (total variation list, difference list, home mail lists, TANDA Proof list). Federal/State tax information, bank mail requests, allotments, SF1150's from other agencies. The above pertains to CONUS and Overseas Field Sites.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME:

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2-14)

DISPOSITION NO.: N41-5

UNCLASSIFIED

UNCLASSIFIED

*Electronic Funds Transfer (EFT) File

CONUS Payroll Teams of the Payroll Branch:

This file contains listings reflecting pertinent information affecting direct deposits such as RTN, employee name, social security number, account number, and dollar amount of deposit.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 3 years old, whichever is sooner.

DISPOSITION NO.: N41-6

*Final Variation Listings File

CONUS Payroll Teams of the Payroll Branch:

This file contains listings of all variations that affect an employee's pay and leave.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 3 years old, whichever is sooner.

DISPOSITION NO.: N41-7

UNCLASSIFIED

UNCLASSIFIED

*Pay Period Folders File

Retirement and Resignation Section of the Payroll Branch:
This file contains pay period folders which include controls, one-time variation worksheets, mails, Special Projects (N45 EOD paperwork, re-employed annuitant paperwork, bond/allotment listings (to cancel)), and any other odd adjustments.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC.
Destroy after GAO audit or when 3 years old,
whichever is sooner.

DISPOSITION NO.: N41-8

*Spreadsheets File

Control Section of the Payroll Branch:
This file contains spreadsheets which reflect the balancing of all deductions from employee's pay pertaining to FERS, CSRS, all state tax deductions, FICA, and Medicare.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC.
Destroy after GAO audit or when 5 years old,
whichever is sooner.

DISPOSITION NO.: N41-9

UNCLASSIFIED

UNCLASSIFIED

*Collection and Disbursement File

Control Section of the Payroll Branch:

This file contains the monthly spreadsheet and balancing records of all collection and disbursement activity in all fields from employee's salary.

DATE SPAN: 1986 to Present

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft./year

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-10

*Overtime Work and Summary Report (B41's) File

Overseas Field Site Payroll Team of the Payroll Branch:

This file contains B41 authorizations for field site personnel.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 3 years old, whichever is sooner.

DISPOSITION NO.: N41-11

UNCLASSIFIED

UNCLASSIFIED

*Alert Listings File

Field Site Personnel Payroll Team of the Payroll Branch:
This file contains a listing which is produced after timecard processing which alerts the Payroll Branch personnel of potential errors/problems which require immediate attention and correction for the next pay period.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Retain locally one year. Transfer to the NCRC.
Destroy after GAO audit or when 3 years old,
whichever is sooner.

DISPOSITION NO.: N41-12

*Berdine Listings File

This file contains field site personnel net pay listings.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Retain locally one year. Transfer to the NCRC.
Destroy after GAO audit or when 3 years old,
whichever is sooner.

DISPOSITION NO.: N41-13

UNCLASSIFIED

UNCLASSIFIED

*Post 56 File

Control Section of the Payroll Branch:

This file contains biweekly worksheets of all collections by deduction from paychecks; employees paying debts in person with cash, check or money order.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-14

UNCLASSIFIED

UNCLASSIFIED

*Field Site Message File

Overseas Payroll Team of the Payroll Branch:
This file contains copies of all outgoing and incoming field site messages received by the Field Site Payroll Section of the Payroll Branch (N413) regarding field site personnel.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2-2)

DISPOSITION NO.: N41-15

*Office of Personnel Management (OPM) Reports File

Control Section of the Payroll Branch:
This file contains biweekly report (Form 2812/2812A processing) and bi-annual report to the Office of Personnel Management.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 5 years old, whichever is sooner.

DISPOSITION NO.: N41-16

UNCLASSIFIED

UNCLASSIFIED

*Thrift Savings Plan (TSP) Reports File

Control Section of the Payroll Branch:

This file contains TSP reports which are sent to the National Finance Center (NFC) regarding the biweekly payroll for the Agency. Also included are workpackets for each pay period including memoranda from Personnel (M3) for adjustments for employees.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-17

*Voucher File

Adjustments to Voucher Control Section of Payroll Branch:

This file contains listings of monies increasing or decreasing (the adjustments) of the Disbursing Office Voucher (DOV) for the pay period.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 5 years old, whichever is sooner.

DISPOSITION NO.: N41-18

UNCLASSIFIED

UNCLASSIFIED

*Cash Collection Voucher (CV) File

Control Section of the Payroll Branch:

This file contains Cash Collection Vouchers which are cash collection of monies paid by the employees over the counter for indebtedness to the United States Government.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 5 years old, whichever is sooner.

DISPOSITION NO.: N41-19

*Memorandum Copies Voucher File

Control Section of the Payroll Branch:

This file contains the certification listing by pay period of all disbursing vouchers which includes payment to employees, state and federal governments (DD592 and DD592-2 Forms), allotments and charity (Form SF1049's) and any refunds to employees.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-20

UNCLASSIFIED

UNCLASSIFIED

*W2's File

Control Section of the Payroll Branch:

This file contains backup paperwork for the balancing of employees' W2 for tax purposes. All listings and various information on the yearly balancing process.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-21

*Income Tax Withheld File

Control Section of the Payroll Branch:

This file contains W2 listings of employee records as reported to state and federal government.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 7 years old, whichever is sooner.

DISPOSITION NO.: N41-22

UNCLASSIFIED

UNCLASSIFIED

*Savings Bonds Issuance Schedules File-CONTROL

CONTROL Section of the Payroll Branch:

This file contains copies of savings bonds issuance schedules and comparable documents.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC.
Destroy after GAO audit or when 7 years old,
whichever is sooner.

DISPOSITION NO.: N41-23

UNCLASSIFIED

UNCLASSIFIED

*Savings Bonds Issuance Schedules File-CONUS

CONUS Payroll Teams of the Payroll Branch:

This file contains copies of savings bonds issuance schedules and comparable documents; copies of bond master and bond register covering issuance schedules.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 5 years old, whichever is sooner.

DISPOSITION NO.: N41-24

*Authorization and Discontinuance Requests File

Overseas Field Site Payroll:

This file contains request for authorization and discontinuance of authorizations. They reflect subsistence and quarters for employees overseas. Individual folders for employees who have been at a field site and received allowances.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Retain locally one year. Transfer to the NCRC. Destroy after GAO audit or when 3 years old, whichever is sooner.

DISPOSITION NO.: N41-25

UNCLASSIFIED

UNCLASSIFIED

*Individual Earning Records (IER) File

N413 Payroll Branch:

This file contains Individual Earning Record Cards for NSA employees for calendar years. Records include pay and leave for each individual employee by calendar year (A through Z pay periods).

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retained locally 3 years. Transfer to NPRC, St. Louis.

A. If filed in Official Personnel Folder or in individual pay folder adjacent to the OPF, destroy with the OPF.

B. If not filed with OPF, destroy 56 years after date of last entry to card. (GRS 2-1)

DISPOSITION NO.: N41-26 A and B

UNCLASSIFIED

UNCLASSIFIED

*Time and Attendance Card File

N413 Payroll Branch:

This file contains microform copies of biweekly time and attendance cards for payroll purposes.

DATE SPAN:

LOCATION: N41

STORAGE MEDIA: Paper/Microfilm/Microfiche

VOLUME: cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy hardcopy after microform verification.
Retained locally 3 years.

A. Payroll preparation and processing copies -
Destroy after GAO audit or when 3 years old,
whichever is sooner.

B. All other copies - Destroy 6 months after
the end of the pay period. (GRS 2-3a)

DISPOSITION NO.: N41-27 A and B

UNCLASSIFIED

UNCLASSIFIED

**N42
FINANCIAL
REVIEW**

UNCLASSIFIED

UNCLASSIFIED

Travel Policy File

This file contains travel policy manuals, regulations and associated back-up material.

DATE SPAN: 1965 to Present

LOCATION: N42

STORAGE MEDIA: Paper

VOLUME: .60 cu. ft. per year

CLASSIFICATION: SECRET

DISPOSITION: A.OPI Created Policy and Guidance Records: Permanent. Transfer to NCRC when no longer required for operations. (002B)

B.All Other Records: Destroy when superseded or obsolete. (002B)

DISPOSITION NO.: N42-1 A and B

UNCLASSIFIED

UNCLASSIFIED

Finance and Accounting Input to Audit Responses File

This file consists of responses to draft and final DOD IG and GAO reports of audit of Agency finance and accounting activities.

DATE SPAN: UNAVAILABLE

LOCATION: N42

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.
(GRS 22-2)

DISPOSITION NO.: N42-2

Finance and Accounting Internal Control Reviews File

This file contains documentation of internal control reviews as required by the Federal Managers Financial Integrity Act of 1982.

DATE SPAN: UNAVAILABLE

LOCATION: N42

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy 6 years after date of DIRNSA's report to SECDEF.

DISPOSITION NO.: N42-3

UNCLASSIFIED

UNCLASSIFIED

Financial Audit File (Appropriated Funds)

This file consists of copies of DoD IG and GAO audit group final audit reports indicating proof of on-site audit and clearance of specific accounts.

DATE SPAN: UNAVAILABLE

LOCATION: N42

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff. (GRS 22-2)

DISPOSITION NO.: N42-4

UNCLASSIFIED

UNCLASSIFIED

Commercial Accounts Processing System (CAPS) Data Base

DISPOSITION NO.: N43-1 A and B
TRANSFERRED TO: N35-1 A and B 10 Sept. 1991

N4ASYS Office Automation System

DISPOSITION No: N43-2
TRANSFERRED TO: N35-2 10 Sept. 1991

Disbursing Automated Processing Systems (DAPS)

DISPOSITION NO: N43-3
TRANSFERRED TO: N35-3 10 Sept. 1991

Contractor Payroll Tracking and Reporting System (CPTARS)

DISPOSITION NO: N43-4
TRANSFERRED TO: N35-4 10 Sept. 1991

UNCLASSIFIED

UNCLASSIFIED

N44
ACCOUNTING
AND
DISBURSING

UNCLASSIFIED

UNCLASSIFIED

*Military Interdepartmental Procurement Request (MIPR) File

This file contains claims receivable cases, economy orders, and miscellaneous reports (Cup, National Reserve, STU III, Advances, Schd. 9). This series also contains Form DD448, DD448-2, partial payment sheets, and documentation to support sales to non-NSA customers.

DATE SPAN: 1986-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 157 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-1

UNCLASSIFIED

UNCLASSIFIED

*Command Accounts and Reports Section File

This file consists of RCS 51051/52 Subsidiary Ledgers, RCS 51495 & GRT 411 Finplans, Daily Delmar Listings & D.O. Cash blotter copies, Suballocation and Allowance Status Reports, Funding Authorization Documents and Files, Financial Reports for AOSD and Treasury Cash Books.

DATE SPAN: 1985-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-2

UNCLASSIFIED

UNCLASSIFIED

*FMS (Foreign Military Sales) Files

This file consists of FMS Country Cases - Files relating to financial activities of the Foreign Military Sales.

DATE SPAN: 1987-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 500 cu. ft./yr.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Review for destruction 15 years after period covered by account. (Reference DOD Financial Manual Vol.15 Ch.6 - 060101)

DISPOSITION NO: N44-3

UNCLASSIFIED

UNCLASSIFIED

*Closed Procurement Request (PR) Folders File

This file consists of procurement requests - Form J135 (PR) plus memoranda relative to the J135 and Form A5062 Procurement Request Brief Sheets.

DATE SPAN: 1987-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 3000 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-4

UNCLASSIFIED

UNCLASSIFIED

*Journal Vouchers File

This file consists of documentation to support entries into the Stock Fund on NSA ledgers manually prepared as a result of analysis and reconciliation.

DATE SPAN: 1989-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-5

UNCLASSIFIED

UNCLASSIFIED

*Cash Blotters File

This file consists of original cash blotters and documents which show the receipt and disbursement of funds.

DATE SPAN: 1986-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft./year

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-6

UNCLASSIFIED

UNCLASSIFIED

*Obligation Authority Folders File

This file consists of Form 3971 plus Draw down sheets referencing obligation data and memoranda relative to the O/A.

DATE SPAN: 1988-Present
LOCATION: N44
STORAGE MEDIA: Paper
VOLUME: 10 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)
DISPOSITION NO: N44-7

*Undistributed Disbursements Records File

This file consists of documentation to support entries to and reconciliation of the undistributed disbursements account.

DATE SPAN: 1988-Present
LOCATION: N44
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)
DISPOSITION NO: N44-8

UNCLASSIFIED

UNCLASSIFIED

*MILSTRIP Purchase Requests File

This file consists of documentation to support Non-Stock MILSTRIP purchase requisitions.

DATE SPAN: 1986-Present
LOCATION: N44
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)
DISPOSITION NO: N44-9

*Anisette and 1080 Reports File

This file consists of documentation to support sales to NSA customers, and form 1080 (transfers between appropriations.)

DATE SPAN: 1986-Present
LOCATION: N44
STORAGE MEDIA: Paper
VOLUME: 100 cu. ft.
CLASSIFICATION: SECRET
DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)
DISPOSITION NO: N44-10

UNCLASSIFIED

UNCLASSIFIED

*Overseas Field Site Obligation Authority Folders File

This file consists of Form 3971 plus Draw down sheets referencing obligation data and the incoming and outgoing messages for each folder.

DATE SPAN: 1986-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-11

*Miscellaneous Obligating Document (MODS) File

This file consists of Form 3717, Partial Payment Sheets, and memoranda relative to the MOD.

DATE SPAN: 1986-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-12

UNCLASSIFIED

UNCLASSIFIED

*Grants to Universities File

This file consists of Contracts, Partial Payment Sheets, and memoranda relative to the Grant.

DATE SPAN: 1986-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-13

*MILCON Folders - Military Construction Folders File

This file consists of paperwork on MILCON, Machine Code Listings, and general ledger items.

DATE SPAN: 1985-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 60 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-14

UNCLASSIFIED

UNCLASSIFIED

*Imprest Fund File

This series consists of files pertaining to inspection of funds in the hands of Imprest Fund Cashiers; correspondence pertaining to overseas Imprest Funds and traveling Imprest Fund Cashiers.

DATE SPAN: 1985-Present

LOCATION: N44

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft./year

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Destroy 6 years and 3 months after period covered by account. (GRS 6-1a)

DISPOSITION NO: N44-15

UNCLASSIFIED

UNCLASSIFIED

**N45
SPECIAL
PROJECTS**

UNCLASSIFIED

UNCLASSIFIED

Special Projects Administrative File

This file contains accounting, disbursing, travel, F&AO accountability, and payroll records supporting fiscal changes to the respective manual and automated data bases.

DATE SPAN: Current

LOCATION: N45

STORAGE MEDIA: Paper

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A.Accounting, Disbursing, and Travel Records:
Destroy 6 years and 3 months after period covered by the account. (GRS 6-1a)

B.All Other Records: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2-3)

DISPOSITION NO: N45-1 A and B

UNCLASSIFIED

UNCLASSIFIED

Special Projects Payroll Data Base

This data base contains all information necessary to calculate and process all pay entitlements for personnel under the "Special" payroll. Access is limited to N45 and T324.

DATE SPAN: 1981 to Present

LOCATION: N45/T32

STORAGE MEDIA: Hard Disk/Magnetic Tape

HARDWARE: CARILLON

SOFTWARE: COBOL/FOCUS

VOLUME: 500 records per pay period

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Electronic Payroll Data: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2-3)

B. Printed Files: Destroy when no longer needed for operations.

DISPOSITION NO: N45-2 A and B

UNCLASSIFIED

UNCLASSIFIED

PL 86-36/50 USC 3605

Special Projects Data Base

This data base accumulates all fiscal accounting transactions for the special accounting function for cover locations supported by [redacted] with funding support provided by N45.

DATE SPAN: 1987 to Present

LOCATION: N45

STORAGE MEDIA: Hard Disk

HARDWARE: PC

SOFTWARE: DBASE III

VOLUME: 1,000 records per month

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Electronic Files: Destroy 6 years and 3 months after period covered by account. (GRS 6-1)

B. Printed Output Files: Destroy when no longer needed for operations.

DISPOSITION NO: N45-3 A and B

UNCLASSIFIED

*Individual Earning Records (IER) File

This file contains Individual Earning Record Cards for NSA employees for calendar years. Records include pay and leave for each individual employee by calendar year (A through Z pay periods).

DATE SPAN:

LOCATION: N45

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft./yr.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 56 years after date of last entry to card. (GRS 2-1)

DISPOSITION NO.: N45-4

~~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/>