

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

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

1. FROM (AGENCY OR ESTABLISHMENT)

National Security Agency

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TEL. EXT.

(b)(3)

LEAVE BLANK

JOB NO

*NI-457-91-1*

DATE RECEIVED

*11/14/90*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*2/5/91*  
Date

*[Signature]*  
Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	E. TITLE (b)(3)
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	Services ACTION TAKEN
	<p>Records of the Telecommunications Operations Center</p> <p>Permanent series will be transferred to the National Archives after 50 years if declassified.</p>		

*Copies sent to agency, NN-W, NNT, NCF 2/20/91*

REQUEST FOR RECORDS DISPOSITION AUTHORITY (continued)

1  
[REDACTED] (b)(3)

Reference Publication File

Military and Allied communications such as directives and publications designed to govern communications operations.

~~Disposition: Destroy after publication is revised or cancelled.~~  
Non-record

2<sup>a</sup>  
[REDACTED] (b)(3)

DSSCS Operating Instructions (DOI) File

Communications Operations Instructions (COI) File

Files consisting of operating instructions concerning Defense Special Security Communications Systems and Critical Intelligence Communications Systems. They include publications, correspondence, and suggestions.

Disposition: Destroy after publication is revised or cancelled.

3<sup>a</sup>  
[REDACTED] (b)(3)

Valid CRITIC File

Exercise CRITIC File

Critical Intelligence Communication files containing reports, messages, statistics and correspondence of transmissions relating to valid as well as exercise communications transmissions.

Disposition: Retain messages and correspondence 1 year. Transfer reports and statistics to the NSA/CSS records center 1 year after closing. Review every 7 years; destroy when no longer required for operations.

4  
[REDACTED] (b)(3)

Telecommunications Planning File

These records contain correspondence, memoranda, and systems documents which reflect liaison with service cryptologic elements, other government agencies, second party and commercial activities in current and future planning for the cryptologic community.

Disposition: **PERMANENT**. Retain locally until action is completed. Transfer inactive files to the NSA/CSS records center.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (continued)

5  
[REDACTED] (b)(3)

CRITICOMM Operational Summaries and Directories File  
This file contains circuit and station profiles,  
charts and network connections for the Critical  
Intelligence Communications System.

Disposition: ~~PERMANENT~~. Retire to the NSA/CSS Ar-  
chives when no longer required for operations.

6  
[REDACTED] (b)(3)

Standard User Identification (SID) Data Base  
Contains the Standard User Identifications for  
those users of the Agency's computer resources.

Disposition: ~~PERMANENT~~. Retire to the NSA/CSS Ar-  
chives when no longer required for operations.

GIRS 12/2a and 18/6

Exception pending to increase retention  
period for security purposes.

Redactions have been made to this records schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 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/>