

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions)

LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE,  
WASHINGTON, D.C. 20408

JOB NO.

*NI-457-91-2*

DATE RECEIVED

*2-21-91*

1. FROM (AGENCY OR ESTABLISHMENT)  
NATIONAL SECURITY AGENCY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

(b)(3)

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disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT.

(b)(3)

(b)(3)

*8/12/91* *Archivist*  
DATE 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 21 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	E. TITLE
910213	<i>Boyd C. Wooton, Jr.</i> Boyd C. Wooton, Jr.	CHIEF, OFFICE OF ARCHIVES AND REPOSITORY SERVICES

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records of the Installations and Logistics Organization  Permanent series will be transferred to the National Archives after 50 years if declassified. Thereafter records will be reviewed every 10 years until declassified.		

*all changes to this proposed schedule have been approved by Greg Frasey, now of NSA.*

*Richard A. Bland, NIRM 6-4-91*

*copy sent to agency, NIA 8/14/91*

UNCLASSIFIED

\*I&L Project Tracking Database

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

DATE SPAN: 1986 to 1990

LOCATION: (b)(3)

STORAGE MEDIA: Disk

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: 1700 records

CLASSIFICATION: TOP SECRET CODEWORD

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

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

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Interservice Support Agreement Database

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

DATE SPAN: 1989 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Tape

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: 150 Records

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy on 6 year cycle.

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Project Acquisition File

This file contains NSA/CSS Circular 25-5 and 80-7 Acquisition Documentation for Agency Acquisitions applicable to (b)(3) operations.

DATE SPAN: 1982 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Paper  
VOLUME: 60 cu. ft.  
CLASSIFICATION: TOP SECRET CODEWORD  
DISPOSITION: Destroy when no longer required for operations.  
DISPOSITION NO.: (b)(3)

\*Regulatory Document ~~Reference~~ File

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

DATE SPAN: 1976 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Paper  
VOLUME: 120 cu. ft.  
CLASSIFICATION: TOP SECRET CODEWORD  
DISPOSITION: A. OPI Produced or Unique Materials- Permanent. Relocate to NSA/CSS Archives when no longer required for operations.  
B. All others- Destroy when no longer required for operations. (b)(3)  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

\*Supply ~~Reference~~ File

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

DATE SPAN: 1985 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET

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

DISPOSITION NO.: (b)(3)

(b)(3) Supply System Database File

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

DATE SPAN: 2 years on-line

LOCATION: (b)(3)

STORAGE MEDIA: Disk

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: 6000 megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: (b)(3)

\*Reference Files

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

DATE SPAN: 1987 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper/Disk

VOLUME: 388 cu. ft./8 disks

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

CLASSIFICATION: TOP SECRET

DISPOSITION: ~~A. GPI-produced or unique materials are permanent. Relocate to the NSA/CSS Archives when no longer required for operations.~~  
*Destroy when* ~~B. All other materials may be destroyed when no longer required for operations.~~ (b)(3)

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

\*Reference/Working Files

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

DATE SPAN: 1987 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 36 cu. ft.

CLASSIFICATION: TOP SECRET

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

DISPOSITION NO.: (b)(3)

(b)(3) Administrative Files

This file contains personnel records of individuals assigned to L123.

DATE SPAN: 1987 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 1 year after transfer or separation of employee. (GRS 1-18a) (b)(3)

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

\*Shipping Files

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

DATE SPAN: 1987 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

NSA Magnetic Tapes "Library"

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

DATE SPAN: 1983 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: On-Line  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: 100,000 logical records per year.  
CLASSIFICATION: TOP SECRET CODEWORD  
DISPOSITION: Destroy when no longer needed for operations.  
DISPOSITION NO.: (b)(3)

\*Magnetic Media Management Data File

This file contains contract information and associated materials concerning magnetic tape management.

DATE SPAN: 1984 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Paper  
VOLUME: 136 cu. ft.  
CLASSIFICATION: TOP SECRET CODEWORD  
DISPOSITION: Delete or destroy when no longer required for operational purposes.  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

\*Tape Management System File

This tape management system paper file and data base is used to establish and maintain accountability of SIGINT tapes requiring storage in the (b)(3) Tape Library.

DATE SPAN: 1967 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Disk, Paper

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: 1,250,000 records  
105 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK

DISPOSITION: Paper- Cut off annually. Retain locally 2 years. Transfer to NCRC. Destroy when no longer required for operations.  
Disk- Retain until no longer required for operations. (Files are deleted 90 days after release from (b)(3) accountability.)

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Intermediate Management Report (IMMR) File

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

DATE SPAN: 1990 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: Cut off annually. Destroy after 1 year.  
DISPOSITION NO.: (b)(3)

\*Degauss Pull Release File

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

DATE SPAN: 1990 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: Cut off annually. Destroy after 1 year.  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Locator 1 File

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

DATE SPAN: 1990 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: ~~Retained locally for~~ <sup>Destroy when</sup> 20 years old  
DISPOSITION NO.: (b)(3)

\*Locator 2 File

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

DATE SPAN: 1990 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: ~~Retained locally for~~ <sup>Destroy when</sup> 20 years old  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Locator 3 File

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

DATE SPAN: 1989 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: ~~Retained locally for 20 years old~~ <sup>Destroy when</sup> 20 years old  
DISPOSITION NO.: (b)(3)

\*Report 1 File

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

DATE SPAN: 1990  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: Cut off annually. Destroy after 1 year.  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*FY90 Data Chart File

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

DATE SPAN: 1990  
LOCATION: (b)(3)  
STORAGE MEDIA: Diskette  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: UNAVAILABLE  
CLASSIFICATION: CONFIDENTIAL  
DISPOSITION: Cut off annually. Destroy after 1 year.  
DISPOSITION NO.: (b)(3)

(b)(3) Data Base File

This data base contains pertinent test records for (b)(3) Quality Assurance testing program.

DATE SPAN: 1987 to Present  
LOCATION: (b)(3)  
STORAGE MEDIA: Paper, Disks  
HARDWARE: (b)(3)  
SOFTWARE: (b)(3)  
VOLUME: 3,000 pages per year/ 800 records  
CLASSIFICATION: UNCLASSIFIED  
DISPOSITION: Cut off annually. Retains locally. Destroy after 3 years.  
DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Record Management File

This file contains contract information with Receipt/Receiving Reports.

DATE SPAN: 1984 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 280 cu. ft. per yr.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

\*Stock and Turn-in Documents File

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

DATE SPAN: 1989 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper, cards

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer required for operations.

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

**\*Material Handling Equipment File**

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

DATE SPAN: 1958 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: (b)(3)

**\*Procurement Requests File**

This file contains procurement requests and associated materials.

DATE SPAN: 1987 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

\*Storage Request Data and Storage Withdrawal Data File

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

DATE SPAN: 1980 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Disk, Paper

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: 200 files/325 cu. ft.

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

UNCLASSIFIED

(b)(3) Purchase Request File

This file contains a copy of purchase requests for items purchased in the current fiscal year. Originals are retained in (b)(3)

DATE SPAN: 1989 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Disk

HARDWARE: (b)(3)

SOFTWARE: (b)(3)

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years.

DISPOSITION NO.: (b)(3)

UNCLASSIFIED

## \*Facilities and Engineering Support Contracts File

This file contains reports and documentation to support facilities and engineering contracts.

DATE SPAN: 1986 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 25 cu. ft.

CLASSIFICATION: TOP SECRET

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

DISPOSITION NO.: (b)(3)

Project File

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

DATE SPAN: 1980 to Present

LOCATION: (b)(3)

STORAGE MEDIA: Paper

VOLUME: 70 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Final Drawings: Permanent. Close annually. Retain locally 3 years. Transfer to the NCRC when no longer required for operations.  
(b)(3)

B. All Other Records: Close annually. Retain locally 3 years. Transfer to the NCRC. Destroy when no longer needed for operations. (b)(3)

DISPOSITION NO.: (b)(3)

## Asbestos Abatement Contracts File

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

DATE SPAN: 1988

LOCATION:

(b)(3)

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION:

*Temporary*  
Cut off annually. Retain locally for 3 years then transfer to the NCRC. ~~Review after 30 years.~~ *Review after 30 years. Destroy when 50 years old.*

DISPOSITION NO.F:

(b)(3)

*Cross reference with (Workers Compensation)*

(b)(3)

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/>