

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

LEAVE BLANK

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

JOB NO.

N1-457-91-3

DATE RECEIVED

3-26-91

NOTIFICATION TO AGENCY

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 5. TEL.EXT.

(b)(3)

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disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4/12/91 *Claudia...*  
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 \_\_\_ 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
910318	(b)(3)	(b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records of the Generic Schedules: Special Projects, Target and/or Crisis Records  Permanent series will be transferred to the National Archives after 50 years if declassified. Thereafter records will be reviewed every 10 years until declassified.		

(b)(3)

SPECIAL PROJECTS AND/OR CRISIS RECORDS:

This category consists of all special projects and crisis related records. Included are all correspondence and related materials reflecting key management policy decisions/instructions and their results. Also included are records related to the operational planning, procedures, methods, and resources employed in the exploitation of the special project or event and those records required to support an assessment of the Agency's capability to respond to a specific special project or event and the results of that response.

Key Component Originated Material: PERMANENT. Transfer all records to the NCRC on completion of the activity. Records may be transferred incrementally at the discretion of the organization.

~~ALL OTHER COPIES: Transfer to the NCRC when no longer required for operations. Review after 3 years for further disposition.~~

NI-457-90-1

(b)(3)

TARGET AND/OR CRISIS RECORDS:

This category consists of all target and crisis related records. Included are all correspondence and related materials reflecting key management policy decisions/instructions and their results. Also included are records related to the operational planning, procedures, methods, and resources employed in the exploitation of the target or event and those records required to support an assessment of the Agency's capability to respond to a specific target or event and the results of that response.

OPI: PERMANENT. Transfer all records to the NCRC on completion of the event or activity. Records may be transferred incrementally at the discretion of the OPI.

~~ALL OTHER COPIES: Destroy when no longer required for operations. Included in this category of materials are working papers which are documented in permanent collections.~~

NI-457-90-1

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/>