

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-457-943
1. FROM (Agency or establishment) NATIONAL SECURITY AGENCY		DATE RECEIVED	4/22/94
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
(b) (3)	(b) (3)	11-8-94	<i>Candy Thompson Peterso</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
19 APRIL 94	(b) (3)		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Copy sent to Agency @ 4/15/94		

342 PERSONNEL SECURITY FILES

(U) These files accumulate from actions to ensure that all persons requiring access to classified information or Agency spaces meet Agency personnel security standards. These files include copies of investigative reports, polygraph interview reports, orientation/indoctrination/debriefing oaths, and related matters.

Disp. No. Title Disposition

342-01 (U) Personnel Security Files. Files on all individuals employed, seeking employment, or whose relationship with the Agency requires security investigations, clearance processing, indoctrination, or orientation. Includes investigations, clearance status, reinvestigations, Indoctrination and Debriefing Oaths, Military Check-In and Check-Out Forms, Official Courier Briefing Forms, Unofficial Foreign Travel Request Forms, Certification Upon Indoctrination for Access to Critical Nuclear Weapon Design Information forms, and other security related memorandums or correspondence.

1. a. Absence of Derogatory Information:

1. Personnel considered for affiliation with NSA but withdraw or are withdrawn before any polygraph and/or investigations are initiated. Destroy immediately after processing is terminated or case is closed.

~~2. All others having received some investigative processing (polygraph or investigation). Following date of last action, retain locally 3 years then transfer to NCRC for 7 years. OPI will then review. (N1-457-89-3)~~

~~b. Presence of Derogatory Information Retain locally 3 years then transfer to NCRC for 22 years. OPI will then review. (N1-457-89-3)~~

c. Investigations which result in

Adverse Actions:

~~(1) Cases of Historical Value or
Widespread public or
congressional interest.~~

~~PERMANENT. Transfer
inactive files to NCRC.
Transfer to NSA/CSS
Archives when no longer
needed for operations.
(NC1-457-80-4)~~

~~(2) All Others~~

~~Destroy 25 years after
date of last action
(NC1-457-80-4)~~

FOR OFFICIAL USE ONLY

2. Secretcy Agreements, Indoctrinations, Nondisclosure Agreements, and Debriefings Files.

Withdrawn

This file consists of Non-Disclosure Agreements (NDA) and SI Indoctrination Oaths of individuals affiliated with NSA/CSS.

Retain in Personnel Security File in M55 for 10 or 25 years in accordance with criteria listed in 342-01. Remove from Personnel Security File and transfer to NSA/CSS Records Center for 60 or 45 years (see 342-01). Destroy when 70 years old.

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/>