

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
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. TELEPHONE

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
NL-457-97-1

DATE RECEIVED  
2/7/97

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE FOR ARCHIVIST OF THE UNITED STATES

2/19/97 *[Signature]*

**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,

is not required;  is attached; or  has been requested

DATE  
970116

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Administrative and Management Records Disposition Schedule: #330-33 Administrative Grievance, Disciplinary, and Adverse Action Files.</p> <p>1a a. Administrative Grievance Files. Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.</p> <p>Destroy 7 years after case is closed.</p> <p>1b b. Adverse Action Files and Performance-Based Action Files. Case files and records related to adverse actions and performance-based actions (removals, suspensions, reductions-in-grade, furloughs, letters of reprimand) against employees. The file may include any or all of the following: the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, written notices, reports and decisions, reversal of action, appeal records, <sup>copies of</sup> letters of reprimand, firm choice letters, and leave letters.</p> <p>Destroy 7 years after case is closed.</p>	<p>GRS 1-30a</p> <p>GRS 1-30b</p>	

*MVA* FEB 27 1997 *copy to: Agency*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1c.	<p>c. Counseling Files. Reports of interviews, counseling sessions, analyses, and related records.</p> <p>Destroy 5 years after termination of counseling.</p>		

Redactions have been made to this record control 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/>