

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1 457 78 1

DATE RECEIVED

1 NOV 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-10-77
Date *James B. Hoode*
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Security Agency/Central Security Service

2. MAJOR SUBDIVISION
(b)(3)

3. MINOR SUBDIVISION
(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER
(b)(3)

5. TEL EXT

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
25 OCT 77

(b)(3)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>CIVILIAN PERSONNEL (330-33) Suitability Information Files Case files of disciplinary and adverse actions and other documents or correspondence or other sensitive information relating to NSA employment not included in Official Personnel Folder. (31 U.S.C. 71a. and 237 specifies a six year statute of limitations applicable to claims based on such personnel actions.) DESTROY seven years after separation from the NSA/CSS (legal opinion attached).</p>	1 item	

115-107

Sent to agency, NARA - 11/11/77

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/>