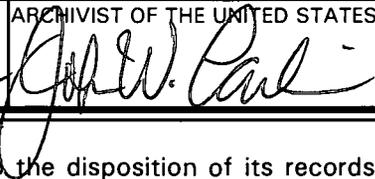


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>71-AZ-01-10</i>	DATE RECEIVED <i>3-22-2000</i>
1. FROM (Agency or establishment) U.S. Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		DATE <i>3-8-02</i>	ARCHIVIST OF THE UNITED STATES 
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Kandy Light	5. TELEPHONE  (703)806-3556		

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 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE  HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
41.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p><i>cc: Agency, NR, numw</i></p>		

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380

**SECURITY**

**Prescribing Directives**

AR 380-5--Department of the Army Information Security Program

AR 380-10--Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals

AR 380-13--Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

AR 380-19--Information Systems Security

AR 380-19-1--(C) Control of Compromising Emanations (U)

AR 380-28--(O) The Army Special Security Officer and Office System

AR 380-40--(C) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U)

AR 380-49--Industrial Security

AR 380-67--The Department of the Army Personnel Security Program

AR 380-150--Access to and Dissemination of Restricted Data

AR 380-235--Enemy Prisoner of War and Civilian Internee Communications Censorship

AR 380-381--(C) Special Access Program (U)

**Description:** These records concern identification, classification, downgrading, declassification, dissemination, and protection of defense information, storage and destruction of classified matter, industrial security, investigations involving compromise of classified information, access to classified data, and other matters pertaining to security. They also include policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.

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1. ~~NN-380~~

**Title:** General security correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

*Withdrawn*

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2. FN: 380-5a  
**Title:** Security briefings and debriefings  
**Authority:** NC1-AU-78-106  
**Privacy Act:** A0380-67DAMI  
**Description:** Information on classified material, to include Sensitive Compartmented Information (SCI), and security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related information.  
**Disposition:** Code KE6. Event: transfer or separation of person. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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3. ~~FN: 380-5n~~  
**Title:** ~~Office nonregistered classified document destruction certificates~~ *Withdrawn*  
**Authority:** ~~NC1-AU-79-27~~  
**Privacy Act:** ~~Not applicable~~  
**Description:** ~~Forms and other types of information that show the destruction of classified information.~~  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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4. FN: 380-5s1  
**Title:** Security compromise cases  
**Authority:** NC1-330-76-1  
**Privacy Act:** Not applicable  
**Description:** Information on investigations of alleged security violations. Included are SCI security violations such as missing information, unauthorized disclosure of information, unattended open security containers, and information not properly safeguarded. Note: Records of violations of a sufficiently serious nature to be classified as felonies are permanent (see FN 380-5s2).  
**Disposition:** Code KE6. Event: completion of final corrective or disciplinary action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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5. ~~FN: 380-5aa~~  
**Title:** ~~TOP SECRET material accountability~~ *Withdrawn*  
**Authority:** ~~GRS 18, Item 5a~~  
**Privacy Act:** ~~A0001DAMI~~  
**Description:** ~~Information showing the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.~~  
**Disposition:** ~~Code KE6. Event: all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

6. ~~FN: 380-5dd~~  
~~Title: Activity Entry and Exit Inspection Program~~  
~~Authority: GRS 18, Item 8~~  
~~Privacy Act: Not applicable~~  
~~Description: Documents collected at MACOMs, SUBMACOMs, and Staff agencies in the conduct of an inspection program to deter and detect unauthorized introduction or removal of classified material from DOD owned or leased installations and facilities. Included are--~~  
~~a. The date(s) and number of entry and exit inspections conducted by the activity and subordinate elements during the previous quarter.~~  
~~b. The number of instances during the quarter when persons handcarried classified information without apparent authorization.~~  
~~c. Problems encountered in the conduct of the entry and exit inspection program.~~  
~~Note: Use FN 380-5s to file information on investigations on alleged security violations.~~  
~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*Withdrawn*

7. FN: 380-10c  
Title: Technology transfer cases  
Authority: N1-AU-87-11  
Privacy Act: Not applicable  
Description: Information pertaining to case files providing reports to the Secretariat level and senior DOD officials on releasing or not releasing classified military information or military materiel to a foreign government.  
Disposition: Code KE6. Event: completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

8. FN: 380-10e  
Title: Foreign representative accreditations  
Authority: NN-174-72  
Privacy Act: Not applicable  
Description: Information on the accreditation of foreign representatives assigned to Army agencies. Included are accreditation requests, authorizations, and similar information.  
Disposition: Code KE6. Event: after termination of accreditation or on discontinuance, whichever is first. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

9. FN: 380-10f  
Title: Foreign military attache files  
Authority: NN-174-72  
Privacy Act: Not applicable  
Description: Information on relationships with foreign military attaches. Included are messages to and from the attaches, requests for information and documents, letters of accreditation, biographies, photographs and other related correspondence.

**Disposition:** Code KE6. Event: termination of accreditation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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10. ~~FN: 380-13b1~~  
**Title:** Non-DOD affiliated personnel and organizations *Withdrawn*  
**Authority:** NC1-330-76-1  
**Privacy Act:** AO381-20bDAMI  
**Description:** Information on activities of non-DOD affiliated persons and organizations threatening the security, or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies, acquired under AR 380-13. Note: Files may be revalidated yearly for retention under procedures and criteria contained in AR 380-13.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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11. ~~FN: 380-19e~~  
**Title:** Physical security of automated systems facilities *Withdrawn*  
**Authority:** NC1-AU-82-14  
**Privacy Act:** Not applicable  
**Description:** Information on automated systems security facilities pertaining to the establishment of secure data processing environments. This includes facility construction, fire detection systems and equipment, physical access control, protection against magnetism, operational practices, and related information.  
**Disposition:** Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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12. FN: 380-19f2  
**Title:** Accreditation of automated systems security files  
**Authority:** NC1-AU-82-14 and NC1-AU-83-02  
**Privacy Act:** Not applicable  
**Description:** Disapprovals: Information pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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13. ~~FN: 380-19i~~  
**Title:** Automated systems security communications *Withdrawn*  
**Authority:** NC1-AU-82-14  
**Privacy Act:** Not applicable  
**Description:** Information pertaining to the telecommunications design of new or revised automation systems which includes network documentation, encryption systems and equipment, communication security, network security officer actions, and related information.

~~Disposition: Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

14. FN: 380-19j  
Title: TEMPEST control program files  
Authority: NC1-AU-82-14  
Privacy Act: Not applicable

Description: Inspecting Office: Information gathered on guidance and standards for the application of compromising emanation control measures. This information includes noninstrumented TEMPEST inspections, instrumented TEMPEST test reports, technical advice and assistance, preferred products lists, and related information.

Disposition: Code KE6. Event: receipt of superseding inspection or after closing of account or facility. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

15. ~~FN: 380-19k~~  
Title: Continuity of operations plans (COOP)  
Authority: NC1-AU-82-14  
Privacy Act: Not applicable

*Withdrawn*

Description: Information pertaining to the recovery from and continued operations during partial or total interruption of service for a data processing center due to manmade or natural disasters or problems. These files include backup file requirements and locations, memorandums concerning alternate, recovery and restart routine and procedure, transportation and storage requirements, backup or alternate power or services, and results of actual or practice exercises of COOP.

Disposition: Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

16. ~~FN: 380-28a~~  
Title: Sensitive Compartmented Information (SCI) billet files  
Authority: N1-AU-92-5  
Privacy Act: Not applicable

*Withdrawn*

Description: Information relating to the approval and maintenance of SCI billet structures and SCI billets.

Disposition: Code KE6. Event: transfer or deletion of billet. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

17. ~~FN: 380-28b~~  
Title: SCI contractor operation files  
Authority: N1-AU-92-5  
Privacy Act: Not applicable

*Withdrawn*

~~**Description:** Information relating to civilian contractor operations. Included are DD Forms 254 (DOD Contract Security Classification Specification), MOUs, MOAs, contractor inspection correspondence, and related information. *Withdrawn*~~

~~**Disposition:** Code KE6. Event: termination of government contracts. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

18. ~~FN: 380-28c~~

~~**Title:** Sensitive Compartmented Information Facility (SCIF) accreditations and physical security files *Withdrawn*~~

~~**Authority:** N1-AU-92-5~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information relating to the physical security and construction of SCIFs. Included are SCIF concepts, Fixed Facility Checklists (FFC), Facility TEMPEST Assessment/Risk Analysis (FTA/RA), Technical Surveillance Countermeasures Inspection Reports (TSCM), TEMPEST Service Inspection Reports, Automated Data Processing Checklists, and related information pertaining to physical security and construction.~~

~~**Disposition:** Code KE6. Event: termination of accreditation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

19. FN: 380-40a

**Title:** Signal security approvals

**Authority:** NC1-AU-82-4

**Privacy Act:** Not applicable

**Description:** Approving offices: Requests for approval to establish, alter, expand, or relocate a facility, exceptions to provisions of regulations, and approval of protected distribution systems. Included are questionnaires, reports of approval, and related information.

**Disposition:** Code KE6. Event: issue of related superseding approval or 1 year after closing of account or facility. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

20. FN: 380-40c

**Title:** COMSEC supply correspondence

**Authority:** II-NNA-701

**Privacy Act:** Not applicable

**Description:** Information on the routine supply of communication security (COMSEC) material, such as requests for status of shipment of COMSEC aids, reduction and increase in copy count, cancellation and disposition of COMSEC aids.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

21. FN: 380-40d

**Title:** Item registers

**Authority:** II-NNA-701

**Privacy Act:** A0001-DAMI

**Description:** Cards kept to account for all COMSEC material and to show its receipt, movement, and final disposition.

**Disposition:** Code KE6. Event: all items on each card have been disposed of as evidenced by destruction or transfer reports. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

22. ~~FN: 380-40e~~  
**Title:** Restricted area visitor registers  
**Authority:** NC1-AU-82-4  
**Privacy Act:** A0380-19SAIS

*Withdrawn*

**Description:** Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in a security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

23. FN: 380-40f2  
**Title:** Signal security investigation reports  
**Authority:** NN-170-20  
**Privacy Act:** Not applicable

*agency concurrence  
to modify  
tcs 10/23/01*

**Description:** HQ, INSCOM: Reports of investigation concerning the loss or subjection to compromise of COMSEC information, transmission, physical material, and other signal security violations. Note: Records of a sufficiently serious nature to be classified as felonies, will be kept permanently (see FN 380-40f1).

**Disposition:** ~~Destroy after 2 years.~~ Code KE6. Event: *completion of final report.* ~~final action.~~ Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

24. FN: 380-40g  
**Title:** Encrypted message texts  
**Authority:** II-NNA-701  
**Privacy Act:** Not applicable

*agency concurrence  
to modify  
tcs 10/23/01*

**Description:** Cipher copies of incoming and outgoing messages and message tapes. Note: Messages involved in an investigation will be kept until the investigation is completed.

**Disposition:** Code K6. Keep in CFA ~~until event occurs and then~~ until no longer needed for conducting business, but not more than 6 years, then destroy.

25. FN: 380-40h1  
**Title:** Allocations  
**Authority:** NC1-AU-82-5  
**Privacy Act:** Not applicable

**Description:** Allocation cards: Information showing allocation of COMSEC material held for distribution.

**Disposition:** Code KE6. Event: final distribution of all material to which the form relates. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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26. **FN:** 380-40j  
**Title:** COMSEC material distribution reports  
**Authority:** II-NNA-701  
**Privacy Act:** Not applicable  
**Description:** Information submitted to Army COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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27. **FN:** 380-40k1  
**Title:** System status files  
**Authority:** NN-171-107  
**Privacy Act:** Not applicable  
**Description:** Information on COMSEC material other than aids: Information kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material.  
**Disposition:** Code KE6. Event: related system becomes obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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28. **FN:** 380-40k2  
**Title:** System status files  
**Authority:** NN-171-107  
**Privacy Act:** Not applicable  
**Description:** Information related to COMSEC aids: Information kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material.  
**Disposition:** Code KE6. Event: material is superseded or removed from the system, whichever is first. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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29. **FN:** 380-40m  
**Title:** Transactions  
**Authority:** NC1-AU-85-5  
**Privacy Act:** Not applicable  
**Description:** Automated records, reports and other media produced by wholesale managers, reflecting COMSEC accounting transactions. This includes receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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30. **FN:** 380-40q1  
**Title:** Accounting reports  
**Authority:** NN-168-78  
**Privacy Act:** A0001DAMI  
**Description:** ACCOR: Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts. The material contained in this file is generated primarily at the COMSEC account and user level.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
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31. **FN:** 380-40q2  
**Title:** Accounting reports  
**Authority:** NN-168-78  
**Privacy Act:** A0001DAMI  
**Description:** Other than ACCOR offices: Custodian appointments and signature cards: Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts. The material contained in this file is generated primarily at the COMSEC account and user level.  
**Disposition:** Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.
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32. **FN:** 380-40q3  
**Title:** Accounting reports  
**Authority:** NN-168-78  
**Privacy Act:** A0001DAMI  
**Description:** Other than ACCOR Offices: accounting report files other than custodian appointments and signature cards: Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts. The material contained in this file is generated primarily at the COMSEC account and user level.  
**Disposition:** Code KE6. Event: last transaction date, or following official clearance of the account resulting from a USACCSLA audit. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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33. **FN:** 380-40r  
**Title:** Signal security inspections  
**Authority:** NC1-AU-82-4  
**Privacy Act:** Not applicable  
**Description:** Inspecting office: Inspection reports and related correspondence, such as cryptofacility inspection, control of compromising emanations (TEMPEST) tests and inspections, periodic command inspections, and COMSEC account audits.  
**Disposition:** Code KE6. Event: on receipt of related superseding inspection report or after closing of account or facility. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.  
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34. **FN:** 380-40s  
**Title:** Signal security reports  
**Authority:** NC1-AU-82-5  
**Privacy Act:** Not applicable  
**Description:** Reports (including messages and related correspondence) regarding electronic security, cryptosecurity and transmission security analysis, violations, and summary reports; reports of physical, cryptographic, and personnel insecurities and compromise notifications not specifically covered in other parts of the 380 series; and related information. Note: Reports that are the subject of a formal investigation will be filed with the investigation reporting files.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.  
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35. ~~**FN:** 380-150d  
**Title:** Atomic information exchanges  
**Authority:** NC1-AU-76-51  
**Privacy Act:** Not applicable  
**Description:** Information relating to requests from various foreign governments or allies for atomic information, to include requests for regulations, manuals, reports, and other related information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~  
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*Withdrawn*

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525

**MILITARY OPERATIONS**

**Prescribing Directives**

AR 525-1--Department of the Army Command and Control System

AR 525-13--The Army Combatting Terrorism Program

AR 525-22--Electronic Warfare (EW) Policy

**Description:** These records concern DA Command and Control System and other requirements for combat operational information, activities and functions in support of military operations, resources and equipment used, lessons learned, search and rescue operations, strategic and tactical planning. They include use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.

Note: The command reporting files and unconventional warfare (UW) planning files described below in file nos. 525a, and 525b through 525f, respectively, are prescribed by the FORSCOM Mobilization and Deployment Planning System and Technical Manual 31-200-1, Warfare Devices and Techniques/Unconventional References, respectively. However, for consistency of numbering within MARKS, they are identified here with the related 525-series of publications on Military Operations.

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36. ~~FN: 525~~

~~Title: General military operations correspondence files~~

~~Authority: NN-167-31 and NN-165-192~~

~~Privacy Act: Not applicable~~

~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military operations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30g.) Matters relating to military operations that are received for information only, on which no action is required. These include cards, listings, indexes, other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*Withdrawn*

37. FN: 525m2

Title: Psychological operations information

Authority: NC1-AU-78-39

**Privacy Act:** Not applicable

**Description:** Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution.

**Disposition:** Information not of unique significance illustrating psychological warfare techniques: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

38.

~~FN: 525-13b~~

~~Title: Terrorist Threat/Attack Reporting System~~

*Withdrawn*

~~Authority: N1-AU-93-6~~

~~Privacy Act: Not applicable~~

~~Description: Information relating to reporting terrorist threats and terrorist attacks, report updates, investigations, and dissemination data. Included are Terrorist Threat Report (TTR), Terrorist Incident Report (TIR), after action reports, updates, threat condition (THREATCON) reports and changes, and similar information.~~

~~Disposition: Code KE6. Event is when the case is closed or final action is taken. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

39.

~~FN: 525-22a3~~

~~Title: Operational nonmanagement reports~~

*Withdrawn*

~~Authority: NC1-AU-78-8~~

~~Privacy Act: Not applicable~~

~~Description: Information consisting of reports on the actual, operational activities rather than the management of operational activities which are described in record series 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analyses, and translations, TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting, and electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies, and other intelligence reporting files including NSA formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).~~

~~Disposition: NSA, community or informal reports, technical notes, exchange letters, and working aids: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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530

**OPERATIONS AND SIGNAL SECURITY**

**Prescribing Directives**

AR 530-1--Operations Security (OPSEC)

AR 530-4--(C) Control of Compromising Emanations (U)

**Description:** These records concern the policies, responsibilities, and procedures for operations security, communications security, control of compromising emanations, and related matters.

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40.

~~FN: 530~~

~~Title: General operations and signal security correspondence files~~

*Withdrawn*

~~Authority: NN-167-31 and NN-165-192~~

~~Privacy Act: Not applicable~~

~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to operations and signal security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to operations and signal security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy~~

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