

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) NATIONAL SECURITY COUNCIL	
2. MAJOR SUBDIVISION RECORDS AND ACCESS MANAGEMENT	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER William H. Leahy	5. TELEPHONE (202) 395-3103

LEAVE BLANK (NARA use only)	
JOB NUMBER NI 273-94-1	
DATE RECEIVED 5.19.94	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 3 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 4-7-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>William H. Leahy</i>	TITLE SENIOR DIRECTOR, RECORDS AND ACCESS MANAGEMENT
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHED		

*No copies
job withdrawn*

OCT - 3 1995
MNV

1. Electronic Mail, 1993--. Messages created and exchanged by the NSC staff electronically. The content of the messages ranges from the routine and personal to substantive exchanges about policy matters. The NSC e-mail systems require the user to designate messages that are records before sending a message. Duplicate copies of messages designated as records are automatically routed to the Office of Records Management with related transmittal data.

a. Substantive Messages. Messages, and related transmittal data, providing substantive information about NSC activities, such as the development of policy papers, interagency meetings, internal administrative matters, and legal cases. Also included are lists of the classified and unclassified messages included on each tape and technical documentation. (For CC:Mail only, the related transmittal data must include all distribution lists, and updates, which provide the names of all addressees of record messages.)

Disposition. Permanent. Copy to tape, at the end of an administration and transfer tapes to the National Archives 20 years after the end of the administration that created them. Also retain copy in an accessible electronic format for 20 years after the end of an administration, and destroy when tapes are transferred to NARA.

b. Processing Files. Backup tapes and all other copies of all data on the e-mail system, including substantive and nonrecord messages; user directories, distribution lists (except for CC:Mail), and user logs (indices) of messages; and user set-up functions comparable to those authorized for disposal under GRS 20, Item 1c.

Disposition. Destroy when no longer needed.

c. Receipt Data. Data identifying the time that certain messages were received.

Disposition. Pending implementation of programming to automatically associate the receipt data with the electronic message, convert data to paper and attach to paper copies of the associated message in the NSC's paper files before the data is deleted.

2. Electronic Cables and Newswires, 1989--. An electronic library of daily newswires and cables related to world events. The newswires consist of a standard commercial package furnished by AP, UPI, and Reuters, which constitutes a nonrecord reference library. No information is recorded about who looks at these newswires or when. The incoming cables originate with the Department of State, DoD, the CIA and the NSA. They are sent to

the Situation Room for the attention of either (1) the President and his assistants in the West Wing, or (2) the NSC staff generally.

a. Cables Sent to or From Specified Staff. A certain percentage of all incoming cable traffic is sent electronically to designated NSC staff according to predetermined subject criteria, and a small number of outgoing cables are sent from the Situation Room in the name of an NSC staff member. All such cables identify the sender and recipient(s) and the date of electronic submission.

Disposition. Permanent. Retain in an accessible electronic format until the end of an administration, then copy to tape. Transfer to the National Archives 20 years after the end of the administration that created them.

b. GESCAN Cables. Those cables not designated for an individual staffer, plus copies of the cables sent to a specified staffer (with the exception of a few highly sensitive cables) are stored in a database (GESCAN) that may be accessed by anyone on the NSC staff. No information is recorded about who looks at what data or when.

Disposition. Destroy when no longer needed.

3. Electronic Calendars of High-Level Officials. Electronic calendars containing substantive information documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Staff Secretary, Executive Secretary, Deputy Executive Secretary, and Senior Directors within the NSC. Also included are lists of individuals with authorized access to the calendars.

Disposition. Permanent. Print all data monthly and transfer paper copies to Records Management for preservation along with a listing of all staff granted access to the data for that month. Transfer to National Archives 20 years after end of the administration in which they were created. After printing paper copies for transfer to Records Management, destroy electronic data when no longer needed.

4. Preliminary Drafts. Preliminary drafts that contain unique information related to logged Central Files maintained by Records Management. Such drafts are filed with the final copy to which they relate and contain all available information about the substantive changes, who made them and when, and who reviewed the draft.

a. Paper Copies

Disposition. Permanent. Transfer to the National Archives 20 years after the end of the administration that created the files.

b. Electronic Drafts.

Disposition. Delete after printing.