

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-457-83-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/14/2025

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 4 and 5 were superseded by NC1-457-84-001 / 1 and 2.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION
T54

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

JOHN U.S. FOIA (b)(3)

5. TEL. EXT.

688-7815

LEAVE BLANK

JOB NO

NC1-457-83-1

DATE RECEIVED

4-18-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-22-83
Date

[Signature]
Archivist of the United States

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 3 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 17 Mar83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Anthony F. Naples</i>	E. TITLE NSA/CSS Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>(U)Applicant Interviews.</u> These are files not included in the applicant's case folders. (NSA Item No. 330-25b)</p> <p><u>Interview Sheets of Non-Hired Applicants.</u></p> <p>DESTROY 120 days after date of last action.</p>	<p>NARS Job No. NC1-457-80-4 Item 199</p>	
2.	<p><u>(U)Non-Hired Applicant Case Files.</u></p> <p>Documents and materials for those applicants not selected for an Agency appointment because of their qualifications, and for those who decline or will not be available for appointment. Included are recruiters' interview records, work-sheets, applications for employment, test results, correspondence and supplementary related documents. (NSA Item No. 330-28)</p> <p>DESTROY 120 days after date of last action.</p>	<p>NARS Job No. NC1-457-80-4 Item 202</p>	7 items

115-107 *CY sent to Agency & NARS.
Rec'd 4-29-83*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

FOR OFFICIAL USE ONLY

Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>(U)Clinical Psychology Case Files. Name folders containing documents accumulated as a result of applicant processing; includes psychological evaluations and other related documents pertaining to individuals. (NSA Item No. 336-02b)</p> <p><u>Non-Hired Applicant Cases.</u></p> <p>DESTROY 120 days after date of last action.</p>	NARS Job No. NCL-457-80-4 Item 228	
4.	<p>(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. (NSA Item No. 342-01b)</p> <p><u>Non-Hired Applicants or Non-Affiliated Individuals.</u></p> <p>DESTROY 120 days after date of last action.</p>	NARS Job No. NCL-457-80-4 Item 252	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p data-bbox="243 337 920 562">(U)Investigative and Polygraph Files. Investigators' and examiners' data and question sheets, notes, polygraph detector charts, examination reports, and related records resulting from investigations and polygraph examinations. (NSA Item Nos. 342-02b, c, and d.)</p> <p data-bbox="320 598 562 629"><u>M5 Carbon Copy.</u></p> <p data-bbox="320 697 417 727"><u>Tapes.</u></p> <p data-bbox="320 795 722 825"><u>Notes and Related Papers.</u></p> <p data-bbox="500 860 856 917">DESTROY 120 days after date of last action.</p>	NARS Job No. NCL-457-80-4 Item 253	

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/>