

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N11-457-05-1
1 FROM (Agency or establishment) National Security Agency		DATE RECEIVED	6/22/05
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
		6/22/05	[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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
17 June 05	[Signature]	

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	337 Employee Assistance Service (EAS) Case Records. Case records compiled by counselors, questionnaires completed by patients, questionnaires completed by private counselors to whom clients are referred, and related reports.		
1.	337-01 NSA/CSS Employees, Military, Integrees, and Assignees from Other Agencies Client Cases.  A. Current Individual Records. Retain locally. Transfer to NCRC 3 years after case closure. Destroy after 5 years.  B. Separated Individual Records. Retain locally. Transfer to NCRC 1 year after date of separation or retirement. Destroy after 5 years.  C. Transferred Individual Records. Transfer to new employing agency only upon written request of employee. Ensure all records are complete before transfer. Destroy after 5 years if record is not transferred.		
2.	<del>337-02 Counselor Referral Records. Records of counselors to whom cases are referred will be destroyed at the same time that the counselors are removed from the referral list.</del>		Deletion made per telecon of 10/17/05 between Daniel A. Laughart and Linda James.

SA 10/26/05 Copies sent to Agency

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/>