

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER N1-457-06-02	DATE RECEIVED 4/17/06
1 FROM (Agency or establishment) National Security Agency		NOTIFICATION TO AGENCY	
2 MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE 4/1/07	ARCHIVIST OF THE UNITED STATES <i>Alb. W. ...</i>
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE		

**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 13 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: 3/7/07

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Included the following information within the RDT&E Records Disposition Schedule as Section F of the Introduction to the Schedule: "Electronic records designated as PERMANENT will be maintained in accordance with standards for the maintenance of electronic records found at 36 CFR 1234.30 or its successor and transferred to the National Archives 50 years after the closure of the activity. Records will be transferred in electronic format in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor)."		
2	See attached.  This schedule authorizes the agency to apply the approved disposition instructions to records in any medium. Permanent records will be preserved in accordance with applicable NARA regulations and guidance.  <i>Changes to this schedule made per communications between David A Langhart (NSA) and [redacted] (NSA) on March 26, 2007. DA Langhart, NWML 3/26/2007</i>		

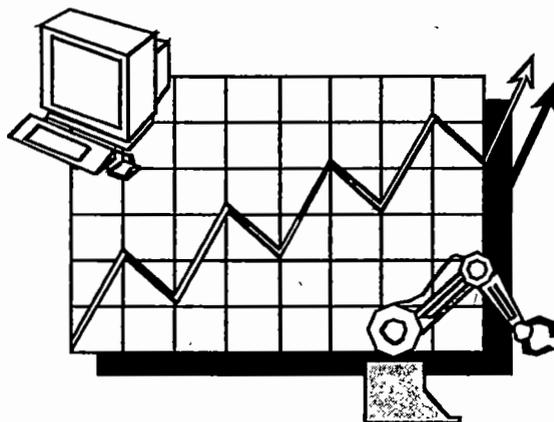
*(3/7/07) SA 9/11/07 copies sent to Agency, NWMD, NUNEF, NWCTM*

UNCLASSIFIED



# RESEARCH

## Records Disposition Schedule



COMPRISING RESEARCH, EVALUATION, TEST, AND  
DEVELOPMENT RECORDS OF NSA/CSS

UNCLASSIFIED

<u>NO.</u>	<u>TITLE AND DESCRIPTION</u>	<u>DISPOSITION</u>
150-01	<p><b><u>RESEARCH PROJECT CASE FILES</u></b> Documents, filed in task area or work unit, reflecting a complete history of each project including research, development, design, testing, evaluation, and completion. Consists of: original support requirements, authorizations, personnel assignments, and task assignments; planning documents and charts; technical development plans, schematics, equipment specifications, and parts lists; engineering drawings, specifications, and equipment / systems files (including original drawings, silver halide aperture cards, CAD files, etc.) including those created in connection with designing equipment / systems; copies of contracts, supplements, and modifications; test data; technical information publications (such as Equipment Manuals and Operator's Manuals); technical data and project historical data; internal documentation; task area and work unit report files; and related correspondence.</p> <p><b>NOTE:</b> When volume warrants, papers in case files may be subdivided by types (e.g. procurement files, authorization documents, reports, drawings and specifications, or other supporting items covered in this section.)</p>	<p><b>PERMANENT.</b> Close when completion report is written. Transfer to the NSA/CSS Records Center 2 years after closing. Transfer to the NSA/CSS Archives when <del>30 years</del> 20 years* old. Transfer to the National Archives and Records Administration when <del>50 years old.</del> [redacted] 25 years old.*</p>
150-02	<p><b><u>RESEARCH TECHNICAL REPORT FILES</u></b> Preliminary, progress, or final Research, Development, Test &amp; Evaluation (RDT&amp;E) technical reports or publications, prepared or issued as a result of basic and applied research, testing, and evaluation of material and equipment. These reports include those prepared in-house by contractors, sub-contractors, and/or grantees, regardless of security classification. Also included are reports that consist of monthly technical findings that are not documented elsewhere. <b>This category of records is Operations File Series Exempt</b></p>	<p><b>PERMANENT.</b> Close when completion report is written. Transfer to the NSA/CSS Record Center 2 years after closing. Transfer to the NSA/CSS Archives when <del>30 years</del> 20 years* old. Transfer to the National Archives and Records Administration when <del>50 years old.</del> [redacted] 25 years old.*</p>

\* 4/29/2015: Saa  
See documentation dated  
4/13/2015.

150-03

**RESEARCH TEST AND EVALUATION FILES**

Records of the test, evaluation, or inspection of material, equipment, systems, or contractor plans to ensure compliance with specifications and quality or in the performance of special research assignments.

**This category of records is Operations File Series Exempt**

**TEMPORARY.** Close annually. Transfer to the NSA/CSS Record Center 2 years after closing. Destroy when 20 years old.

150-04

**RESEARCH NOTES**

Notes, notebooks, and other files containing technical and scientific data accumulated from the conduct of research and development. **This category of records is Operations File Series Exempt**

A. **Notes containing accomplishments.** Notes, notebooks, and other files containing technical and scientific data relating to accomplishments of continuing value.

**PERMANENT.** Place in an inactive file on completion of related projects, or when notebook is filled. Close file every 2 years. Transfer to the NSA/CSS Record Center 5 years after closing. Transfer to the NSA/CSS Archives when ~~30 years~~ 20 years\* old. Transfer to the National Archives and Records Administration when ~~50 years old.~~ 25 years old.\*

B. **Notes of duplicate or routine data.** Notes, notebooks, and other files containing data determined by scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.

**TEMPORARY.** Destroy 6 months after completion or termination of the related project(s).

C. **Notes containing patent data,** needed to achieve continuity of effort, avoidance of duplicative effort, and to provide handwritten, signed and dated legal proof of government sponsored inventions of potential litigation.

**TEMPORARY.** Transfer to NSA/CSS Record Center when patent is issued or application is abandoned. Destroy 25 years after transfer.

\* 4/29/2015 See documentation dated 4/13/2015.

150-05

**CRYPTOGRAPHIC LOGICS AND SYSTEMS**

**FILE**

Cryptographic descriptions, evaluations, and supporting cryptomathematical research papers. **This category of records is Operations File Series Exempt**

**PERMANENT.** Transfer to the NSA/CSS Archives when no longer needed or when ~~30 years old~~, *20 years old*,\* whichever is sooner. Transfer to the National Archives and Records Administration when ~~50~~ *25*\* years old. [REDACTED]

150-06

**MATHEMATICAL STUDIES**

Analysis of existing or proposed techniques in cryptanalysis and cryptography, development of more effective techniques for design and use of computer and special purpose equipment, and collection of cryptomathematical knowledge. **This category of records is Operations File Series Exempt**

**PERMANENT.** Place in an inactive file when study is completed. Transfer to the NSA/CSS Archives when no longer needed or when ~~30 years old~~, *20 years old*,\* whichever is sooner. Transfer to the National Archives and Records Administration when ~~50~~ *25*\* years old. [REDACTED]

150-07

**RECORD HOLDINGS OF THE CRYPTOLOGIC MATHEMATICS LIBRARY**

File contains original mathematics documents derived from NSA/CSS cryptologic mathematics research activities and a related index.

**PERMANENT.** Retained in the Cryptologic Mathematics Library. Transfer to the NSA/CSS Archives when no longer needed or when ~~30 years~~ *20 years*\* old, whichever is sooner. Transfer to the National Archives and Records Administration when ~~50~~ *25*\* years old. [REDACTED]

*\* 4/29/2015 See [signature]  
See documentation dated  
4/13/2015.*

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FOIA(b) (3) - P L 86-36 sec 6, NSA Information

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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/>