

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-457-07-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 remain active.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 340-12 was superseded by DAA-0457-2019-0001, items 0001 and 0002.

Item 340-18 was superseded by DAA-0457-2015-0002-0001.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Security Agency

2. MAJOR SUBDIVISION
(b)(3)

3. MINOR SUBDIVISION
(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER
(b)(3)

5. TELEPHONE

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-457-07-1

DATE RECEIVED
S

6/1/07

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3309a 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

13 April 11

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 149 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

8-28-2006

(b)(3)

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

- 1 See attached.
- 2 Included the following information within the Administrative and Management 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)."
- 3 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.

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ADMINISTRATIVE & MANAGEMENT

ADMIN RDS



RECORDS DISPOSITION SCHEDULE

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III. Acronym Key

FPM	Federal Personnel Manual
GAO	General Accounting Office
GRS	General Records Schedule- published by NARA
NARA	National Archives and Records Administration
NCRC	NSA/CSS Records Center
NMPRC	National Military Personnel Records Center (St. Louis, Mo.)
NPRC	National Personnel Records Center (St. Louis, Mo.)
OPI	Office of Primary Interest
OPM	Office of Personnel Management (Records Center in Boyers, Pa.- retirement case files)
FRC	Federal Records Center
ARMA	Association of Records Managers and Administrators

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IV. Administration And Management

Records Disposition Schedule

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300 EXECUTIVE FILES

These files are created in carrying out the activities of the Director, Deputy Director, Directorates, Associate Directorates, Chief and Deputy Chiefs of Field Stations documenting policy, planning and transactions.

300

Executive Files. Files created at the Directorate, Associate Directorate, and Field Station Chief-level that are mission-related documentation regarding executive policy, planning and transactions. The Director's Senior Council (DSC) serials, all correspondence to and from DSC, copies or reports on the state of cryptanalysis management reviews and projections, computer science tests and Blue Ribbon Panel findings and various background and action status reports and studies on Agency projects. Information of organizations and information related to NSA's relationship with private industry and academia.

Files include:

- Directorate Correspondence & Tracking System (formerly 300-01; NI-457-80-4; (formerly 300-08; NI-457-88-3)
- Director's Travel Files (formerly 300-03; NI-457-80-4)
- General Subject Files (formerly 300-04; NI-457-88-3)
- Director's Message Files (formerly 300-05; NI-457-88-3)
- Central Subject File (formerly 300-06; NI-457-80-4)
- Historical File (formerly 300-07; NI-457-88-3)
- Advisory Board Subject Files, (formerly 300-11; NI-457-88-3)

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when ~~30~~ years old. Transfer to National Archives and Records Administration when ~~40~~ **25** years old.

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301 GENERAL ADMINISTRATIVE FILES

These files are accumulated or created in carrying out the general internal administrative activities of an organization/element.

301-01 (U) General Correspondence. Letters, endorsements, memoranda, reports, and related data and attachments involving a variety of subjects (NOT APPROPRIATE FOR FILING WITH OTHER RECORDS SERIES.)

A. Documents created or received by any office which has NSA-wide policy-making or program-monitoring responsibilities.

PERMANENT. Close annually. Transfer to the NSA/CSS Records Center 3 years after closing. Transfer to NSA/CSS Archives when 20 years old. Transfer to the National Archives and Records Administration when ~~40~~ 25* years old. (N1-457-80-4)

B. Documents created by any office not covered in A. above.

TEMPORARY. Destroy after 3 years. (N1-457-80-4)

301-02	<p>Element Administrative Files. Duplicate records and files concerning immediate needs with little retention value once requirements are satisfied.</p> <p>Files include:</p> <ul style="list-style-type: none"> - Reproduction requests - Office supplies - Leave schedules - Accounting documentation - Employee Relations 	<p>TEMPORARY. Close annually. Destroy when 2 years old. (GRS- 23-1)</p>
301-03	<p>Working Papers/Convenience Files. Working papers, drafts, notes for reference papers, duplicate fiscal documents for Accounting purposes; items which are accumulated in preparation of correspondence and other</p>	<p>TEMPORARY. Destroy when 3 years old or sooner if no longer needed. (N1-457-80-4)</p>

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documents but which lack coordination, recommendations or which are the result of said preparation.

301-04 Public Affairs File. These files contain incoming and outgoing correspondence concerning congressional and second party inquiries, public affairs issues, media contracts, guest speakers, business cards, newsletter releases, photos and biographies of Agency seniors. *(formerly 305-14; N1-547-89-1)* * 25

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when ~~40 years old~~ 25 years old. * (N1-457-89-1)

301-05 Reading Files. Extra copies of outgoing or incoming correspondence, messages, or memos maintained chronologically for ready reference, signature control, preparation of reports or similar administrative purposes.

TEMPORARY. Close quarterly. Destroy when 3 years old or sooner if of no further reference value. (N1-457-80-4)

301-06 Briefing Files. Narrative presentations with related charts showing functions, missions, or projects, and used for briefing individuals or groups.

A. Briefings by the Directorate level for senior-level government officials (i.e., the President, SecDef, Members of Congress, DCI, etc.) on matters of significant importance concerning Agency mission, functions, operational matters. * 20

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when ~~40 years old~~ 25 years old. * (N1-457-80-4)

B. Briefings for external visitors on routine, administrative policy or operational matters.

TEMPORARY. Destroy when 3 years old or sooner if of no further reference value. (N1-457-80-4)

C. Briefings by and for internal Agency components.

TEMPORARY. Destroy when 1 year old or sooner if of no further reference value. (N1-457-80-4)

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301-07	Standard Operating Procedures (SOPs). Supplemental detailed instruction for implementing programs and procedures throughout the agency by an organization at any level within the agency which has program or NSA- [*] 20 wide policy making authority on that process or program.	PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to National Archives and Records Administration when 40 years old. 25 years old. * (GRS-16-1)
301-08	Operational Summaries/Status Reports. Summary documents created at subordinate levels but consolidated at higher levels regarding performance, progress, accomplishments and deficiencies/problems in relation to functional program goals. A. Office of Primary Interest (OPI). B. All Other (lower-level) Offices	PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 40 years old. (NI-457-80-4) TEMPORARY. Destroy when 3 years old or sooner if of no further value.
301-09	Organizational Reports. Activity reports which summarize an organization's performance, accomplishments, decisions, actions and/or problems in relation to the organization's accomplishment of its mission. These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated in to the final report. A. Office of Primary Interest.	PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when

2/25/2014:
Pen and Ink Change
made to schedule.
See note below.

2/25/2014: Pen and Ink Change made to schedule items 301-08 and 301-09 pursuant to email between agency and NARA dated June 27, 2013 and April 10, 2013 (included in dossier). Items 301-08 and 301-09 were consolidated to one item and item 301-09 has been marked "RESERVED". See following page marked "INSERT - Pen and Ink Change 2/25/2014" for updated language.

* 4/29/2015: *See documentation*
dated 4/13/2015

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INSERT – Pen and Ink Change 2/25/2014

301-07	<p><u>Standard Operating Procedures (SOPs)</u>. Supplemental detailed instruction for implementing programs and procedures throughout the agency by an organization at any level within the agency which has program or NSA-wide policy making authority on that process or program.</p> <p style="text-align: right;">*25</p>	<p>PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 20* years old. Transfer to National Archives and Records Administration when 40 years old. (GRS-16-1)</p>
301-08	<p><u>Operational Summaries/Organizational Reports</u>. Summary documents and activity reports created at multiple levels of the agency. Records accumulate at lower-level organizations but are consolidated at higher levels in final reports regarding the organization's accomplishments, performance, progress, and deficiencies/problems in relation to mission/functional program goals:</p> <p>A: Office of Primary Interest (OPI)</p> <p style="text-align: right;">*25</p> <p>B: All Other (lower-level) Offices.</p>	<p>PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 20* years old. Transfer to the National Archives and Records Administration when 40 years old. (N1-457-80-4)</p> <p>TEMPORARY. Destroy when 3 years old or sooner if of no further value.</p>
301-09	RESERVED	

* This page represents the consolidation of items 301-08 and item 301-09 pursuant to email dated June 27, 2013 and April 10, 2013.

* 4/29/2015: *Sera*
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dated 4/13/2015.

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2/25/2014:
Pen and Ink Change
made to schedule.
See note below.

B. All Other (lower level) Offices.		
301-10	Installations and Logistics Project Tracking Database. The I&L Project Tracking Database records pertinent information gathered from Agency decision documents relating to system development, acquisition and life-cycle support. (formerly 301-24; NI-457-88-8)	<p>30 years old. Transfer to the National Archives and Records Administration when 40 years old. (NI-457-80-4)</p> <p>TEMPORARY. Destroy when 3 years old or sooner if of no further value.</p>
301-11	Interservice Support Agreement Database. This database contains information on NSA/CSS interservice Support Agreements. (formerly 301-25; NI-457-88-8)	<p>PERMANENT. Transfer inactive files to the NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 40 years old. (NI-457-88-8)</p> <p>20 years * 25 years old. *</p>
301-12	Organization Mission Files. Correspondence that documents policy making, program management functions and agreements for which the activity has primary mission. Includes official organization charts, narrative histories, and related records which document the organization and functions of the NSA/CSS.	<p>TEMPORARY. Destroy on 6 year cycle. (NI-457-88-8)</p> <p>PERMANENT. Transfer to NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 40 years old. (NI-457-80-4)</p> <p>20 years * when 25 *</p>
301-13	Fund-Raising Campaign Records. Correspondence, receipts, invoices and related documents used in facilitating and controlling the collection of monies from fund raising for charitable organizations (i.e., CFC)	<p>PERMANENT. Transfer to NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when 40 years old. (NI-457-80-4)</p> <p>TEMPORARY. Destroy 1 year after campaign completion or completion of next equivalent campaign. (NI-457-80-4)</p>
301-14	Quarterly Management Review Periodicals. Includes Agency summary of management data during the previous quarter. These records accumulate at multiple levels of	

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2/25/2014: Pen and Ink Change made to schedule items 301-08 and 301-09 pursuant to email between agency and NARA dated June 27, 2013 and April 10, 2013 (included in dossier). Items 301-08 and 301-09 were consolidated to one item and item 301-09 has been marked "RESERVED". See following page marked "INSERT - Pen and Ink Change 2/25/2014" for updated language.

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

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the agency. Information from lower-level organizations shall be consolidated in to the final report.

A. Office of Primary Interest (OPI).

PERMANENT. Transfer inactive files to the NSA/CSS Records Center. Transfer to NSA/CSS Archives when ~~30 years~~ ^{20 years} old. Transfer to the National Archives and Records Administration when ~~40 years old~~ ^{25 years old}. (NI-457-80-4) *

B. All Others (lower-level) Offices.

TEMPORARY. Destroy when 3 years old or sooner if of no further value. *

301-15

Administrative Databases. Databases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115. (formerly 301-23; GRS-23-3a, b, & c)

A. When hard copy records are retained in order to meet record keeping requirements.

TEMPORARY. Delete information in the database when no longer needed. (GRS-23-3a)

B. When the database takes the place of hard copy records.

TEMPORARY. Delete after the expiration of their retention period authorized for the hard copy file, or when no longer needed, whichever is later. (GRS-23-3b)

C. Hard copy printouts created for short-term administrative purposes.

TEMPORARY. Destroy when no longer needed (GRS-023-3c)


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

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301-16	<p>Schedules of Daily Activities. Documenting recording activities (i.e., meeting notes, telephone calls by Federal Employees while serving in an official capacity whether created and maintained in hard copy or electronic form. Such items include: Calendars, appointment books, schedules, logs, diaries, telephone calls, trips, visits, EXCLUDING materials determined to be personal. (formerly 301-20; GRS-23-5)</p> <p>A. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note)</p> <p>(NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA)</p> <p>B. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.</p>	<p>TEMPORARY. Destroy or delete when 2 years old. (GRS-23-5)</p> <p>TEMPORARY. Destroy or delete when no longer needed. (GRS-23-5)</p>
301-17	<p>Tracking and Control Records. Logs, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as a information source apart from the related records.</p>	<p>TEMPORARY. Destroy or delete with the related records or sooner if no longer needed. (GRS-23-8)</p>
301-18	<p><u>Suspense Files.</u> Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to an action is expected and, if not received, should be traced on that given date. (formerly 301-21; GRS-23-6)</p>	

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	<p>A. A note or other reminder to take action.</p> <p>B. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</p>	<p>TEMPORARY. Destroy after action is taken. (GRS-23-6)</p> <p>TEMPORARY. Withdraw documents when reply is received.</p> <p>(1) If suspense copy is an extra copy. Destroy immediately.</p> <p>(2) If suspense copy is the file copy, incorporate it into the official files. (GRS-23-6)</p>
301-19	<p>Transitory Files. Documents of short-term interest, including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value and normally need not be kept more than 180 days. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. (formerly 301-22; GRS-23-7)</p>	<p>TEMPORARY. Destroy immediately after 180 days, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto delete feature of electronic mail systems). (GRS-23-7)</p>
301-20	<p>General Operation Files. Documents relevant to essential information for the management of resources required to satisfy mission objectives and requirements. Topic areas include: required research projects, contingency and support planning, source collection programs, analytic and processing issues. These items contain documentation from various sources within the SIGINT community and open source publications that provide long-term value and are instrumental in decision making processes. (formerly 200-02)</p> <p>Files Include:</p> <ul style="list-style-type: none"> - Program Files - Reference Files - Special Purpose Files 	<p>PERMANENT. Close annually and transfer to the NSA/CSS Records Center. Cutoff in 5-year increments. Transfer to NSA/CSS Archives 30 20* years after the cutoff. Transfer to the National Archives and Records Administration when 40 25* years old.</p>

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

301-21

Special Projects, Target and/or Crisis Records.


Documentation regarding special projects or crisis related records. Correspondence and materials which reflect key management decisions/instructions and the results therefrom. Planning, procedures, methods used in special projects or events and used to support the assessment of the Agency's capability to respond to a specific event and the results thereof. *(formerly 200-04 and 205-07)*

- A. Mission, Associate, and Principal Directorates, the NSA Chief of Staff, and Field Chiefs originated material.

PERMANENT. Close annually and transfer to the NSA/CSS Records Center on completion of the activity. Records may be transferred incrementally at the discretion of the organization. Cutoff in 5-year increments. Transfer to NSA/CSS Archives ~~30~~ **20**^{1*} years after the cutoff. Transfer to the National Archives and Records Administration when ~~40~~ **25**^{*} years old.

- B. All other copies.

TEMPORARY. Transfer to the NSA/CSS Records Center when no longer required for operations. Review for destruction every 3 years.

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

302 INSPECTOR GENERAL FILES

Files that result from the conduct of official inspections and special investigations for the NSA/CSS Directorate as required, to evaluate performance of missions, functions, and duties prescribed for all components of the Agency. This section also includes records of reviews and audits of Agency operational management and finance and accounting practices. Document Agency follow-up actions taken in response to the Government Accountability Office (GAO) and Defense Audit Service (DAS) audits; actions taken with respect to the specific recommendations in the various audit reports; and the report of audits performed on Agency non-appropriated fund accounts.

302-01 Inspections and Investigations. Files consist of reports and documents relating to internal and/or external inspections and investigations.
Files Include:

- Planning and execution of internal/external inspections and investigations performed by NSA/CSS or by other authorized agencies. *(formerly 302-01A; N1-457-80-4)*
- Records created as a result of inspections and investigations conducted or directed by the Office of the Inspector General, including record action taken and supporting papers. *(formerly 302-02A; N1-457-80-4)*

A. Site-Level Surveys and Investigations: Investigations which focus on site-level surveys and investigations on overall governance of the site with regard to DoD/IC Community regulations, and host agreements.

PERMANENT. Transfer to the NSA/CSS Records Center 2 years after inspection is completed and all actions related thereto have been adjudicated.

Transfer to NSA/CSS Archives when ~~30 years~~ 20 years old. Transfer to the National Archives and Records Administration when ~~40 years old~~ 25 years old. *

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

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	<p>B. Administrative Inspections and Investigations: Investigations which pertain to such areas as incidents of timesheet and travel abuse, and misuse of government property issues.</p> <p>Note: Significant case files (i.e., those that result in national media attention, Congressional investigation, and/or substantive changes in agency policy or procedures) are NOT covered by this chapter. Contact the NSA Records Officer to submit an SF 115 to NARA. (NARA will determine the disposition on a case-by-case basis.)</p>	<p>TEMPORARY. Transfer to the NSA/CSS Records Center 2 years after inspection is completed and all actions thereto have been adjudicated. Destroy items when 65 years old.</p>
<p>302-02</p>	<p><u>Complaints.</u> Documents accumulated during processing of complaints made by or about an employee of the Agency not requiring formal investigation. <i>(formerly 302-03)</i></p>	<p>TEMPORARY. Destroy 2 years after transfer of military personnel or upon separation of civilian personnel. (NI-457-80-4)</p>
<p>302-03</p>	<p><u>Audit Case Files.</u> Reports, correspondence, and supporting working papers from internal audits of agency programs, operations, and procedures. May contain external audits of contractors and grantees. <i>(formerly 302-04)</i></p>	<p>TEMPORARY. Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff. (GRS 22-2)</p>

303 LEGAL FILES

These files relate to litigation and the review, issuance, and interpretation of directives, laws, and legislative proposals as they affect the Agency. May contain correspondence and other papers pertaining to contracts, investigations, agreements and activities of legal significance, and specifically precedential cases unique to NSA, court orders, administrative hearings at the state, federal and international level, as well as other special projects/programs as they pertain to national security.

303-04 General Law Files. Files arranged alphabetically consisting of all correspondence involving significant attention of the General Counsel, or receiving widespread media coverage. Files containing legal opinions. Case files supporting litigation. Formal NSA comments at the request of Congress or OMB; applications and court orders related to the Foreign Intelligence Surveillance Act of 1978 (FISA); patent application files, as well as other legal matters as they affect NSA operations. (formerly 303-09A; N1-457-80-4)

A. Items created by General Counsel's Office:
Files Include:

- Legal Opinion Files (formerly 303-05; N1-457-80-4)
- Litigation Files (formerly 303-03; N1-457-80-4)
- FISA Files (formerly 303-08; N1-457-80-4)

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when no longer needed for operations or ~~30~~ 20* years old. Transfer to National Archives and Records Administration when ~~40~~ 25* years old.

B. Items used by or of interest to General Counsel's Office: (formerly 303-09A; N1-457-80-4);
Files Include:

- Legislative and Regulatory files (formerly 303-04A; N1-457-80-4)
- Patent Files (formerly 303-02; N1-457-80-4)
- General Law Files (formerly 303-09; N1-457-80-04)

* 4/29/2015 Sen A
see documentation dated
4/13/2015.

<p>1. Precedential legislation, regulation, and/or subject matter unique in nature which may have impact on NSA, or which may involve significant attention of the General Counsel, or receiving widespread media coverage. Files may also include documentation pertaining to patent case files including applications (pending, approved, abandoned or disapproved), related invention disclosures, amendments, petitions, appeals, withdrawals from secrecy pursuant to the Invention Secrecy Act, 35 USC 181-188, etc., for all NSA-related patents that have been approved.</p> <p>2. All Other Cases or files lacking in precedential value or having a minor impact on NSA.</p>	<p>PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when no longer needed for operations or 30 ²⁰ years old. Transfer to National Archives and Records Administration when 40 ²⁵ years old.</p> <p>TEMPORARY. Review every 5 years for destruction of non-essential materials (N1-457-80-4)</p>
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* 4/29/2015: *Send*
See documentation dated
4/13/2015.

304 ARCHIVAL AND HISTORICAL FILES

These files are accumulated by the NSA/CSS Archives and the Historian to document the history of the NSA/CSS for operational and historical purposes.

- 304-01 Historical Program Files. Correspondence, directives, and other documents which directly contribute to the development, direction, and supervision of the Agency Historical Program. Items concerning documents collected and used as source data in the writing of histories, including critiques, drafts of manuscripts, charts, statistical compilations, interviews, reports, directives, etc. ~~20~~ *NSA/CSS Archives when 30 years old. Transfer to the National Archives and Records Administration when ~~40~~ years old. **25 years old.** * (Nla457-80-4)
- Studies of unique operational cryptologic matters, histories of organizations, and audio tapes of individuals documenting their knowledge of cryptologic organizations, decisions, functions, operations and events deemed to be of historical value.
- Files include:
- Historian's Source Files (formerly 304-02, N1-457-80-4)
 - Historical Background Materials ((formerly 304-03, N1-457-80-4)
 - Historical Inquiry Files (formerly 304-04, N1-467-90-4)
 - Special Historical Studies (formerly 304-05, N1-457-80-4)
 - Official Agency Histories (formerly 304-06, N1-457-80-4)
 - Oral History Files (formerly 304-10, N1-457-80-4)

* 4/29/2015: See a
See documentation dated
4/13/2015.

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304-02 Archives Source Files. Historic materials, indexes and other finding guides of intrinsic or subject-matter value which have been received from retirees or from temporary record files kept by elements that were often not the creators or users of record. (In some instances, these will form the basis of substituting a signed original for a carbon copy found in a permanent file.) (formerly 304-07, N1-457-80-4); (formerly 304-08, N1-457-80-4)

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when ~~30 years old~~ ^{25 years old}. *
Transfer to the National Archives and Records Administration when ~~40~~ ²⁵ years old. (N1- 457-80-4)

* 4/29/2015: *San*
See documentation dated
4/13/2015.

305 INFORMATION POLICY FILES

These records are created in the course of the NSA/CSS implementation of the provisions of the Freedom of Information Act (FOIA), Public Law 93-502 (5 U.S.C. 552), Executive Order (E.O.) ~~12356~~, and the Privacy Act, Public Law 93-579 (5 U.S.C. 552a). Also included are articles referring to Public Affairs and Pre-publication reviews.

305-01	<p>Freedom of Information Act and Mandatory Review Files. Documents and supportnig files created in response to FOIA and E.O. 13526 requests and appeals. File includes original requests, responses, related supporting documents, registrations and log. (Supporting documents, which may include a copy of the official file copy of records requested or copy thereof). Files Include:</p> <ul style="list-style-type: none"> - FOIA Requests and Mandatory Review Files (GRS-14-11) - FOIA Appeals and Mandatory Review Files (<i>formerly 305-02</i>) (GRS-14-12) - FOIA Control and Mandatory Review Files (<i>formerly 305-03</i>) - FOIA Reports and Mandatory Review File (<i>formerly 305-04</i>) 	<p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 50 years old.</p>
305-05	<p>FOIA Administrative and Mandatory Review Files. Records relating to the general Agency implementation of the FOIA, and Executive Orders 13526 including notices, memoranda, routine correspondence and related records.</p>	<p>TEMPORARY. Destroy when superseded by new policy or guidance. (GRS-14-15)</p>
305-06	<p>Privacy Act Requests Files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain request, copy of reply thereto, and all related supporting documents, which may include a copy of the official file copy of records requested or copy thereof.</p> <p>A. Correspondence and supporting documents (Excluding the official file copy of the records requested if filed herein.)</p>	<p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 70 years old.</p>

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	<p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Agency reproduction fees.</p> <p>(a) Requests not appealed.</p> <p>(b) Request appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests not appealed.</p> <p>(b) Request appealed.</p> <p>B. Official file copy of requested records. (Documents responsive to request are copies of the official records requested).</p>	<p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 70 years old.</p> <p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 70 years old.</p> <p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 70 years old.</p> <p>TEMPORARY. Transfer inactive files to the Record Center. Destroy when 70 years old.</p>
305-07	<p><u>Privacy Act Appeals Files.</u> Files related to administrative appeals under the Privacy Act for release of information denied by the Agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p>	<p>TEMPORARY Transfer inactive files to the Record Center. Destroy when 70 years old.</p>
305-08	Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of the Agency's refusal of the individual's request to amend a records as provided for under 552a(d)(3); and to any civil action brought by the individual against the Agency as provided under 5 U.S.C. 522a(g). (formerly 305-07; GRS-14-22)	

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	<p>A. Requests to amend agreed to by the Agency. Includes individual's requests to amend and/or review refusal to amend, copies of the Agency's replies thereto, and related materials.</p>	<p>TEMPORARY. Dispose of in accordance with approved disposition instructions for the related subject individual's record or 4 years after the Agency's agreement to amend, whichever is later. (GRS-14-22)</p>
	<p>B. Requests to amend refused by the Agency. Includes individual's requests to amend and to review refusal to amend, copies of the Agency's replies thereto, statement of disagreement, the Agency justification for refusal to amend a record, and related materials.</p>	<p>TEMPORARY. Dispose of in accordance with approved disposition instructions for the related subject individual's record; or 4 years after final determination of the Agency; or 3 years after final adjudication by the courts, whichever is later. (GRS-14-22)</p>
	<p>C. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by the Agency to amend a record.</p>	<p>TEMPORARY. Dispose of in accordance with approved disposition instructions for the related subject individual's record or 3 years after final adjudication by the courts, whichever is later. (GRS-14-22)</p>
<p>305-00</p>	<p>Privacy Act Accounting of Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. (formerly 305-08; GRS-14-23)</p>	<p>TEMPORARY. Dispose of in accordance with approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later. (GRS-14-23)</p>

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305-10	Privacy Act Control Files. Database, log, or listings maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. (formerly 305-09; GRS-14-24)	TEMPORARY. Destroy 15 years after date of last entry. (GRS-14-24)
305-11	Privacy Act Reports Files. Recurring reports and one-time information requirement relating to Agency implementation, the Office of Management and Budget, and the Report on New Systems. (formerly 305-10; GRS-14-25)	TEMPORARY. Destroy when 2 years old. (GRS-14-25)
305-12	Privacy Act General Administrative Files. Records relating to the general Agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records. (formerly 305-11; GRS-14-26)	TEMPORARY. Destroy when superseded by new policy or guidance. (GRS-14-26)
305-13	Unauthorized Disclosure File. This file contains unauthorized disclosure reports to the DNI, the SECDEF and the Director, ISOO, as well as related reports to DoJ.	PERMANENT. Transfer inactive files to the NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years 20 years old. Transfer to the National Archives and Records Administration when 40 years old 25 years old. (N16457-89-10) *
305-15	Commendation/Complaint Correspondence Files. Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records. (formerly 305-16; GRS-14-5)	TEMPORARY. Destroy when 3 months old. (GRS-14-5)

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

306 POLICY AND PLANNING FILES

These files document national cryptologic policy developed and promulgated by external authorities.

306-01 Documents Regarding National Cryptologic Policy. They include: NSA/CSS policies and plans developed to provide guidance for future courses of action to be taken by NSA/CSS and the SCEs in support of national policy and strategic concepts during peacetime, general war, or contingencies which may arise from unusual political, budgetary, or military situations. These files are created and maintained in support of the NSA/CSS accomplishing the Cryptologic Missions as directed, formulated and interpreted among others, by the Director, NSA/Chief CSS, JCS, National Security Council, the SecDef, and the National Foreign Intelligence Board (NFIB). The array of documentation covers areas such as procurement and liaison agreements with second parties for overseas sites; studies on site consolidation and closure; mission assignment and operations and contingency plans; budget issues; MOU/MOA documentation. Other documentation includes materials implementing policy decisions regarding COMSEC and technology transfer records; documents pertaining to legislative concerns, dealings with the NFIB and DCI on related matters. Files include:

- National Cryptologic Policy Files (*formerly 306-01; N1-457-80-4*)
- Base Rights Files (*formerly 306-02; N1-457-80-4*)
- Cryptologic Station Planning Profiles (*formerly 306-03; N1-457-80-4*)
- Site Consolidation & Closure Study Files (*formerly 306-04; N1-457-80-4*)
- Liaison Files (*formerly 306-05; N1-457-80-4*)
- National Foreign Intelligence Board (NFIB) Files (*formerly 306-06; N1-457-80-4*)
- National Telecommunications and Information

Systems Security Committee (NTIS) Files *(formerly 306-07; NI-457-80-4)*

- Contingency and Support Planning Files *(formerly 306-08; NI-457-80-4)*
- Operations Planning Files *(formerly 306-09; NI-457-80-4)*
- Legislative Congressional Affairs Files *(formerly 306-10; NI-457-80-4)*
- Budget Files *(formerly 306-11; NI-457-88-3)*
- MOU/MOA Database File *(formerly 306-13; NI-457-89-1)*
- Technology Transfer Records File *(formerly 306-16; NI-457-89-1)*
- Director's NFIB/NIE Related Document File *(formerly 306-17; NI-457-89-1)*
- Director's DCI Committee Document *(formerly 306-18; NI-457-89-1)*
- Country Desk Officer Files *(formerly 306-12; NI-457-89-1)*
- Ocean Surveillance Information System (OSIS) *(formerly 200-02H; NI-457-90-1)*

A. Office of Primary Interest.

PERMANENT. Transfer to NSA/CSS Records Center 2 years after closing. Transfer to NSA/CSS Archives when ~~30 years~~ 20 years old. Transfer to National Archives and Records Management when ~~40 years~~ 25 years old. (NI-457-80-4)

B. All Others (lower-level) Offices.

TEMPORARY. Destroy when 10 years old or sooner if of no further reference value.

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306-02	<p><u>Export Office File</u>. This file contains NSA votes on export license applications and COCOM munitions and dual-use items.</p> <p>Files include:</p> <ul style="list-style-type: none">- Export Case Files (<i>formerly 306-14; N1-457-89-1</i>)- Export License Applications File (<i>formerly 306-15; N1-457-89-1</i>)	<p>TEMPORARY. Cut off annually. Destroy when 2 years old. (N1-457-89-1)</p>
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310 BUDGET FILES

These files include documents relating to the management of resources required to accomplish the cryptologic mission. The records are created in the process of documenting the resources required over a 7-year programming period, and the basis for updating the NSA/CSS Five-Year Defense Program Budget and Financial Plan. Included are program and budget documents relating to the Consolidated Cryptologic Program (CCP) and Consolidated COMSEC Equipment Program (CCEP).

310-01 Program Formulation and Presentation Files. All documentation created in preparation for submission by DIRNSA for approval and issuance of the Five-Year Defense Program. These programs serve as the basis for the development, by the Agency Program/Budget Staff, of the more detailed program and budget guidance to the operating elements.) (Formerly "Program and Budget Advisory Board (PBAB) Files"). *(formerly 310-01, N1-457-80-4)*

These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated into the final report.

Files Include:

- Program Budget Decisions (PBD);
- Defense Resources Boards (DRB);
- Issue Papers, summaries and description data sheets
- Program change requests; manpower memoranda
- Summary tables and related papers
- Congressional Budget Justification Files *(formerly 310-03; N1-457-80-4)*
- Five-Year Defense Program Files *(formerly 310-04; N1-457-80-4)*
- Five-Year Program Summary Data Files *(formerly 310-04; N1-457-80-4)*
- Crosswalks/Program Objective Memorandum (POM) File *(formerly 310-13; N1-457-89-9)*

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	<p>A. Office of Primary Interest.</p> <p>B. All Other (lower-level) Offices.</p>	<p>PERMANENT. Transfer inactive files to the NSA/CSS Records Center. Transfer to NSA/CSS Archives when 30 years 20 years old. Transfer to the National Archives and Records Administration when 40 years old 25 years old. (N1-457-80-4) *</p> <p>TEMPORARY. Destroy when 2 years old or sooner if of no further reference value (N1-457-80-4)</p>
310-02	<p><u>Agency Consolidated Cryptologic Program (CCP) Files.</u> All documentation created in preparation for submission by DIRNSA, to the Assistant Secretary of Defense. These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated into the final report.</p> <p>Files include:</p> <ul style="list-style-type: none"> - Summary and description data sheets - Program change requests; - Manpower memoranda - Summary tables and related papers - Review Committee meeting minutes, - Coordination actions, approvals, reclaims - Justification review papers - Key Component input. (<i>formerly 308-01; N1-457-80-4</i>) - Agency Consolidated Cryptologic Program Review Files (<i>formerly 308-02; N1-457-80-4</i>) - Consolidated Cryptologic Program (CCP) Summary Files (<i>formerly 308-03; N1-457-80-4</i>) <p>A. Office of Primary Interest.</p>	<p>PERMANENT. Close and transfer to the NSA/CSS Records Center at end of</p>

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		<p>each related program cycle (5 or 7 years as applicable). Transfer to NSA/CSS Archives when 30 years <i>20 years</i> old. Transfer to the National Archives and Records Administration when 40 years old <i>25 years old</i>. (N1-457-80-4) *</p>
	B. All Other (lower-level) Offices.	<p>TEMPORARY. Destroy when 2 years old or sooner if of no further reference value. (N1-457-80-4) *</p>
310-03	<p>FINPLAN Files. Overall Financial Plan (FINPLAN) Information, including associated program data. <i>(formerly 308-04; N1-457-80-4)</i></p> <p>These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated into the final report.</p>	
	A. Office of Primary Interest.	<p>PERMANENT. Close annually. Transfer to the NSA/CSS Records Center 2 years after closing. Transfer to NSA/CSS Archives when 30 years <i>20 years</i> old. Transfer to the National Archives and Records Administration when 40 years old <i>25 years old</i>. (N1-457-80-4) *</p>
	B. All Other (lower-level) Offices.	<p>TEMPORARY. Close annually. Transfer inactive files to NSA/CSS Records Center. Destroy when 10 years old or sooner if no longer needed for operations (N1-457-80-4) *</p>

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

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310-04	<p>Budget Correspondence Files. Documentation related to routine administrative procedures and matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices. <i>(formerly 308-05; GRS-5-1).</i></p> <p>Files include:</p> <ul style="list-style-type: none"> - Budget Background Records <i>(formerly 308-06; GRS-5-2)</i> - Budget Reports Files <i>(formerly 308-07; GRS-5-3a)</i> - Budget Apportionment Files <i>(formerly 308-08; GRS-5-4)</i> 	<p>TEMPORARY. Destroy when 5 years old. (GRS-5-1)</p>
310-05	<p>Information Systems Security Program (ISSP) Resources Program Summary Files including COMSEC Resources Program (CRP) Summary Files from years preceding 1991. These summaries identify all approved and proposed ISSP (or CRP) Summary files from years preceding 1991. CRP resources by Department/Agency, Program Element, and Functional Aggregation, relating them to the Five Year Defense Plan <i>(formerly 308-09; NI-457-80-4)</i></p> <p>These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated into the final report.</p> <p>A. Office of Primary Interest.</p> <p>B. All Other (lower-level) Offices.</p>	<p>PERMANENT. Close annually. Transfer to the NSA/CSS Records Center 2 years after closing. Transfer to NSA/CSS Archives when 30 years <i>20 years</i> old. Transfer to the National Archives and Records Administration when 40 years old <i>25 years old</i>. (NI-457-80-4)</p> <p>TEMPORARY. Destroy when 2 years old or sooner if of no further reference value (NI-457-80-4)</p>

* 4/29/2015: See *See a*
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310-06	<p>Program and Budget Input Files. These files consist of data submitted by Key Components for review and consolidation into the total NSA Budget files and the preparation of summaries as may be desired by Agency top management. Source documentation used for forecasting purposes, data used in the formulation of civilian & military budget submissions. <i>(formerly 310-09, GRS-5-2)</i></p> <p>Files include:</p> <ul style="list-style-type: none"> - Manpower Budget Formulation Files <i>(formerly 310-11, GRS-5-2)</i> - Personnel/Manpower Statistical Budget Reports <i>(formerly 310-12, GRS-5-2)</i> 	<p>TEMPORARY. Destroy 1 year after close of the fiscal year covered by the budget. (GRS-5-2)</p>
310-07	<p>Program and Budget Direction Files. Records accumulated by the Agency Program and Budget Staff in preparation of the consolidated NSA Budget, as well as documentation that authorizes the Agency to incur obligations while funding is under approval for the upcoming fiscal year. Also, included are documents that reflect the actual application of the approved budget, and apportionments as applied to O&M, Procurement, RDT&E, Construction, Stock Funds, Family Housing and other appropriated dollar resources <i>(formerly 310-02, NI-457-80-4)</i></p> <p>Files include:</p> <ul style="list-style-type: none"> - Budget Estimate File <i>(formerly 310-06, NI-457-80-4)</i> - Interim Funding Program Files <i>(formerly 310-07, NI-457-80-4)</i> - Financial Plan Files <i>(formerly 310-08, NI-457-80-4)</i> 	<p>TEMPORARY. OPI - destroy when 10 years old or sooner if of no further reference value. (NI-457-80-4)</p>
310-08	<p>Corporate Revenue File. This file contains program and budget information used for planning annual corporate reviews for the Director. Includes Fiscal Year Annual Report. <i>(formerly 310-14, NI-457-89-9)</i></p>	<p>TEMPORARY. Destroy when 5 years old. (NI-457-89-9)</p>

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312 FINANCE AND ACCOUNTING FILES

These files contain the official finance and accounting records of the NSA/ CSS for its appropriated funds. Included are accounting policies, regulations, procedures, fiscal status reports, debit and credit vouchers, allotment ledgers, payroll records, Plant Equipment Accounting Records (PEAS) and related financial documentation concerning the accounting for government-owned facilities and equipment and appropriated funds.

312-01	General Accounting Ledgers. These files result from analyzing and controlling all accounting documents requiring posting to the general ledger and subsidiary ledgers of the Agency to include general accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. <i>(formerly 312-04 & 312-56; GRS-7-2)</i>	TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved. (GRS-7-2)
312-02	<p>Installation Accounts Files. These files contain copies of documents and reports relating to the administrative control of Agency funds and financial inventory accounting records. Include such documents and reports as listed below. <i>(formerly 312-05; GRS-6-1a&b, GRS-8-7)</i></p> <p>A. COMSEC Reports/PEAS. (Plant Equipment Accounting System) Report/Reconciliation. COMSEC/PEAS Equipment Reconciliation Worksheets and Reports, Miscellaneous Plant Equipment Source Documents and ADP listings.</p> <p>B. Non-stock Fund MILSTRIP Requisitions. Report of Survey Files, Receiving Reports, and obligating documents.</p> <p>C. Financial Inventory Accounting Documents. Shipping documents, inventory adjustment documents, disposals documents, turn-ins, issues, disposals, receiving documents, other documentation reflecting financial inventory accounting transactions.</p> <p>D. Installations Accounts. Miscellaneous accounting documents, journal vouchers, transfer of adjustments vouchers; stock fund vouchers, bills of lading, advice</p>	<p>TEMPORARY. Destroy 6 years, 3 months after period covered by account. (GRS 6-1a)</p> <p>TEMPORARY. Destroy when 3 years old. (GRS-8-7)</p> <p>TEMPORARY. Destroy when 1 year old. (GRS-6-1b)</p> <p>TEMPORARY. Destroy 6 years and 3 months after period covered by account.</p>

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	of obligation authorities, purchase requests, job order contracts (Army, Navy, Air Force), purchase orders, reimbursable orders received (classified and nonclassified), rental contracts, miscellaneous contracts, and MIPR's.	(GRS-6-1a)
	E. Fiscal Disbursing and Collection Vouchers.	TEMPORARY. Destroy 6 years and 3 months after period covered by account. (GRS-6-1a)
312-03	<p>Stock Fund Files. These files result from the consolidated management, financing, control, and accounting for the procurement and inventorying of those items of materials, supplies, and equipment, the costs of which are chargeable when issued for use, to a number of consuming activities. <i>(formerly 312-06; GRS-6-1, GRS-7-2, GRS-8-4, GRS-8-7)</i></p> <p>A. Stock Fund Ledgers and Reports. The DD-COMP (A)(Annual) DD-COMP (M)(Monthly) DD-COMP (SA)(Semi-Annual) with reimbursable issues.</p> <p>B. Stock Fund Reference Files. Spot inventories; stock fund compare trial balance; monetary value of property accounting transactions.</p> <p>C. Stock Fund Documents. MIPRs; shipping documents; inventory adjustment reports; disposal documents; returns on material; turn-ins; equipment; MILSTRIP requisitions, receipt documents, interfund vouchers; and miscellaneous reference papers.</p> <p>D. Non-Stock Fund MILSTRIP Requisitions. Report of Survey Files, Receiving Reports, and obligating documents.</p>	<p>TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved. (GRS-7-2)</p> <p>TEMPORARY. Destroy when 2 years old. (GRS-8-4)</p> <p>TEMPORARY. Destroy 6 years and 3 months after period covered by account. (GRS-6-1a)</p> <p>TEMPORARY. Destroy when 3 years old. (GRS-8-7)</p>
312-04	Nonpersonal Requisition File. Requisitions for Non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)). <i>(formerly 364-04; GRS-3-7)</i>	TEMPORARY. Destroy when 1 year old. (GRS-3-7)

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312-05	Unsuccessful Grant Application Files. Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications. (formerly 364-08; GRS-3-13)	TEMPORARY. Destroy 3 years after rejection or withdrawal. (GRS-3-13)
312-06	Grant Administrative Files. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program. (formerly 364-09; GRS-3-14)	TEMPORARY. Destroy when 2 years old. (GRS-3-14)
312-07	Analysis and Reconciliation Files. These files verify and substantiate the accounting data developed by other finance and accounting units. These are general ledgers, accounting records, supporting adjustment vouchers including master copies of General Ledger Trail Balance, Subsidiary Ledgers, Travel & Adjustment Vouchers, Transaction Ledgers, Journals, Financial Plan Details & Summaries as well as Cost & Assets Reports, Data Processing Reports, Payroll, etc. Files include: - Bill Register Cards (formerly 312-12; GRS-6-1a) - Imprest Fund Files (formerly 312-13; GRS-6-1a) - Money Account Files (formerly 312-14; GRS-6-1a)	TEMPORARY. Destroy 6 years, 3 months after period covered by account. (GRS-6-1a)
312-08	Contract Appeals Case Files. Files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. (formerly 364-10; GRS-3-15a & b)	
	A. Records created prior to October 1, 1979.	TEMPORARY. Destroy 6 years, 3 months after final action on decision. (GRS-3-15a)
	B. Records created after September 30, 1979.	TEMPORARY. Destroy 1 year after final action on decision. (GRS-3-15b)

312-09	<p>Command Accounts and Reports Files. These files contain papers on the status of funds, statements and financial reports for all funds which are accounted for by the Agency. Fund allotment and allocation files object classifications, allotment and sub-allotment status and Funding schedules, and allocation advices. Financial Reports Files. Copies of reports to DoD or other external accounting offices on status of allotments, expenditure, disbursements, ore reimbursements, etc. Reports submitted to NSA by External Accounting Offices. For incorporation into miscellaneous DoD and Treasury report. Report of Transactions for/by Others Transfer Vouches.</p>	<p>TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved. (GRS-7-3)</p>
312-10	<p>Military Assistance Program Files. Files relating to financial activities of the Foreign Military Sales Program to include grant aid to countries by MAP. Files contain original "Offer and Acceptance," correspondence pertaining to foreign sales, copies of related fiscal documents pertaining to sales, and grant aid. Documents Relating to Legal Establishment, Policies, Procedures, Management and Evaluation of FMS and Government AID Cases.</p>	<p>TEMPORARY. Close annually. Retain locally 1 year then transfer to the NSA/CSS Records Center. Review 15 years after period covered by account. (DoD Financial Manual Vol.15 Ch.6 - 060101)</p>
312-11	<p>Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). {See note after item 3a(2)(b).}</p> <p>A. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining a simplified acquisition threshold).</p> <p>(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.</p>	<p>TEMPORARY. Destroy 6 years and 3 months after final payment. (GRS-3-3a(1)(a))</p>

(b) Transactions at or below the simplified acquisition threshold and all construction contracts below \$2,000.	TEMPORARY. Destroy 3 years after final payment. (GRS-3-3a(1)(b))
(2) Transactions dated earlier than July 3, 1995.	
(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	TEMPORARY. Destroy 6 years and 3 months after final payment. (GRS-3-3a(2)(a))
(b) Transactions that utilize other than small purchase procedures and all construction contracts below \$2,000.	TEMPORARY. Destroy 3 years after final payment. (GRS-3-3a(2)(b))
B. Obligation copy.	TEMPORARY. Destroy when funds are obligated. (GRS-3-3b)
C. Other copies of records described above used by component elements of a procurement office for administrative purposes.	TEMPORARY. Destroy upon termination or completion. (GRS-3-3c)
D. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	TEMPORARY. Destroy when 5 years old. (GRS-3-3d)
(NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the Federal Acquisition Regulations, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.)	

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312-12	Cash Blotter Files. Monthly summary records of disbursement transactions maintained for reference use. <i>(formerly 312-15; N1-457-80-4)</i>	TEMPORARY. Destroy when 3 years old or sooner if of no further reference value. (N1-457-80-4)
312-13	Individual Employee Pay Record. <i>(formerly 312-16; GRS-2-1a&1b)</i> A. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system. B. Individual Pay Record containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.	TEMPORARY. Update elements and/or entire record as required. (GRS-2-1a) TEMPORARY. Transfer to National Personnel Records Center. Destroy when 56 years old. (GRS-2-1b)
312-14	Time and Attendance Source Records (Timesheets). All time and attendance records used to input time and attendance data into a payroll system, and upon which leave input data is based, such as time or sign-in sheets; time cards; flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine readable or paper form. <i>(formerly 312-17; GRS-2-7& 312-60; GRS-2-8)</i>	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS-2-7)
312-16	Payroll Control Files. Papers such as payroll variation transcripts, notifications of personnel actions, federal and state tax changes, machine runs reflecting all pertinent information affecting individual pay or health benefits applications for or cancellations of savings bonds, requests for checks to be mailed, and Public Law 89-516 Tax Letters (payments for Federal taxes withheld as moving expenses). <i>(formerly 312-20; GRS-2-22)</i> . Files include: - Payroll Control Registers <i>(formerly 312-21; GRS-2-22)</i> - Payroll Health Registers <i>(formerly 312-22; GRS-2-22)</i>	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-22c)

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312-17	<u>Payroll Allotment Registers.</u> Machine runs reflecting all pertinent information affecting allotments. <i>(formerly 312-23; NI-457-80-4)</i>	TEMPORARY. Destroy after completion of second succeeding survey. (NI-457-80-4)
312-18	<u>Pay Comparability Records.</u> Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials under Federal Employees Pay Comparability Act. <i>(formerly 312-24; GRS-1-41)</i>	TEMPORARY. Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later. (GRS-1-41)
312-19	<u>Individual Retirement Records.</u> Individual retirement records reflecting amounts deducted from pay of each employee subject to the Retirement Act, and for deposit to the OPM Retirement and Disability Fund. <i>(formerly 312-25; NI-457-80-4)</i>	TEMPORARY. Transfer to Office of Personnel Management, Bureau of Retirement, Occupational Health and insurance, Washington, D.C., 30 days after separation.. (NI-457-80-4)
312-20	<u>Contractor's Statement of Contingent or Other Fees.</u> Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes. <i>(formerly 364-11; GRS-3-16)</i>	TEMPORARY. Destroy when superseded, obsolete. (GRS-3-16)
312-21	<u>Small and Disadvantaged Business Utilization Files.</u> Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507 <i>(formerly 364-12; GRS-3-17)</i>	TEMPORARY. Destroy when 3 years old (GRS-3-17)
312-22	<u>Agency Copy of Employee's Income Tax Withheld.</u> Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor. <i>(formerly 312-28; GRS-2-18b)</i>	TEMPORARY. Destroy when 4 years old. (GRS-2-13b)
312-23	<u>Transportation Transactions Files.</u> Copies of transportation vouchers and correspondence reflecting Agency PCS and TDY travel and movement of household goods. <i>(formerly 312-32; NI-457-80-4 & GRS-9-2)</i>	

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	A. International Shipments of Goods.	TEMPORARY. Destroy 6 years after the period of the account. (NI-457-80-4)
	B. Schedules of Valuables Shipped. CONUS shipments, correspondence, memos, reports relating to shipments, including lost or damaged shipments.	TEMPORARY. Destroy when 6 years old. (GRS-9-2)
312-24	<u>Individual Authorized Allotments Files.</u> (formerly 312-35; GRS-2-15a; GRS-2-15b)	
	A. Authorization for individual allotment of the Combined Federal Campaign.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-15a)
	B. Other authorizations, such as union dues and savings.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-15b)
312-25	<u>Savings Bond Purchase Files.</u> (formerly 312-36; GRS-2-14a, 14b & 14c)	
	A. U.S. Savings Bond Authorization Form SB2104, SBD2104, SB2305 or equivalent.	TEMPORARY. Destroy when superseded or after separation of employee. (GRS-2-14a)
	B. Bond registration files: issuing agent's copies of bond registration stubs.	TEMPORARY. Destroy 4 months after date of issuance of bond (GRS-2-14b)
	C. Bond receipt and files: receipts for and transmittals of U.S. Savings Bonds.	TEMPORARY. Destroy 4 months after date of issuance of bond (GRS-2-14c)
312-26	<u>Thrift Savings Plan Election Form.</u> Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan. (formerly 312-37; GRS-2-16)	TEMPORARY. Destroy when superseded or after separation of employee. (GRS-2-16)

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312-27	Direct Deposit Sign-up Form. (SF 1199A) (formerly 312-38; GRS-2-17)	TEMPORARY. Destroy when superseded or after separation of employee. (GRS-2-17)
312-28	Tax Exemption Files. Tax exemption certificates and related papers. (formerly 364-07; GRS-3-12)	TEMPORARY. Destroy 3 years after period covered by related account. (GRS-3-12)
312-29	Payroll System Reports. (formerly 312-41; GRS-2-22a, b, & c)	
	A. Error reports, ticklers, system operation reports.	TEMPORARY. Destroy when related actions are completed or when no longer needed, not to exceed 2 years. (GRS-2-22a)
	B. Reports and data used for agency workload and or personnel management purposes.	TEMPORARY. Destroy when 2 years old. (GRS-2-22b)
	C. Reports providing fiscal information on agency payroll.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-22c)
312-30	Payroll Change Files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor which are subject to GAO audit. (formerly 312-42; GRS-2-23a)	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-23a)
312-31	Retirement Files. Reports, registers or other control documents, and other records relating to retirement. (formerly 312-43; GRS-2-28)	TEMPORARY. For CSRS/FERS related records, Destroy upon receipt of official OPM acceptance of annual summary. (GRS-2-28)

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312-32	Payroll Correspondence. Correspondence between agency and payroll processors regarding general, routine administrative issues that do not relate to individual payments. (formerly 312-44; GRS-2-24)	TEMPORARY. Destroy when 2 years old. (GRS-2-24)
312-33	Levy and Garnishment Files. Official Notice of Levy or Garnishment, change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees. (formerly 312-45; GRS-2-18)	TEMPORARY. Destroy 3 years after garnishment is terminated. (GRS-2-18)
312-34	Non-current Payroll Files. Copy of non-current payroll data as maintained by payroll service bureaus in either microform or machine readable form. (formerly 312-46; GRS-2-2)	TEMPORARY. Destroy 15 years after close of pay year in which generated. (GRS-2-2)
312-35	GAO Exceptions Files. General Accounting Office notices of exceptions, formal or informal, and related correspondence. (formerly 312-47; GRS-6-2)	TEMPORARY. Destroy 1 year after exception has been reported as cleared by GAO. (GRS-6-2)
312-36	<p>Certificates Settlement Files. Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records (formerly 312-48; GRS-6-3a & b)</p> <p>A. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</p> <p>B. Certificates covering period settlements.</p>	<p>TEMPORARY. Destroy 2 years after date of settlement. (GRS-6-3a)</p> <p>TEMPORARY. Destroy when subsequent certificate of settlement is received. (GRS-6-3b)</p>
312-37	General Fund Files. Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered in Item 1 of this schedule. (formerly 312-49; GRS-6-4)	TEMPORARY. Destroy when 3 years old. (GRS-6-4)

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312-38	<p>Federal Personnel Security Bond Files. (formerly 312-50; GRS-6-6a(1), GRS-6-6a(2), & GRS-6-6b)</p> <p>A. Official copies of bond and attached powers of attorney.</p> <p>(1) Bonds purchased before January 1, 1956</p> <p>(2) Bonds purchased after December 31, 1955</p> <p>B. Other bond files including other copies of bonds and related documents.</p>	<p>TEMPORARY. Destroy 15 years after bond become inactive. (GRS-6-6a(1))</p> <p>TEMPORARY. Destroy 15 years after end of bond premium period. (GRS-6-6a(2))</p> <p>TEMPORARY. Destroy when bond becomes inactive or after the end of the bond premium period. (GRS-6-6b)</p>
312-39	<p>Gasoline Sales Tickets. Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline. (formerly 312-51; GRS-6-7)</p>	<p>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-6-7)</p>
312-40	<p>Telephone Toll Tickets. Originals and copies of toll tickets files in support of telephone toll call payments. (formerly 312-52; GRS-6-8)</p>	<p>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-6-8)</p>
312-41	<p>Administrative Claims File. (formerly 312-53; GRS-6-10a, 10b(1), 10b(2)(a), 10b(2)(c))</p> <p>A. Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by sub- item c below.</p>	<p>TEMPORARY. Destroy when 6 years, 3 months old. (GRS-6-10a)</p>

	<p>B. Claims by the United States subject to the Federal claims collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716 (c) (1).</p> <p>Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.</p> <p>(2) Claims for which collection action has been determined under 4 CFR Part 104</p> <p>(a) Claims for which the Government's right to collect was not extended.</p> <p>(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.</p> <p>(3) Claims which the agency administratively determines are not owed to the United States after collection action was initiated.</p> <p>C. Claims files that are affected by a court order or that are subject to litigation proceedings.</p>	<p>TEMPORARY. Destroy when 6 years, 3 months old. (GRS-6-10b(1))</p> <p>TEMPORARY. Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued. (GRS-6-10b(2)(a))</p> <p>TEMPORARY. Destroy 3 months after the end of the extended period. (GRS-6-10b(2)(b))</p> <p>TEMPORARY. Destroy when 6 years, 3 months old. (GRS-6-10b(3))</p> <p>TEMPORARY. Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later. (GRS-6-10c)</p>
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312-42	<p>Waiver of Claims Files. Records relating to waiver of claims of the United States against a person rising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decision by agency and/or GAO approving or denying the waiver, and related records. <i>(formerly 312-54; GRS-6-1 la & b)</i></p> <p>A. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).</p> <p>B. Denied waivers.</p>	<p>TEMPORARY. Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved. (GRS-6-1 la)</p> <p>TEMPORARY. Destroy with related claims files in accordance with items 10b and 10c of this schedule. (GRS-6-11b)</p>
312-43	<p>Expenditures Accounting General Correspondence and Subject Files. Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration. <i>(formerly 312-55; GRS-7-1)</i></p>	<p>TEMPORARY. Destroy when 2 years old. (GRS-7-1)</p>
312-44	<p>Appropriation Allotment Files. Allotment records showing status of obligations and allotment under each authorized appropriations. <i>(formerly 312-57; GRS-7-3)</i></p>	<p>TEMPORARY. Destroy 6 years, 3 months after the close of the fiscal year involved. (GRS-7-3)</p>
312-45	<p>Expenditure Accounting Posting and Control Files. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. <i>(formerly 312-58; GRS-7-4a)</i></p>	<p>TEMPORARY. Destroy when 3 years old. (GRS-7-4a)</p>
312-46	<p>Cost Accounting Reports. <i>(formerly 312-59; GRS-8-6a & b)</i></p> <p>A. Copies in units receiving reports.</p>	<p>TEMPORARY. Destroy when 3 years old. (GRS-8-6a)</p>

	B. Copies in reporting units, and related work papers.	TEMPORARY. Destroy when 3 years old. (GRS-8-6b)
312-47	<u>Records of Military Leave.</u> These files show leave used by employees in Organized Reserves, with attached certificate of attendance. (formerly 312-19; GRS-2-22)	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-7)
312-48	<u>Leave Record.</u> (formerly 312-61; GRS-2-9a & b) A. Record of employee leave, such as SF 1150, prepared upon transfer or separation. B. Creating agency copy, when maintained.	TEMPORARY. File on right side of OPF. See GRS 1, item 1. (GRS-2-9a) TEMPORARY. Destroy when 3 years old. (GRS-2-9b)
312-49	<u>Tax Files.</u> (formerly 312-62; GRS-2-13a & b) A. Employee withholding allowance certificate such as IRS Form W-4 and state equivalents. B. Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor. C. Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.	TEMPORARY. Destroy 4 years after superseded or obsolete or upon separation of employee. (GRS-2-13a) TEMPORARY. Destroy when 4 years old. (GRS-2-13b) TEMPORARY. Destroy when 4 years old. (GRS-2-13c)
312-50	<u>Combined Federal Campaign and Other Allotment Authorizations.</u> (formerly 312-63; GRS-2-15a) A. Authorization for individual allotment to the Combined Federal Campaign.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-15a)

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	B. Other authorizations, such as union dues and savings.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-2-15a)
312-51	Management Audit Files. Papers documenting the review, recommendations, actions taken, and the results in connection with Fiscal Year reviews of Agency operational and resource management operatives, relative to DAS and GAO audits whether they be Appropriated or Non-Appropriated Funds. (formerly 312-64; GRS-6-1a). Files include: - Financial Audit Files (Appropriated Funds) (formerly 312-65; GRS-6-1a) - Audits of Non-Appropriated Funds (formerly 312-66; GRS-6-1a)	TEMPORARY. Destroy 6 years, 3 months after period covered by account. (GRS-6-1a)
312-52	Input to Audit Responses. Responses to all GAO and DAS reports of audit on Agency fiscal and operational management activities. Includes comments from subordinate organizations from which the Director's position was formulated, and related working papers and supporting documentation. (formerly 312-67; GRS-6-5b)	TEMPORARY. Destroy when 3 years old. (GRS-6-5b)
312-53	Internal Control Reviews. Documentation of internal reviews as required by Public Law 97-255, "Federal Managers' Financial Integrity Act". Includes papers documenting the review, actions taken, findings and recommendations. (formerly 312-68; N1-457-80-4)	TEMPORARY. Destroy 6 years after date of annual DIRNSA memorandum to SECDEF (N1-457-80-4)
312-54	Internal Control Records. Created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement. (formerly 312-69; GRS-16-14a, b, c, d, e, f(1), & f(2)) A. Policy, procedure, and guidance files. Copies of internal directives maintained by the agency's	TEMPORARY. Destroy when superseded.

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	<p>internal control staff. Does not include the Agency's official file copies of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.</p> <p>B. Management control plans. Comprehensive plan documenting the agency's efforts to ensure compliance with OMB Circular A-123.</p> <p>C. Risk Analysis. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p> <p>D. Annual reports. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress.</p> <p>(NOTE: This item does not cover the consolidated final reports submitted directly to the President and Congress. The final reports must be scheduled by submitting an SF 112 to the National Archives.)</p> <p>E. Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.</p> <p>F. Review files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123, or A-130, this item also applies to</p>	<p>(GRS-16-14a)</p> <p>TEMPORARY. Destroy when superseded. (GRS-16-14b)</p> <p>TEMPORARY. Cut off closed files annually. Destroy after next review cycle. (GRS-16-14c)</p> <p>TEMPORARY. Cut off closed files annually. Destroy after next reporting cycle. (GRS-16-14d)</p> <p>TEMPORARY. Destroy when no longer needed. (GRS-16-14e)</p>
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	<p>copies of these reviews, provided they are identified as alternative reviews in the management control plan.</p> <p>(1) Office with responsibility for coordinating Internal Control functions.</p> <p>(2) Copies maintained by other offices as internal reviews.</p> <p>(NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to copies maintained as internal reviews.)</p>	<p>TEMPORARY. Cut off when no further corrective action is necessary. Destroy 5 years after cutoff. (GRS-16-14f(1))</p> <p>TEMPORARY. Cut off when no further corrective action is necessary. Destroy 1 year after cutoff. (GRS-16-14f(2))</p>
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314 NONAPPROPRIATED FUND FILES

These files result from conducting Morale, Welfare, and Recreation (MWR) activities designed to contribute to the comfort, well being and recreation of Agency employees. Primarily records of the NSA/CSS Restaurant Fund, and the NSA/CSS Civilian Welfare Fund. The disposition instructions of this file series was approved by the U.S. General Accounting Office by letter dated 23 January 1980.

314	<p>Management Files. Records reflecting the formulation, directions, development, and supervision of non-appropriated fund activities.</p> <p>Files include:</p> <ul style="list-style-type: none"> - Council Charters - Directives - Planning & Procedural documents - Legal Opinions (<i>formerly 314-01, N1-457-80-4</i>) - Operation Files (<i>formerly 314-02, N1-457-80-4</i>) - Concessionaire Agreement Records (Cafeteria, vending machines, drug store, and barber shop.) (<i>formerly 314-06, N1-457-80-4</i>) - Civilian Welfare Fund Financial Fund Files <ul style="list-style-type: none"> - Financial Statements - Budgets; Ledgers - Annual Reports - Sales Records - Inventory records, plus other substantiating records. (<i>formerly 314-07, N1-457-08-4</i>) 	<p>TEMPORARY. Destroy when 10 years old. (N1-457-80-4)</p>
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320 ORGANIZATION MANAGEMENT FILES

These files document the official establishment or dis-establishment of NSA/CSS organizations and functional alignments. Documentation that describe and outline:

Organization Title, Codes and Designators,
Mission and Function Statements,
Organization Charts, Staff Studies, and
Official Agency Organization Manuals & Supplements

- 320 Organization Management Files. To include, narrative histories, and related records which document the organization and functions of the NSA/CSS. Contains reports and related data produced by individual organizations documenting the performance, progress, accomplishments, deficiencies and structure or identifying problems contributing to or impacting on the missions, functions and goals of the organization. (formerly 320-01, CI-457-80-4 and 200-03)

PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old.

Transfer to NSA/CSS Archives when ~~30 years~~ 20 years old. *
Transfer to the National Archives and Records Administration when ~~40 years old~~ 25 years old. *
(N1-457-80-4)

* 4/29/2015: *Sena* ✓
See documentation dated 4/13/2015.

322 COMMITTEE MANAGEMENT FILES

These files relate to the operation of committees and the application of controls over their establishment, use and dissolution. The term "committee" applies to any committee, council, board, panel, commission, conference, task force, and any other group having a collective responsibility which is formally established; included are continuing committees or ad hoc committees which function in accordance with committee management procedures as described in NSA/CSS Regulation 112-9.

322-01 Committee Management Files. Documentation of the establishment of (interagency, advisory or international) committees and regulation (i.e., policy, membership, organization) in NSA. This Includes proposals, approvals, and disapprovals to establish committees; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving committees; documents approving, appointing, and relieving committee members; briefing materials and committee registers. Additionally, committee agendas, minutes, and final reports documenting the accomplishment, or general operations of the committee, including any official files maintained by the secretary, chairman, or other designee. (formerly 322-01, N1-457-80-4).

Files include:

- Records Created by Committees (formerly 322-02, N1-457-80-4)
- Technical Committee Files (formerly 101-04A; N1-457-89-7)

These records accumulate at multiple levels of the agency. Information from lower-level organizations shall be consolidated into the final report.

A. Office of Primary Interest.

PERMANENT. Transfer to the NSA/CSS Records Center when 2 years old. Transfer to NSA/CSS Archives when ~~30~~ years ²⁰ years old. Transfer to the

* 4/29/2015: *See document dated 4/13/2015.*

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	<p>B. All Other (lower-level) Offices.</p>	<p>National Archives and Records Administration when 10 years old. <i>25 years old.</i> * (NI 457-80-4)</p> <p>TEMPORARY. Destroy when 3 years old or when no longer needed for reference (NI-457-80-4)</p> <p>* 4/29/2015: <i>See doc</i> See documentation dated 4/13/2015.</p>
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324 MANPOWER MANAGEMENT FILES

These files result from the development and execution of Agency manpower management programs. Included are records which reflect manpower allocations, utilizations and studies resulting from occupational and personnel research to assure proper utilization and placement of personnel.

- 324-01 Manpower Procedures and Instructions Files. Documents governing the development of plans and procedures for management of Agency manpower resources, including criteria and guidelines for forecasting, allocating, appraising, and reporting on manpower utilization, to include authorization of personnel to specific organizations, overtime reports, status of employees or manpower statistics regarding mission. *(formerly 324-01)* Files include:
- Manpower Resources Authorization Documents (RADS) *(formerly 324-02)*
 - Manpower Overtime Usage Report *(formerly 324-04)*
 - Manpower Identification by Category *(formerly 324-05)*
 - Manpower Accounting System Reports *(formerly 324-06)*
 - Test and Evaluation (T&E) File *(formerly 324-08, NI-457-89-9)*
- 324-02 Manpower Standards and Measurement Files. Resource Management policies based on statutes and agency guidelines. Projects or studies resulting from surveys or other manpower evaluation efforts which show manpower requirements and utilization in NSA. Includes final reports, such as the end-of-year Table of Distribution for the previous 9 years, personnel inventories, reports, justifications, and comparisons of NSA manning requirements with other Federal Agencies. *(formerly 324-03, NI-457-80-4)* Files include:
- Resources Management Letters (RMLs) file.
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TEMPORARY. Destroy when 5 years old or sooner if of no further reference value.

TEMPORARY. Destroy when 5 years old or sooner if of no further reference value.

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	<i>(formerly 324-07, NI-457-89-9)</i> - TD HIST Data Base <i>(formerly 324-09, NI-457- 89-9)</i>	
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326 MANAGEMENT IMPROVEMENT AND ECONOMIC ANALYSIS FILES

These files accumulate from analyzing Agency procedures to evaluate effectiveness of resource utilization, and install better, efficient and economical methods to accomplish objectives.

326-03	<p>Cost Reduction and Production Improvement Reports. Program evaluations, quarterly and annual improvement reports and highlights, cost reduction reports, and related papers documenting Agency implementation of Federal and DOD cost reduction and production improvement programs. These are project-oriented files concerning systems, economic and management studies, design and evaluation. Documents include proposals for work improvement and simplification, flow process charts, actions taken on proposals, as well as studies and analyses on resource proposals and management problems. Files include:</p> <ul style="list-style-type: none"> - Work Simplification Proposal Files (<i>formerly 326-05; NI-457-80-4</i>) - Systems Analysis and Economic Studies Files (<i>formerly 326-06; NI-457-80-4</i>) 	<p>TEMPORARY. Place in an inactive file 2 years after completion. Transfer to the NSA/CSS Records Center 2 years after closing. Destroy after 20 years old. (NI-457-80-4)</p>
326-04	<p>Management Statistics Files. Correspondence and background material (i.e., Reports, tabulations, and charts) used in developing and completing analyses and economic studies on cost research and systems analysis. Items are created or received from other sources, and used as medium for measuring results of administrative and operational activities. Files include:</p> <ul style="list-style-type: none"> - Systems Analysis of Economic Studies Background Files (<i>formerly 326-07; NI-457-80-4</i>) 	<p>TEMPORARY. Close annually. Transfer to NSA/CSS Records Center 1 year after closing. Destroy when 5 years old. (NI-457-80-4)</p>

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328 RECORDS MANAGEMENT FILES

These files include the documentation of the management of forms, reports, records and filing equipment.

328-01	Records Management Files. Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the Agency. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records and related records not covered elsewhere in this schedule.	TEMPORARY. Destroy when 6 years old. (GRS-16-7)
328-02	Transferred Records Identification Files. "Transferred Records Identification" showing records transferred to the NSA/CSS Records Center, and documentation relating to records retirement, such as extra copies, routine correspondence and memos, and working papers and background material. (formerly 328-05, GRS-16-2(2))	TEMPORARY. Destroy 6 years after related records are destroyed, or after the related records are transferred to the National Archives of the United States. (GRS-16-2a(2))
328-03	Records Disposition Authorities. Authorizations or approved instructions for disposition of Agency records, including documents relating to U.S. Archivist's authorization to destroy records, such as Standard Form 115, "Request for Records Disposition Authority," routine correspondence, working papers, background materials and schedules. Includes records schedules prepared for in-house use which provide more descriptive detail of the records authorized for disposal by the Archivist of the United States on SF-115s. (formerly 328-06, N1-457-80-4)	TEMPORARY. Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS-16-2a)
328-04	Record Holdings Files. Documents created in the standardization and control of the use of filing systems, procedures, equipment, supplies, and space. Included are indices, listings, or inventories. (formerly 328-07, GRS-16-7a)	TEMPORARY. Destroy when 3 years old. (GRS-16-4a)
328-05	IRM Triennial Review Files. Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports. (formerly 328-08, GRS-16-11)	TEMPORARY. Destroy when 7 years old. (GRS-16-11)

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330 CIVILIAN PERSONNEL FILES.

These files result from the administration of the personnel program for the Agency civilian workforce which includes: personnel servicing tasks; administration of salary and wage programs; job analysis and evaluations; position audits; periodic wage surveys; recruitment, hiring and placement; and implementation of employment service.

330-01	<p>Notification of Personnel Actions. Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.</p> <p>A. Chronological file copies, including fact sheets, maintained in personnel offices.</p> <p>B. All other copies maintained in personnel offices.</p> <p>(NOTE: Incorporate official file copies into OPF. See item 330-07)</p>	<p>TEMPORARY. Destroy when 2 years old. (GRS 1-14a)</p> <p>TEMPORARY. Destroy when 1 year old. (GRS-1-14b)</p>
330-02	<p>Personnel Correspondence Files. Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. (formerly 330-53; GRS-1-3)</p>	<p>TEMPORARY. Destroy when 3 years old. (GRS-1-3)</p>
330-03	<p>Service Record Cards. (Standard Form 7 or equivalent).</p> <p>A. Cards for employees separated or transferred on or before December 31, 1947.</p> <p>B. Cards for employees separated or transferred on or after January 1, 1948.</p>	<p>TEMPORARY. Transfer to National Personnel Records Center (NPRC) St. Louis, Missouri. Destroy 60 years after earliest personnel action. (GRS-1e2a)</p> <p>TEMPORARY. Destroy 3 years after separation or</p>

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		transfer of employee. (GRS-1-2b)
	(NOTE: Effective December 31, 1994, the SF 7 card became obsolete.)	
330-04	Military Agency Personnel Record Files. Files on each military person assigned to NSA, and maintained in the Agency Military Personnel Office as a central information file. (formerly 332-03, NI-457-80-4)	TEMPORARY. Place individual's folder in an inactive file upon relief from active duty with NSA/CSS. Destroy after 1 year. (NI-457-80-4)
330-05	Military Awards, Decorations, and Commendation Files. Files of awards made while individual is on active duty with NSA/CSS and maintained in the Agency Awards Office as a central file. (formerly 332-04, NI-457-90-04)	TEMPORARY. Close annually. Transfer to NSA/CSS Records Center 2 years after closing. Destroy 5 years after transfer. (NI-457-80-4)
330-06	Military Reserve and Transferred Questionnaires. Filed by name of individual and NSA organization. Contains information on individual reserve status.	TEMPORARY. Destroy upon separation of the individual from the Agency or the Reserve Program. (NI-457-80-4)
330-07	Official Personnel Folders of Civilian Personnel. Case files documenting civilian employment under rules and regulations of the Office of Personnel Management. Maintained in accordance with the Federal Personnel Manual. (Items A & B maintained on right side of OPF, item C on left.) A. Civilian Employees Transferring to another Government Agency. B. Separated Civilian Employees. Maintained on the right side of the official personnel folder.	TEMPORARY. Transfer individual folder to gaining Agency. (NI-457-80-4) <i>Filing Instruction</i> TEMPORARY. Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO., 30 days after latest separation (see note 2). NPRC will destroy 65 years after

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	<p>C. Temporary Individual Employee Records. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING performance-related records. (See item 330-12 for disposition of temporary performance-related records.)</p> <p>NOTES: (1) OPF's covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact the NARA Records Appraisal and Disposition Division to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies.</p> <p>(2) Certain agencies have been exempted by OPM from retiring their OPF's to NPRC. These agencies retain OPF's for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]</p>	<p>separation from Federal service. (GRS-1-1b)</p> <p>TEMPORARY. Destroy upon separation or transfer of employee, or when 1 year old, whichever is sooner. (GRS-1-10)</p>
330-08	<p>Personnel Procedures, Policies and Publications Files. Correspondence with DoD, OPM, and Services on delegations of authority and procedures basic to formulation of NSA/CSS personnel management.</p>	<p>PERMANENT. Place noncurrent items in an inactive file. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years old 20 years old. * Transfer to National Archives and Records Administration when 40 25* years old. (N1-457-80-4)</p>
330-09	<p><u>Financial Disclosure Reports.</u></p> <p>A. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521)</p> <p>(1) Records for individuals filing according to Section 201b of the Act, and not subsequently</p>	<p>TEMPORARY. Destroy 1 year after nominee ceases</p>

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* 4/29/2015: See as
See documentation dated
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	confirmed by the U.S. Senate	to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (GRS-2-24a(1))
	B. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 12222.	TEMPORARY. Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (GRS 2- 24b)
330-10	<u>Persons With Disabilities Appointment Case Files.</u> Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with Federal Personnel Manual, chapter 306-11, subchapter 4-2.	TEMPORARY. Destroy 5 years following the date of approval or disapproval of each case. (GRS 1- 40)
330-11	<u>Agency Promotion Review Board Files.</u> These files contain supporting documentation from promotion authorities for recommendations for promotion during any Rewards and Recognition cycle. Included are nominations, supporting narrative and statistical data, and promotion recommendation packages.	TEMPORARY. Close after each promotion cycle. Transfer to NSA/CSS Records Center after closing. Destroy when 7 years old. (Nle 457-80-4)
330-12	<u>Employee Performance File System Records.</u> A. Non-SES appointees (as defined in 5 USC 4301 (2)) (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all	TEMPORARY. Destroy after the employee completes 1 year of

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	related documents.	acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice. (GRS-1023a(1))
(2)	Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	TEMPORARY. Destroy when superseded. (GRS-1023a(2))
(3)	Performance-related records pertaining to a former employee.	
(a)	Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	TEMPORARY. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 330-12(a)(3)(b) below. (GRS-1023a(3)(a))
(b)	All other performance plans other ratings.	TEMPORARY. Destroy when 4 years old or when no longer needed, whichever is sooner. (GRS-1-23a(3)(b))
(4)	All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	TEMPORARY. Destroy 4 years after date of appraisal. (GRS-1-23-a(4))
(5)	Supporting documents.	TEMPORARY. Destroy 4 years after date of appraisal or when no longer needed,

whichever is sooner.
(GRS-1-23a(5))

B. SES appointees (as defined in 5 USC 3132a(2)).

(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

TEMPORARY. Destroy when superseded.
(GRS-1-23b(1))

(2) Performance-related records pertaining to a former SES appointee.

(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating

TEMPORARY. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item GRS-23b(2)(b). (Transfer to gaining element.)
(GRS-1e23b(2)(a))

(b) All other performance ratings and plans.

TEMPORARY. Destroy when 5 years old, or when no longer needed, whichever is sooner.
(GRS-1-23b(2)(b))

(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, **EXCLUDING** those for SES appointees serving on a Presidential appointment (5 CFR 214).

TEMPORARY. Destroy 5 years after date of appraisal. (GRS-1-23b(3))

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	(4) Supporting documents.	TEMPORARY. Destroy 5 years after date of appraisal. (GRS-1-23b(4))
	(NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA).	
330-13	<p>Personal Information Files. Maintained in work areas by employees and/or supervisors.</p> <p>A. Employees transferred to field assignment.</p> <p>B. Supervisors' Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.</p>	<p>TEMPORARY. Transfer to gaining organization when employee returns from assignment. (N1-457-80-4)</p> <p><i>Filing Instructions</i></p> <p>TEMPORARY. Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1-18a)</p>
330-14	Correspondence and Forms Files. Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. Correspondence and forms relating to pending personnel action. (formerly 330-47, GRS-1-17a)	TEMPORARY. Destroy when action is completed (GRS-1-17a)
330-15	Interview and Evaluation Cards for Separated Employees.	TEMPORARY. Destroy when 2 years old. (N1-457-80-4)
330-16	<p>Competitive Selection Files. Records containing position advertisements applications and associated qualifications data.</p> <p>A. Civilian positions.</p> <p>B. Military positions.</p>	<p>TEMPORARY. Destroy 1 year after advertisement closure date. (N1-457-80-4)</p> <p>TEMPORARY. Destroy</p>

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		10 years after advertisement closure date. (N1-457-80-4)
330-17	Personnel Research Files. Staff studies, projects, and models reflecting applied research in personnel areas, including business processes, personnel surveys, test research, occupational research, and concepts of career development. These items pertain to the agency as a whole, or to an encompassing career-field segment of the agency population. These studies do not pertain to particular pay or promotion issues or records for any one group (such as senior scholarship) at the agency.	PERMANENT. Close inactive file every 2 years. Transfer to the NSA/CSS Records Center when 2 years old. Transfer to NSA/CSS Archives when 30 ²⁰ years old. Transfer to National Archives and Records Administration when 40 ²⁵ years old*. (N1-457-80-4)
330-18	Incentive Awards Files.	
	A. Reports pertaining to the operation of the Incentive Awards Program.	TEMPORARY. Destroy when 3 years old. (GRS-1-13)
	B. Agency wide award.	PERMANENT. Transfer to the NSA/CSS Records Center when 4 years old. Transfer to NSA/CSS Archives when 30 ²⁰ years old. Transfer to National Archives and Records Administration when 40 ²⁵ years old*. (N1-457-80-4)
	C. Awards, decorations, and commendation files, excluding copies filed in Official Personnel folder	TEMPORARY. Destroy 2 years after approved or disapproved. (GRS-1-12a)
330-19	Position Classification Files.	
	A. Position Classification Standards Files.	
	(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	TEMPORARY. Destroy when superseded or obsolete. (GRS-1-7a(1))

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

	<p>(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.</p> <p>(a) Case File.</p> <p>(b) Review File.</p> <p>B. Position Descriptions.</p> <p>Records copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.</p> <p>C. Survey Files.</p> <p>(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.</p> <p>(2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.</p> <p>D. Appeals Files.</p> <p>(1) Case files relating to classification appeals, excluding OPM classification certificate.</p>	<p>TEMPORARY. Destroy 5 years after position is abolished or description is superseded. (GRS-1e7a(2)(a))</p> <p>TEMPORARY. Destroy when 2 years old. (GRS-1e7a(2)(b))</p> <p>TEMPORARY. Destroy 2 years after position is abolished or description superseded. (GRS-1-7b)</p> <p>TEMPORARY. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. (GRS-1-7c(1))</p> <p>TEMPORARY. Destroy when obsolete or superseded. (GRS-1-7c(2))</p> <p>TEMPORARY. Destroy 3 years after case is closed. (GRS-1e7d(1))</p>
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	(2) Certificates of classification issued by OPM.	TEMPORARY. Destroy after affected position is abolished or superseded. (GRS-1-7d(2))
330-20	Donated Leave Program Case Files. Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records. (formerly 330-52; GRS-1-37)	TEMPORARY. Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed (GRS-1-37)
330-21	Job/Position Audits and Studies. These files consist of background correspondence accumulated during the annual review of all Agency jobs, individual desk audits, group audits, or supervisory job analyst reviews, used to develop an official job/position description.	TEMPORARY. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. (GRS-1-7c(1))
330-22	Merit Pay File. This file consists of committee minutes, reports, and proposals relating to the Merit Pay, including pertinent OPM information. (formerly 330-44, N1-457-89-3)	TEMPORARY. Destroy when 15 years old. (N1-457-89-3)
330-23	College Recruitment and Public Relations Reports. Files accumulated during surveys on college participation in NSA's public relations programs and student recruitment. Includes participating and non-participating schools.	TEMPORARY. Destroy when 5 years old or sooner if of no further reference value. (N1-457-80-4)
330-24	Student Program Files. Includes studies and individual papers on applications. A. Stokes. B. Others: High School Work Study Program, Cooperative Program, College Internships.	TEMPORARY. Maintain indefinitely. (N1-457-80-4) TEMPORARY. Maintain for 1 year after graduation or non-selection. (N1-457-80-4)
330-25	Scholarship File. These are working files on all scholarship and fellowship personnel. Includes all processing and accumulated information pertaining to	TEMPORARY. Destroy when 5 years old or when superseded or obsolete.

training assignment. (formerly 330-42, NI-457-89-3)

<p>A. DoD Information Assurance Scholarship Program (IASP) authorized by Chapter 112, title 10, United States Code and DoDI 8145.aa (draft). Scholarship program designed to assist in recruiting and retaining highly qualified Information Assurance (IA) and Information Technology (IT) personnel. Documentation is required to maintain appropriate accounting for all funding disbursements, as well as to establish procedures for Centers for Academic Excellence (CAE) and by employing DoD Components to report on student progress, maintain databases and files to support the analysis of performance results. Working documents may include, but are not limited to: student academic eligibility records, service obligation documents and reimbursement obligations for program disenrollment.</p>	<p>whichever is sooner. (NI-457-89-3)</p> <p>TEMPORARY. Maintain as open files until the grant is completed and/or payment obligation as annotated in the student agreement is completed. Transfer closed files to the NSA/CSS Records Center. Destroy 5 years after transfer.</p>
<p>330-26 Testing Support File. This file consists of testing materials and answer sheets for applicants and employee. Included are CQB test scores, language and proficiency tests.</p>	<p>TEMPORARY. Destroy when 4 years old. (NI-457-89-3)</p>
<p>330-27 Hired Applicant Case Files. Correspondence and supplementary related documents for appointed applicants.</p>	<p>TEMPORARY. Incorporate in individual's Official Personnel Folder. (See 330-07) <i>File 6 Instruction</i> (NI-457-80-4)</p>
<p>330-28 Non-Hired Applicant Case Files. 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, worksheets, applications, test results, correspondence and supplementary related documents.</p>	<p>TEMPORARY. Destroy 1 year after date of last action. (NI-457-80-4)</p>
<p>330-29 Non-Hired Applicant Case Files - Special Interest. Correspondence and supplementary related documents on applicants resulting from congressional inquiries or other special referrals for individuals who were not hired. (formerly 330-30; NI-457-80-4)</p>	<p>TEMPORARY. Destroy when 1 year old. Those files in which there was significant Congressional interest may be held until 5 years from date of last document. (NI-457-80-4)</p>

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330-30	Personnel Operations Statistical Reports. Statistical reports in the operating personnel office and subordinate units relating to personnel. (formerly 330-46; GRS-1-16)	TEMPORARY. Destroy when 2 years old. (GRS-1-16)
330-31	Personnel Strength Report Files. Documents reflecting Agency activity strength report on the official assignment of civilian and military personnel by organizations.	PERMANENT. Close annually. Transfer to the NSA/CSS Records Center when 1 years old. Transfer to NSA/CSS Archives when 30 years old 20 years old. * Transfer to National Archives and Records Administration when 40 25 * years old. (N1-457-80-4)
330-32	<p>Federal Workplace Drug Testing Program Files. Drug testing program records created under Executive Order 12564 and Public Law 100-71. Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f).</p> <p>This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of</p> <p>National Drug Control Policy, and the Department of Justice. (formerly 330-51; GRS-1-36a, b, c, d, & e)</p> <p>A. Drug test plans and procedures, EXCLUDING document that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)</p> <p>Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.</p>	<p>TEMPORARY. Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. (See note (2) after item GRS-1-36e(2).) (GRS-1-36a)</p>

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	<p>B. Employee acknowledgment of notice forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.</p>	<p>TEMPORARY. Destroy when employee separates from testing- designated position. ((See note (2) after item GRS-1-36e(2).) (GRS-1-36b)</p>
	<p>C. Selection/Scheduling records. Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.</p>	<p>TEMPORARY. Destroy when 3 years old. (See note (2) after item GRS-1-36e(2).) (GRS-1-36c)</p>
	<p>D. Records relating to the collection and handling of specimens.</p> <p>(1) "Permanent" Record books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.</p> <p>(2) Chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.</p>	<p>TEMPORARY. Destroy 3 years after date of last entry. (See note (2) after item GRS-1-36e(2).) (GRS-1-36d(1))</p> <p>TEMPORARY. Destroy when 3 years old. (See note (2) after item GRS-1-36e(2).) (GRS-1-36d(2))</p>
	<p>E. Test results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.</p> <p>(1) Positive results.</p> <p>(a) Employees.</p>	<p>TEMPORARY. Destroy when employee leaves the agency or when 3 years old, whichever is later. (GRS 1-36e (1)(a))</p>

	<p>(b) Applicants not accepted for employment.</p> <p>(2) Negative results.</p> <p>NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b (330- 33b), which authorizes destruction of records between 4 and 7 years after the case is closed.</p> <p>(2) Any records covered by GRS items 36a-e (330-51 a-e) that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).</p>	<p>TEMPORARY. Destroy when 3 years old. (See note (2) after item GRS-1-36c(2).) (GRS-1-36e(d)(b))</p> <p>TEMPORARY. Destroy when 3 years old. (GRS-1-36e(2))</p>
330-33	<p>Administrative Grievance, Disciplinary, and Adverse Action Files.</p> <p>A. Administrative Grievance Files. Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.</p> <p>B. Adverse Action Files and Performance-Based Action Files. Case files and records related to adverse actions and performance-based actions (removals, suspensions, reductions-in-grade, furloughs, letters of reprimand) against employees. The file may include any or all of the following: the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, written notices, reports and decisions, reversal of action, appeal records, copies of letters of reprimand, firm choice letters, and leave letters.</p>	<p>TEMPORARY. Destroy 7 years after case is closed. (N1-457-971) GRS 1-30 See email dated 6/27/13</p> <p>TEMPORARY. Destroy 7 years after case is closed. (N1-457-971) GRS 1-30 See email dated 6/27/13</p>

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	<p>C. Counseling Files. Reports of interviews, counseling sessions, analyses, and related records.</p> <p>(NOTE: The Office of Personnel Management has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.)</p>	<p>TEMPORARY. Destroy 5 years after termination of counseling. (N1-457-97-1)</p> <p>GRS 1-26</p>
330-34	Position Identification Strips. Strips, such as the former SF 7D, containing summary data on each position occupied.	TEMPORARY. Destroy when superseded or obsolete. (GRS 1-11)
330-35	Congressional Correspondence Files. Correspondence relating to inquiries concerning personnel matters.	TEMPORARY. Destroy when 10 years old, or sooner if of no further reference value. (N1-457-80-4)
330-36	Occupational Injury and Illness Files. Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	TEMPORARY. Original copies in employee's Official Personnel Folder, when case is closed by OSHA. (330-07 applies) Destroy duplicated case file 5 years after case is closed. (GRS 1-34)
330-37	Restoration of Forfeited Annual Leave. Documentation pertaining to the official restoration of annual leave.	TEMPORARY. Destroy when 3 years old, or hold until restored leave has been used, or, in case of separation, payment is received as part of lump sum leave settlement. (GRS 2-9)
330-38	Field Administrative Files. Records relating to selection assignment and tour of duty of NSA/CSS personnel	TEMPORARY. Destroy 1 year after individual returns

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	assigned to NSA field operations. <i>(formerly 330-39, NI-457-80-4)</i>	to NSA HQ in permanent change of station status. (NI-457-80-4)
330-39	Domestic Relocation File. This is a file reflecting service available for employees who PCS within CONUS. <i>(formerly 330-41, NI-457-89-3)</i>	TEMPORARY. Destroy when no longer needed for operations. (NI-457-89-3)
330-40	Personal Injury File. Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor <i>(formerly 330-48; GRS-1-31)</i>	TEMPORARY. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. (GRS-1-31)

332 MILITARY PERSONNEL FILES

These files contain personnel records and service records maintained for military personnel during their period of assignment to duty at NSA/CSS in accordance with parent service requirements.

332-01	<u>Agency Personnel Records Files.</u> Files on each military person assigned to NSA, and maintained in the Agency Military Personnel Office as a central information file. <i>(formerly 332-02, N1-457-80-4)</i>	TEMPORARY. Place individual's folder in an inactive file upon relief from active duty with NSA/CSS. Destroy after 1 year. (N1-457-80-4)
332-02	<u>Military Awards, Decorations, and Commendation Files.</u> Files of awards made while individual is on active duty with NSA/CSS and maintained in the Agency Awards Office as a central file. <i>(formerly 332-04, N1-457-80-4)</i>	TEMPORARY. Close annually. Transfer to NSA/CSS Records Center 2 years after closing. Destroy 5 years after transfer. (N1-457-80-4)

334 EQUAL EMPLOYMENT OPPORTUNITY FILES

These records are created as a result of Agency compliance with Federal Government policy guaranteeing equal employment opportunity to all persons employed by the Agency without regard to race, color, religion, sex, or national origin, in accordance with Executive Order 11246, Office of Personnel Management Regulations, and DoD Directives and instructions. Also included are records reflecting the Fair Housing Enforcement Program of the Agency in accordance with Public Law 90-284 and the Department of Defense as contained in DoD Instruction 1338.12.

334-01	Equal Employment Opportunity External Directives and Instructions. Executive Orders, DoD Instructions and Directives, Office of Personnel Management Documents, and like material on policies, procedures, and direction of the Federal Government Fair Housing and Equal Employment Opportunity Program.	TEMPORARY. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. (GRS-1a25g)
334-02	Equal Employment Opportunity Internal Directives and Instructions. Documents issued by Director and Chief, EEO, on policies, procedures, and guidelines in carrying out Agency EEO and Fair Housing Program.	TEMPORARY. Maintain current documents locally. Destroy when superseded or obsolete, whichever is applicable.
334-03	<p>Equal Employment Opportunity Reporting Files. Documents resulting from reporting to higher authority on activities and conditions related to equal employment and fair housing. Included are statistical and narrative reports, summaries, consolidations, and related papers.</p> <p>A. Statistical EEO reports to Office of Personnel Management and /or DoD (monthly).</p> <p>B. Semi-annual EEO report to DoD.</p>	<p>TEMPORARY. Destroy when 4 years old. (N 1a457-80-4)</p> <p>TEMPORARY. Destroy when 4 years old. (N 1a457-80-4)</p>
334-04	Equal Employment Opportunity Complaint Cases. Documents reflecting complaints of personnel concerning equal employment opportunity	

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	<p>A. Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved with the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.</p>	<p>TEMPORARY. Destroy 4 years after resolution of case. (GRS-1-25a)</p>
	<p>B. Copies of Complaint Case Files. Duplicate case files or documents pertaining to files retained in Official Discrimination Complaint Case Files.</p>	<p>TEMPORARY. Destroy 1 year after resolution of case. (GRS-1-25a)</p>
334-05	<p><u>Equal Employment Opportunity Affirmative Action Plans (AAP).</u> (formerly 334-08; GRS-1-25h(1) & (2))</p> <p>A. Agency copy of consolidated AAP(s).</p> <p>B. Agency feeder plan to consolidated AAP(s).</p>	<p>TEMPORARY. Destroy 5 years from date of plan. (GRS-1-25-h(1))</p> <p>TEMPORARY. Destroy 5 years from date of feeder plan, or when administrative purposes have been served, whichever is sooner. (GRS-1-25h(2))</p>
334-06	<p><u>Employment Statistics Files.</u> Employment statistics relating to race and sex.</p>	<p>TEMPORARY. Destroy when 5 years old. (GRS-1-25f)</p>
334-07	<p><u>Personnel Counseling Records.</u></p> <p>A. Counseling Files. Reports of interviews, analyses and related records.</p> <p>B. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.</p>	<p>TEMPORARY. Destroy 3 years after termination of counseling. (GRS-1-26a)</p> <p>TEMPORARY. Destroy when 3 years old. (GRS-1-26b)</p>

336 MEDICAL FILES

These files reflect the activities of the NSA/CSS Medical Center in providing general management and supervision of the medical service program.

336-01 Medical Case Files. Basic medical examination certificates, dispensary notes, miscellaneous medical correspondence of NSA/CSS affiliates.

A. Employee Medical Folder (EMF). Long-term medical records as defined in 5 CFR part 293, subpart E.

(1) Transferred Employees.

TEMPORARY. See 5 CFR part 293, subpart E for instructions, which state: "When an employee transfers to another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF. The EMF is to be addressed only to the gaining agency's designated manager (medical, health, safety, or personnel officer, or other designee) of the EMFS. (GRS-1-21a(1))

(2) Separated Employees.

TEMPORARY. Transfer to NSA/CSS Records Center. Destroy after 60 years. (GRS-1-21a(2))

B. Temporary or short-term records as defined in the FPM.

TEMPORARY. Destroy 1 year after separation or transfer of employee. (GRS-1-24b)

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	<p>C. Individual Employee Health Case Files. Records created prior to establishment of the EMF system that have been retired to an Federal Record Center.</p> <p>D. Military Case Files.</p> <p>E. Non-NSA Employees. Forms, correspondence, and other records, including summary records documenting and individual employee's medical history, physical condition, and visits to Government health facilities, for non-work related purposes. (formerly 336-04 a, b and c)</p> <p>(NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by GRS item 1-21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115).</p>	<p>TEMPORARY. Destroy 60 years after retirement to NARA storage facility. (GRS-1-21c)</p> <p>TEMPORARY. Transfer to parent service upon separation from NSA. (N1-457-80-4)</p> <p>TEMPORARY. Review annually. Transfer to NCRC 1 year after last entry. Destroy 6 years after separation. (GRS-1-19)</p>	
336-02	<p>Clinical Psychology Case Files. Name folders containing documents accumulated as a result of applicant processing, subsequent psychological evaluations and other related documents.</p> <p>A. NSA Civilian Employee Cases.</p> <p>1. Current Civilian Employee Records.</p> <p>2. Separated Civilian Employee Records.</p>	<p>TEMPORARY. Retain locally until separation. (N1-457-89-3)</p> <p>TEMPORARY. Transfer to NSA/CSS Records Center. Destroy 75 years after employee's DOB; 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained; or 30 years</p>	<p>* Pen and Ink Change (see below)</p> <p>Filing Instruction</p>

* 7/16/2014: Pen and Ink Change made to underlying schedule, N1-457-80-04, item 336-01b, to read "Transfer medical files on military assignees to parent service at completion of visit and/or treatment" pursuant to emails between agency and NARA dated April 8, 2014 (included in dossier).

	<p>3. Transferred Civilian Employee Records.</p> <p>B. Military Assignees, Integrees, Assignees from Other Agencies, and Contractor Cases.</p> <p>C. Non-Hired Applicant Psychological Evaluations. Psychological evaluations of individuals applying for employment with NSA as an employee.</p> <p>1. Applicants not hired and are not denied for cause.</p> <p>2. Applicants not hired and are denied for cause.</p> <p>(NOTE: Any personnel security files may be otherwise retained beyond routine retention periods for reasons of national security at the recommendation of the Associate Directorate of Security and Counterintelligence.)</p>	<p>after separation, whichever is later. (N1-457-89-3)</p> <p>TEMPORARY. Transfer to new employing agency upon request of new agency or employee. Remove items of temporary nature and ensure all records are complete before transfer. See CFR 5 Part 293.306 for more information.</p> <p>TEMPORARY. Retain locally. Transfer to NSA/CSS Records Center after 2 years. Destroy 30 years after the date of last psychological evaluation.</p> <p>TEMPORARY. Transfer to NSA/CSS Records Center. Destroy after 5 years.</p> <p>TEMPORARY. Transfer to the NSA/CSS Records Center for 25 years after which files should be returned to OPI for subsequent review and determination. (N1-457-89-3)</p>
336-03	X-Ray Film Case Files. X-rays of NSA employees and applicants, with related correspondence. Identified by accompanying X-ray logs.	TEMPORARY. Place in an inactive file upon separation from Agency; close inactive file annually.

		Transfer to NSA/CSS Records Center after 1 year. Retain 30 years after separation of employee. (N1-457-89-3)
336-04	Blood Donor Program File. Alphabetical computer files consisting of statistical information required to aid the blood donor coordinator, to include organizational and blood-type listings of NSA (formerly 336-05 & 336-06, N1-457-89-3)	TEMPORARY. Destroy 2 years after date of summary or report. (GRS-1-22)
336-05	Nursing Services File. This file includes immunization records and audio/vision calibration statistics for NSA/CSS civilian and military employees. (formerly 336-10, N1-457-89-3) A. Calibration Records. B. Immunization Records.	TEMPORARY. Destroy after 30 years. (N1-457-89-3) TEMPORARY. Destroy 5 years after separation or transfer of employee. (N1-457-89-3)
336-06	Occupational Injury and Illness Files. Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. (formerly 336-11, GRS 1-34)	TEMPORARY. Destroy when 5 years old. (GRS 1-34)
336-07	Health Unit Control Files. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. (formerly 336-09, GRS 1-20a&b) A. If information is summarized on statistical report. B. If information is not summarized.	TEMPORARY. Destroy 3 months after last entry. (GRS-1s20a) TEMPORARY. Destroy 2 years after last entry. (GRS-1-20b)

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336-08	<u>Pharmacy File.</u> This file consists of copies of prescriptions.	TEMPORARY. Destroy after 5 years. (N1-457-89-3)
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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.

**337-01 NSA/CSS Employees, Integrees, and Assignees from
Other Agencies Client Cases.**

A. Current Individual Client Cases.

TEMPORARY. Retain locally. Transfer to NSA/CSS Records Center 3 years after case closure. Destroy after 5 years. (NI-457-05-1a)

B. Separated Individual Records.

TEMPORARY. Retain locally. Transfer to NSA/CSS Records Center 1 year after date of separation or retirement. Destroy after 5 years. (NI-457-05-1)

C. Transferred Individual Records.

TEMPORARY. 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 (NI-457-05-1)

338 CHILDREN'S WORLD LEARNING CENTER (CWLF)

These records are concerned with documentation as prepared by the Children's World Learning Center for student enrollment and participation.

338-01 Children's World Learning Center (CWLF)
 Documentation: Records concerned with CWLF program that is provided to meet the needs of the NSA/CSS employees and their families, provide child and family program eligibility.

Student Enrollment Information:

- Enrollment information and attendance records;
- Medical care authorizations; emergency forms and release authorizations;
- Names of family members authorized to contact students; custody paperwork (if applicable);
- Child care information as reported by the sponsor; physical health information, including allergies;
- Special needs instructions, progress and report cards; and incident reports of injuries.

Sponsor Information:

- Sponsor's name, grade or rank;
- Social Security Number;
- Home and work addresses; home and work telephone numbers;
- Contact information; employment affiliation (civilian, military, other, etc.);
- Application identification number; photos; and comments/remarks related to the sponsor's status on the waiting list;
- Similar information is kept on other family members, as provided by the sponsor.

Maintain documentation with current information during time period the student is enrolled in CWLC. Upon removal of student from the facility:

A. Graduation from the Facility:

TEMPORARY. Retain documentation for one year

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	<p>B. Separation of Student from the Facility. (Sponsor may request a copy of the documentation at time of separation.)</p>	<p>following graduation, then Destroy.</p> <p>TEMPORARY. Retain documentation for a period of one year after separation, then Destroy.</p>
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339 ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES

These files reflect the activities of the Alternative Dispute Resolution Center.

339-01 | Alternative Dispute Resolution (ADR) Files: Any procedure, conducted by a neutral third party that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, mini-trials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.

(NOTE: This schedule does not apply to: 1. Administrative grievance files, 2. Adverse action files, 3. Formal and informal equal employment opportunity proceedings, 4. Traditional EEO counseling or other records included in the EEO file when a person chooses to go directly to ADR, or 5. Private party claims or EEOC's involvement with federal sector claims of non-EEOC employees against other federal agencies. These records are covered by other items in GRS 1. This schedule does not apply to ADR records that are produced as part of an agency's primary mission.)

A. General Files. General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program.

TEMPORARY. Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.
(GRS-01-27)

B. Case Files. Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence.

TEMPORARY. Destroy 3 years after settlement is implemented or case is discontinued. (GRS-01-27)

340 NSA/CSS SECURITY FILES

These files accumulate for the implementation of physical security and standards to protect installations and to ensure proper restrictions of access to sensitive documents and locations. These files, relating to the counterintelligence and countermeasures programs, are created and used in the course of detecting, preventing, and nullifying hostile intelligence operations against NSA/CSS and Agency contractor facilities. These files accumulate from actions to ensure that all persons requiring access to classified information or Agency spaces meet Agency personnel security standards. These files include copies of investigative reports, polygraph interview reports, orientation/indoctrination/debriefing oaths, and related matters.

340-01	<p>Security Policy and Direction Files. Correspondence and other types of documents including directives from higher authority, reflecting policy and direction of security services.</p> <p>A. Office of Primary Interest.</p> <p>B. Copies held outside the Security Organization for reference purposes:</p>	<p>PERMANENT. Review annually. Transfer those selected for closing to NSA/CSS Records Center after 1 year. Transfer to NSA/CSS Archives when 30 ^{20*} years old. Transfer to National Archives and Records Management Administration when 40 ^{25*} years old. (N1e457-80-4)</p> <p>TEMPORARY. Maintain current files locally. Destroy when superseded or obsolete, whichever is applicable.</p>
340-02	<p>Survey and Inspection Files (Government-owned Facilities). Periodic or one time surveys conducted by security personnel. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to</p>	<p>TEMPORARY. Close annually. Transfer to NSA/CSS Records Center 3 years after closing. Destroy when 10 years old. (N1-457-80-4)</p>

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	safeguard information and facilities against sabotage and unauthorized entry. <i>(formerly 340-22; GRS-18-9)</i>	
340-03	Accident Investigation Files. Reports of investigations resulting from fires, explosions, or accidents which involve security aspects. <i>(formerly 340-07; GRS-18-11)c</i>	TEMPORARY. Place in an inactive file upon completion of investigation. Destroy when 2 years old. (GRS-18-11)
340-04	Key Accountability Records. Documents relating to issue, return and accountability of keys to secure areas. <i>(formerly 340-09; GRS-18-16)</i>	TEMPORARY. Destroy 3 years after turn-in of key. (GRS-18-16)
340-05	Physical Security Compromise Files. Reports of compromises, violations, or unsecure practices, with analyses of same. <i>(formerly 340-15; NI-457-80-4)</i>	TEMPORARY. Transfer to NSA/CSS Records Center 3 years after closing. Destroy when 10 years old. (NI-457-80-4)
340-06	Security Case Files. Case files regarding the granting, denying or revoking of industrial security clearances on private facilities working on classified contracts. Files include security requirements check lists, surveys, personnel security questionnaires, reports of surveys and inspection, and all documentation related to maintenance of security at contractor facilities. Files include: - Contract Facilities Security Case Files <i>(formerly 340-16; NI-457-80-4)</i> - Industrial Clearance Case Files <i>(formerly 340-18; NI-457-80-4)</i> - Survey and Inspection Files (Privately-owned Facilities) <i>(formerly 340-23, GRS-18-10)</i>	TEMPORARY. Place case in an inactive file upon termination of contract. Destroy 10 years after termination of contract. (NI-457-80-4)
340-07	Protection of Functions and Property. Investigative files or information acquired about activities threatening Defense military/civilian personnel, Defense activities and installations, including vessels, aircraft, communications equipment and supplies. <i>(formerly 340-19; NI-457-80-4)</i> A. Non-DoD Affiliated Organizations/ Individuals not posing continuing threats.	TEMPORARY. Destroy when 90 days old. (NI-457-80-4)

	<p>B. Non-DoD Affiliated Organizations/ Individuals posing continuing threats, such as demonstrated hostile activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostile activities which during the previous year explicitly threatened DoD functions; and dissident activities, which during the previous year have counselled or published information, actively encouraging violation of the law.</p> <p>C. Routine Investigations.</p> <p>D. One-Time Request for Admittance to Installations (Speakers, band, drill team, etc.).</p> <p>E. Requests for DoD Personnel to Attend or Officiate at Meetings, Ceremonies, etc. as representative of DoD.</p> <p>F. Investigations Pending on Date of Annual Verification.</p>	<p>TEMPORARY. Review annually. Destroy when of no further reference value. (N1-457-80-4)</p> <p>TEMPORARY. Destroy 1 year after service is discontinued. (N1-457-80-4)</p> <p>TEMPORARY. Destroy 90 days after event. (N1-457-80-4)</p> <p>TEMPORARY. Destroy 90 days after event. (N1-457-80-4)</p> <p>TEMPORARY. Destroy 1 year after investigation is completed. (N1-457-80-4)</p>
340-08	Restricted Material Control File. Documents used for the control and accountability of one-time security passes and courier badges (formerly 340-20; N1-457-89-3)	TEMPORARY. Transfer to NSA/CSS Records Center after 30 days. Destroy when 5 years old. (N1-457-89-3)
340-09	Document Receipt Files. Records documenting the receipt and issuance of classified documents. (formerly 340-21; GRS-18-2)	TEMPORARY. Destroy when 2 years old. (GRS-18-2)
340-10	Police Functions Files. Files relating to exercise of police functions. (formerly 340-25; GRS-18-14a, b, & c)	

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	A. Ledger records of arrest, cars ticketed, and outside police contacts.	TEMPORARY. Destroy 3 years after final entry. (GRS-18-14a)
	B. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	TEMPORARY. Destroy when 2 years old. (GRS-18-14b)
	C. Reports on contact of outside police with building occupants.	TEMPORARY. Destroy when 1 year old (GRS-18-14c)
	D. Ledger records relating to police assignments and strength. <i>(formerly 340-24; GRS-18-13a)</i>	TEMPORARY. Destroy 3 years after final entry. (GRS-18-13a)
	E. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements. <i>(formerly 340-24; GRS-18-13b)</i>	TEMPORARY. Destroy when 2 years old. (GRS-18-13b)
340-11	Personal Property Accountability Files. Files relating to accountability for personal property lost or stolen. <i>(formerly 340-26; GRS-18-15a & b)</i> A. Ledger files. B. Reports, loss statements, receipts and other documents relating to lost and found articles.	 TEMPORARY. Destroy 3 years after final entry. (GRS-18-15a) TEMPORARY. Destroy when 1 year old. (GRS-18-15b)
340-12	Counterintelligence Files. These files, relating to the counterintelligence and countermeasures programs, are created and used in the course of detecting, preventing, and nullifying hostile intelligence operations against NSA/CSS and Agency contractor facilities. These files contain summaries of Counterintelligence, compromise, espionage and terrorist incidents, reports and investigations. Files include:	PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years 20 years old. Transfer to National Archives and Records Administration when 40 25 years old. (N1-457-89-3)

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	<ul style="list-style-type: none"> - Summary Case Control Database (<i>formerly 341-01; NI-457-89-3</i>) - Terrorist Threat Database (<i>formerly 341-03, NI-457-89-3</i>) - Espionage Personalities Files (<i>formerly 341-06, NI-457-89-3</i>) - Countersintelligence Index System File (<i>formerly 341-07, NI-457-89-3</i>) 	
340-13	Security Inspection Notices (SINS) Database. This data base contains records of all particulars concerning security violations for statistical and reporting/analysis purposes. (<i>formerly 341-02; GRS-18-24</i>)	TEMPORARY. Delete or destroy after 5 years. (GRS-18-24)
340-14	Case Control Database. This on-line data base contains action summaries for the Compromise Branch. (<i>formerly 341-08, NI-457-89-3</i>)	TEMPORARY. Review every 5 years for destruction of non-essential materials. (NI-457-89-3)
340-15	Unsolicited Contacts. Database record of contacts to the agency, which were not solicited by NSA/CSS affiliates and which are not associated with any official. The actual written contacts, when the contact was via written correspondence, are also included. (<i>formerly 341-04, NI-457-89-3</i>)	TEMPORARY. Close annually. Transfer to NSA/CSS Records Center. Delete or destroy after 30 years after last contact. (NI-457-05-2)
340-16	Country File. Data retained for assessment purposes concerning each country's intelligence services, economy, government policy, terrorism, and related subjects. (<i>formerly 341-05, NI-457-89-3</i>)	TEMPORARY. Delete or destroy 1 year after last contact. (NI-457-89-3)
340-17	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. (<i>formerly 342-01, NI-457-89-3/NI-457-80-4; 342-07, GRS-18-23</i>)	

A. Absence of Derogatory Information.

1. Personnel considered for affiliation with NSA but withdraw or are withdrawn before any polygraph and/or investigations are initiated.

TEMPORARY. Retain locally for minimum of 30 days then transfer to NSA/CSS Records Center for 25 years. OPI will then review. (NI-457-89-3)

2. All others having received some investigative processing (polygraph or investigation).

TEMPORARY. Retain locally for minimum of 30 days then transfer to NSA/CSS Records Center for 25 years. OPI will then review. (NI-457-89-3)

B. Presence of Derogatory Information.

TEMPORARY. Retain locally for minimum of 30 days then transfer to NSA/CSS Records Center for 25 years. OPI will then review. (NI-457-89-3)

C. Investigations which Result in Adverse Actions.

1. Cases of Historical Value or Widespread public or congressional interest.

* 20 years old. —

PERMANENT. Transfer inactive files to NSA/CSS Records Center. Transfer to NSA/CSS Archives when ~~no longer needed for operations~~. Transfer to National Archives and Records Administration when ~~40 years old~~. * 25 years old. (NI-457-80-4)

2. All Others.

TEMPORARY. Destroy 25 years after date of last action (NI-457-80-4)

* 4/29/2015: *San A*
See documentation dated
4/13/2015.

340-18	<p>Investigative and Polygraph Files. Investigators' and examiners' data and question sheets, notes, polygraph charts, examination reports, and related records resulting from investigations and polygraph examinations. (formerly 342-02, N1-457-80-4)</p> <p>1. Record Copy of Final Report.</p> <p>2. Audio Recordings.</p>	<p>TEMPORARY. Retain in Personnel Security File (340-17). Destruction concurrent with Personnel Security File. (N1-457-80-4)</p> <p>TEMPORARY. Destroy 45 days after case is closed by Security or sponsor. (N1-457-80-4)</p>
340-19	<p>Visitor Passes and Access Control Files. Visit Requests and Receipts: giving names, addresses, security status, and nature of business of individuals visiting NSA. Includes access control and accountability of visitors such as visitor requests, access lists, ID badges, and logs. (formerly 342-03, N1-457-89-3)</p>	<p>TEMPORARY. Destroy 15 years after final entry or 15 years after date of document, as appropriate. (N1-457-89-3)</p>
340-20	<p>Secrecy Agreements, Indoctrinations, Nondisclosure Agreements, and Debriefings Files. Non-Disclosure Agreements (NDA) and SI Indoctrination Oaths of individuals affiliated with NSA/ CSS. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. For any NSA/CSS affiliate lacking his/her own individual Personnel Security File, agreements shall be maintained separately in a serialized NDA file. (formerly 342-04; GRS-18-25a&b)</p> <p>A. If maintained separately from the individual's official personnel folder.</p>	<p>TEMPORARY. Destroy when 70 years old. (GRS-18-25a)</p>

	B. If maintained in the individual's official personnel folder.	TEMPORARY. Apply the disposition for the official personnel folder. (GRS-18-25b)
340-21	Contractor Accounts Files. This file contains information on all contractor accounts. It identifies all TS or SCI materials received or generated by that account, the authorization and the custodians and security officers responsible. It also contains copies of all incoming TS collateral materials.	TEMPORARY. Close annually. Transfer inactive files to NSA/CSS Records Center. Destroy when no longer needed for operations. (NI-457-88-8)

343 CLASSIFICATION AND DOCUMENT CONTROL FILES

These files accumulate as a result of insuring protection of information from unauthorized disclosure, classification/declassification actions and implementation of security procedures to adequately protect material by proper classification; and to ensure authorized access to these materials.

343-01	Information Security Policy Program and Classification Guidance Files. Proceedings and related administrative records of NSA/CSS classification advisory panels, committees, or boards charged with responsibility for solution of classification problems and control of information. Copies of guides and appropriate back-up information used to determine the security classification or downgrading and review of classified documents. (formerly 343-02, N1-457-80-4)	PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years 20 years old. Transfer to National Archives and Records Administration when 40 25 years old. (N1-457-80-4)
343-02	Classified Document Inventory Files. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificated and documents relating to Top Secret material covered elsewhere in this schedule. (formerly 343-04, GRS-18-4)	TEMPORARY. Destroy when 2 years old. (GRS-18-4)
343-03	Accounting and Control Files. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents (formerly 343-03, GRS-18-5a)	TEMPORARY. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. (GRS-18-5a)
(NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.)		
343-04	Classification/Contractor File. This file consists of Signals Intelligence Security Regulations (SISRs) and classification manuals, contractor classification statements of work, classification back-up procedures, and classification notes. (formerly N1-457-90-1)	PERMANENT. Transfer to the NSA/CSS Records Center when 5 years old. Transfer to NSA/CSS Archives when 30 years 20 years old. Transfer to National Archives and Records Administration when 40 25 years old. (GRS-18-5a)

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

350 TRAINING

These files are created in the course of carrying out the activities of the National Cryptologic School. These items contain planning, directing and implementing training programs for Agency personnel.

- 350-01 Training Management Files. These records reflect planning, development and direction of training programs for developing and maintaining general and specialized skills of Agency and service personnel in order to ensure the effectiveness of the NSA effort. Documentation pertaining to specific COMSEC, SIGINT and general communications including outlines, exercises and reference materials and other training materials, equipment. Also included are regulations and historical documents of a historical nature, course catalog information. Included are records accumulated in conduct of instruction by Agency personnel as well as attendance at educational institutions, seminars, memoranda, messages, evaluations pertaining to military and civilian training requirements.
- Files include:
- Training Coordination Files (*formerly 350-01, N1-457-80-4*)
 - Course Documentation (*formerly 350-03, N1-457-80-4*)
 - Training Aids (*formerly 350-05, N1-457-80-4*)
 - Training Support File (*formerly 350-07, N1-457-88-5*)
 - National Cryptologic School Course Catalog (*formerly 350-08, N1-457-88-5*)
 - Training Project Files (*formerly 350-09, N1-457-88-5*)
 - Training Actions Files (*formerly 350-10, N1-457-88-5*)
 - Military Cryptologic Training/Historical File (*formerly 350-13, N1-457-88-5*)
 - Training Evaluation Reports File (*formerly 350-14, N1-457-88-5*)

A. Office of Primary Interest.

PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when ~~30~~ ²⁰ years old. Transfer to National Archives and Records Administration when ~~40~~ ²⁵ years old. (N1-457-80-4)

B. All Other (lower-level) Offices.

TEMPORARY. Destroy when 5 years old or when no longer needed for reference (N1-457-80-4)

350-02 Training Records. General file of agency-sponsored training. Correspondence, reports and other records relating to availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions. **EXCLUDING** records of formally established schools that train agency employees in specialized program areas, i.e., law enforcement, national defense. Also **EXCLUDING** record copies of items relating to the establishment and operation of training, courses and conferences. Files include:

- Manuals/ Syllabuses
- Textbooks/Training Aids
- Requirement Reviews/Plans
- Correspondence/Reports/Authorizations
(formerly 350-02, GRS-1-29)

TEMPORARY. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

~~350-03~~ Employee Training Records. Individual training and experience. Student "Training Registration and Record" or equivalent forms showing grades and related data on each student taking an Agency-sponsored course; maintained in the National Cryptologic School. (formerly 350-06, GRS-1-1b(2))

TEMPORARY. Place individual folder in an inactive file upon separation. Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation.

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

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		NPRC will destroy 65 years after separation from Federal Service (GRS-1-1b)
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352 AUDIOVISUAL RECORDS

These files contain Agency still and motion picture photography, graphic materials, and sound and video recordings.

352-02

Still Photography. (formerly 352-04; GRS-21-1 - 4)

A. Photographs of routine awards ceremonies, social events, and activities not related to the mission of the agency.

TEMPORARY.
Destroy when 1 year old.
(GRS-21-1)

B. Personnel identification or passport photographs.

TEMPORARY.
Destroy when 5 years old
or when superseded or
obsolete, whichever is
later. (GRS-21-2)

C. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.

TEMPORARY.
Destroy 1 year after
completion of training
program. (GRS-21-3)

352-03

Graphic Arts. (formerly 352-05; GRS-21-5 - 8)

A. Viewgraphs.

TEMPORARY.
Destroy 1 year after use.
(GRS-21-5)

B. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.

TEMPORARY.
Destroy when no longer
needed for publication or
printing. (GRS-21-6)

C. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

TEMPORARY.
Destroy when no longer
needed for publication or
reprinting. (GRS-21-7)

	D. Line copies of graphs and charts.	TEMPORARY. Destroy when no longer needed for publication or printing. (GRS-21-8)
352-04	<p>Motion Pictures. (formerly 352-06; GRS-21-9 - 21)</p> <p>A. Films acquired from outside sources for personnel and management training.</p> <p>B. Routine surveillance footage.</p> <p>C. Routine scientific, medical or engineering footage.</p> <p>D. Programs acquired from outside sources for personnel and management training.</p> <p>E. Rehearsal or practice tapes.</p> <p>F. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)</p> <p>G. Routine surveillance recordings.</p> <p>H. Routine scientific, medical or engineering recordings.</p>	<p>TEMPORARY. Destroy 1 year after completion of training program (GRS-21-9)</p> <p>TEMPORARY. Destroy when 6 months old. (GRS-21-11)</p> <p>TEMPORARY. Destroy when 2 years old. (GRS-21-12)</p> <p>TEMPORARY. Destroy 1 year after completion of training program (GRS-21-14)</p> <p>TEMPORARY. Destroy immediately. (GRS-21-16)</p> <p>TEMPORARY. Destroy 1 year after completion of training program. (GRS-21-17)</p> <p>TEMPORARY. Destroy when 6 months old. (GRS-21-18)</p> <p>TEMPORARY. Destroy when 2 years old. (GRS-21-19)</p>

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	I. Recordings that document routine meetings and award presentations.	TEMPORARY. Destroy when 2 years old. (GRS-21-20)
352-05	Audio (Sound) Recordings. (formerly 352-07; GRS-21-22 - 27)	
	A. Recordings of meetings made exclusively for notetaking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions. (NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 112 submitted to NARA for final disposition approval.)	TEMPORARY. Destroy immediately after use. (GRS-21-22)
	B. Dictation belts or tapes.	TEMPORARY. Destroy immediately after use. (GRS-21-23)
	C. Pre-mix sound elements created during the course of a motion picture, television, or radio production.	TEMPORARY. Destroy immediately after use. (GRS-21-24)
	D. Daily or spot news recordings available to local radio stations on a call-in basis.	TEMPORARY. Destroy when 6 months old. (GRS-21-26)
352-06	Related Documentation. (formerly 352-08; GRS-21-28 - 29)	
	A. Production files or similar files that document origin, development, acquisition, use and ownership of temporary audiovisual records.	TEMPORARY. Dispose of according to the instructions covering the related audiovisual records. (GRS-21-28)
	B. Finding aids for identification, retrieval, or use of temporary audiovisual records.	TEMPORARY. Dispose of according to the instructions covering the related audiovisual records. (GRS-21-29)

354 LIBRARIES AND REFERENCE COLLECTIONS

These files pertain to Agency and Collateral Record Libraries and Reference collections. Included are records relating to their security and management.

354-01	<p><u>STINFO Collection.</u> This file contains both hardcopy and softcopy records of RDT&E documents, Technical SIGINT Reports, and Working Aids and related indexes. (formerly 354-02, N1-457-89-10)</p> <p>Files include:</p> <ul style="list-style-type: none"> - Standard Placename Tetragraph List (SPNTL) Data Base (formerly 354-03, N1-457-89-10) - GUIDE File (formerly 354-04, N1-457-89-10) - COVERTERM Database (formerly 354-07, N1-457-89-10) - COVERTERM Data Base Manual File (formerly 354-08, N1-457-89-10) 	<p>PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when 30 years ^{20 years} old. Transfer to National Archives and Records Administration when 40 ²⁵ years old. (N1-457-89-10)</p>
354-02	<p><u>Bibliophile Database.</u> The on-line database integrated library system which supports library functions using a single master bibliographic file. The main functions are the on-line catalog for retrieval and the cataloguing of books for the NSA library system. (formerly 354-01, N1-457-89-10)</p>	<p>TEMPORARY. Delete when superseded or obsolete. (N1-457-89-10)</p>
354-03	<p><u>Indoctrinations/Debriefing File.</u> This file contains identification of Agency personnel for various highly sensitive CIA clearances. (formerly 354-05, N1-457-89-10)</p>	<p>TEMPORARY. Destroy when 50 years old. (N1-457-89-10)</p>
354-04	<p><u>Collateral Clearance File.</u> Contains documentation of incoming requests for collateral clearances. (formerly 354-06, N1-457-89-10)</p>	<p>TEMPORARY. Destroy when 2 years old. (N1-457-89-10)</p>

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

360 MAIL MANAGEMENT FILES

These files reflect the receipt, control, routing, and internal delivery of all incoming Agency mail; repository for Agency regulations; dispatch of all outgoing Agency mail; and distribution of special documents received from external sources (DoD-Army-Navy, etc.); providing courier service; and operating the Agency Top Secret Control system.

360-01	Transmittal Receipt Files. Incoming and outgoing classified/Nonclassified transmittal and receipts, or similar logs, receipt cards, cross reference/index files or forms showing receipt of incoming mail or dispatch of outgoing mail.	TEMPORARY. Destroy when 3 years old (Nle457-80-4)
360-03	Suspense Files (Agency Route Slips). Copies of correspondence maintained chronologically as a record of incomplete/complete actions to assure meeting deadlines; includes both back-up correspondence and official route slips.	TEMPORARY. Destroy when 5 years old. (Nle457-80-4)
360-04	Messenger Service Files. Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records. (formerly 360-06; GRS-12-1)	TEMPORARY. Destroy when 2 months old. (GRS-12-1)
360-05	Post Office and Private Mail Company Records. Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Files include: - Registered, certified, insured or overnight delivery items (formerly 360-07; GRS-12-5a) - Registration and certification of declared value mail (formerly 360-07; GRS-12-5b) - Reports of improper treatment of mail (formerly 360-07; GRS-12-5c) - Receipt and routing of mail delivered by private delivery companies (formerly 360-08; GRS-12-6a) - Statistical reports of postage and fees for special deliveries (formerly 360-08; GRS-12-6b) - Reports of Stamp usage; volume of mail handled; valuables remitted to the Agency via mail;	TEMPORARY. Destroy when 1 year old. (GRS-12-5a-c)

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	Official government and messenger service <i>(formerly 360-08; GRS-12-6c-f)</i>	
	- General correspondence, directives, guides regarding administration of mail room operations <i>(formerly 360-08; GRS-12-6g)</i>	
	- Records relating to mail delivery to individuals, i.e., locator cards <i>(formerly 360-08; GRS-12-6h)</i>	
360-06	Penalty Mail Report Files. Official penalty mail reports and all related papers. <i>(formerly 360-09; GRS-12-7)</i>	TEMPORARY. Destroy when 6 years old. (GRS-12-7)
360-07	Postal Irregularities File. Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail. <i>(formerly 360-10; GRS-12-8)</i>	TEMPORARY. Destroy 3 years after completion of investigation. (GRS-12-8)

361 TRAVEL AND TRANSPORTATION FILES

These files include administrative office documentation relating to temporary duty travel and permanent change of station travel of civilian and military personnel officially assigned to this Agency.

361-01	<p>General Travel and Transportation Files. Documentation pertaining to Agency Travel and transportation functions including official and PCS travel orders for military, civilian personnel, and dependents, as well as memoranda pertaining to specific transportation situations. related <i>(formerly 361-03; GRS-9-4a)</i></p> <p>Files include:</p> <ul style="list-style-type: none"> - Travel Administrative Files <i>(formerly 361-02; N1-457-80-4)</i> - Permanent Change of Station Orders <i>(formerly 361-05; N1-457-80-4)</i> - Passenger Transportation Files <i>(formerly 361-01; N1-457-80-4)</i> 	<p>TEMPORARY. Close annually. Destroy when 3 years old. (N1-457-80-4)</p>
361-02	Passports and Related Records. Official U.S. passports obtained by the Agency for official employee duty travel. <i>(formerly 361-04; GRS-9-5)</i>	TEMPORARY. Return to Department of State upon expiration or upon the separation of the employee. (GRS-9-5)
361-03	<p>Temporary Duty Travel Requests and Travel Orders. These files accumulate from administering temporary duty travel orders from Agency military and civilian personnel in accordance with procedures contained in the NSA Travel Manual. <i>(formerly 361-06; N1-457-80-4)</i></p>	<p>TEMPORARY. Close annually. Transfer to NSA/CSS Records Center. Destroy when 7 years old. (N1-457-80-4)</p>
361-04	<p>Commercial Freight and Passenger Transportation Files. <i>(formerly 361-09; GRS-9-1a - c)</i></p> <p>A. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of GRS 9.</p>	<p>TEMPORARY. Destroy 6 years after the period of the account. (GRS-9-1a)</p>

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	<p>B. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge.</p> <p>C. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.</p> <p>D. Obligation copy of commercial passenger transportation vouchers.</p> <p>E. Unused ticket redemption forms, such as SF 1170.</p>	<p>TEMPORARY. Destroy when 10 years old. (GRS-9-1b)</p> <p>TEMPORARY. Destroy 6 years after the period of the account. (GRS-9-1c)</p> <p>TEMPORARY. Destroy when funds are obligated. (GRS-9-1d)</p> <p>TEMPORARY. Destroy 3 years after the year in which the transaction is completed. (GRS-9-1e)</p>
361-05	Lost or Damaged Shipments Files. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act (formerly 361-10; GRS-9-2)	TEMPORARY. Destroy when 6 years old. (GRS-9-2)
361-06	Noncommercial, Reimbursable Travel Files. Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel. (formerly 361-11; GRS-9-3a - b)	
	A. Travel administrative office files.	TEMPORARY. Destroy when 6 years old. (GRS-9-3a)

	B. Obligation copies. ^c	TEMPORARY. Destroy when funds are obligated. (GRS-9-3b)
361-07	<p>Motor Vehicle Operating and Maintenance Files. Operating records including those relating to gas and oil consumption, dispatching, and scheduling. Maintenance records, including those relating to service and repair. Cost and expense data, motor vehicle data, accident reports, and investigations and reports of sale, transfer or exchange of vehicles (<i>formerly 361-13; GRS-10-2a - b</i>)</p> <p>Files include:</p> <ul style="list-style-type: none"> - Motor Vehicle Cost Files (<i>formerly 361-14; GRS-10-3</i>) - Motor Vehicle Report Files (<i>formerly 361-15; GRS-10-4</i>) - Motor Vehicle Accident Files (<i>formerly 361-16; GRS-10-5</i>) - Motor Vehicle Release Files Records (<i>formerly 361-17; GRS-10-6</i>) 	TEMPORARY. Destroy when 6 years old. (GRS-10)

362 PUBLICATION, PRINTING AND REPRODUCTION FILES

These files include documents which establish management policies and procedures and control actions for the preparation, coordination, issuance, and maintenance of official Agency publications. These apply to records concerned with printing, reproduction, binding, and print plant equipment. This records series also includes the publications of other government agencies received and used as reference and operational support material by NSA/CSS elements.

362-01	<p>Publications Management Instruction Files. NSA/CSS documents relating to the JCP (Joint Committee on Printing) and related directives pertaining to regulatory instructions which govern the preparation, reproduction and distribution of NSA/CSS directives, copies of said directives and any communications relating to them.</p> <p>A. Approved Policies and Directives that are issued by external agencies to guide NSA's printing program and process.</p> <p>B. Supporting Documentation.</p> <p>C. Joint Committee on Printing (JCP) Reports Files. Reports to Congress and related records.</p> <p>1. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.</p> <p>2. Copies of subordinate reporting units and related work papers.</p>	<p>TEMPORARY. Maintain current documents locally. Destroy when superseded or obsolete, whichever is applicable.</p> <p>TEMPORARY. Destroy when 10 years old. (N1-457-80-4)</p> <p>TEMPORARY. Destroy when 3 years old. (GRS-13-5a)</p> <p>TEMPORARY. Destroy 1 year after date of report (GRS-135b)</p>
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362-02	<p>Printing Equipment Control Files. Documents reflecting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related equipment. This includes requests for Congressional (JCP) approval and justification for equipment.</p> <p>A. Reproduction Services Requisition. Print plant records related to the planning and execution of printing, binding, duplication, and distribution jobs. <i>(formerly 362-07A and B; N1-457-80-4)</i></p> <p>B. Project Files. Job or project records containing information relating to the planning and execution of printing, binding, duplication, and distribution jobs. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions of the Public Printer and related records; and (2) records relating to services obtained outside the agency. <i>(formerly 362-09; GRS- 13-2a)</i></p>	<p>TEMPORARY. Close at the end of each quarter. Transfer to the Records Center 3 months after closing. Destroy when 3 years old (GRS-13-2a)</p> <p>TEMPORARY. Destroy 3 years after disposal of equipment, or 3 years after disapproval of acquisition request. (N1-457-80-4)</p>
362-03	<p>Printing Report and Publications Background Files. Documents that provide detailed information on NSA/CSS printing operations and equipment, to include preparation, coordination and issuance of agency and organization publications and supplements as well as individual and cumulative printing jobs, inventory of printing equipment, contract printing costs, and similar data required by the Joint Committee on Printing. <i>(formerly 362-06; N1-457-80-4)</i></p>	<p>TEMPORARY. Place in an inactive file when related publication is superseded or rescinded and transfer to NSA/CSS Records Center. Destroy when 5 years old. (N1-457-80-4)</p>
362-04	<p>Master Files of Agency Publications and Regulatory Issuances. Internal publications including: Policies, directives, regulations, circulars, manuals and related indexes, created</p>	<p>PERMANENT. Place in an inactive file when superseded or rescinded and close annually.</p>

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Transfer to NSA/CSS
Archives when 20
years old. *

and maintained for administration and implementation of the prime mission and function programs of the Agency. (formerly 362-04.A and B; N1-457-80-4)

Transfer to NSA/CSS
Records Center 1 year
after closing. Transfer to
the National Archives
and Records
Administration when ~~10~~ 25*
years old.
(N1-457-80-4).

362-05	Control Files. Control Registers pertaining to requisitions and work orders. (formerly 362-10; GRS- 13-3)	TEMPORARY. Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS-13-3)
362-06	<u>Internal Management Files.</u> Records relating to internal management and operation of the unit. (formerly 362-11; GRS- 13-6)	TEMPORARY. Destroy when 2 years old. (GRS-13-6)

* 4/29/2015: *See A*
See documentation dated
4/13/2015.

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363 EXTERNAL SUPPORT FILES

These records document the coordination and submission of external support requirements, to supporting agencies and departments, including justifications and internal NSA/CSS coordination of NSA/CSS staff actions with respect to these submissions and the establishment of policies governing family housing.

363-01	<p>External Support Requirements. Requirements and agreements with related background papers outlining support to be furnished by military departments and other Federal agencies to NSA world-wide. Requirements are projected on the five-year budget cycle and are updated annually. (formerly 363-01; NI- 457-80-4)</p> <p>Family Housing. Papers relating to the acquisition and management of housing units for Agency employees. (formerly 363-02; NI- 457-80-4)</p>	<p>TEMPORARY. Place items in an inactive file when noncurrent. Destroy when 10 years old or sooner if of no further reference value. (NI- 457-80-4)</p>
363-02	Housing Inventory Files. Inventory files pertaining to items included in furnished units. (formerly 363-05; GRS-15-6)	TEMPORARY. Destroy 3 fiscal years after close of fiscal year in which inventory is superseded. (GRS-15-6)
363-03	Housing General Correspondence Files. Correspondence files pertaining to the maintenance and management of housing projects.	TEMPORARY. Destroy when 2 years old. (GRS-15-1)
363-04	Housing Lease Files. Copies of leases, renewals, termination notices, and related documents.	TEMPORARY. Destroy 3 fiscal years following close of fiscal year in which lease termination lapse, or cancellation occurs, or litigation is concluded, whichever is later. (GRS-15-4)

364 EQUIPMENT AND SUPPLY PROCUREMENT FILES.

These files relate to contracting for equipment, supplies and services required to perform the various functions and missions of the Agency. While these files are created in elements primarily engaged in contracting functions, selected series or segments may be created in other offices and maintained as part of office management or administrative files. Records of the Maryland Procurement Office are maintained in accordance with Defense Acquisition Regulation (S2-501)

364-01	<p>Supply Management Files. Reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481) <i>(formerly 364-03; GRS-3-4a & b)</i></p> <p>A. Copies received from other units for internal purposes or for transmission of staff agencies.</p> <p>B. Copies in other reporting units, and related working documents.</p>	<p>TEMPORARY. Destroy when 2 years old. (GRS-3-4a)</p> <p>TEMPORARY. Destroy when 1 year old. (GRS-3-4b)</p>
364-02	<p>Inventory Files. <i>(formerly 364-06; GRS-3-9a, b, & c)</i></p> <p>A. Inventory Lists.</p> <p>B. Inventory Cards.</p>	<p>TEMPORARY. Destroy 2 years from date of list. (GRS-3-9a)</p> <p>TEMPORARY. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after</p>

	<p>C. Report of survey files and other papers used as evidence for adjustment of inventory records not otherwise covered in the GRS.</p>	<p>equipment is removed from agency control. (GRS-3-9b)</p> <p>TEMPORARY. Destroy 2 years after date of survey action or date of posing medium. (GRS-3-9c)</p>
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365 CATALOGUING AND STANDARDIZATION FILES.

These files result from the compilation, maintenance, and distribution of a catalog of items in the NSA/CSS Supply System.

365-01	<u>Federal Supply Class (FSC) Standardization Files.</u> Correspondence relative to standardization of Agency supply items.	TEMPORARY. Destroy when 5 years old. (N1-457-80-4)
365-02	<u>Accelerated Item Reduction (AIR) Program</u> Correspondence.	TEMPORARY. Destroy when 2 years old. (N1-457-80-4)

366 PROPERTY RECORD FILES

These files include documents relating to the requirements for accounting for property of the U.S. Government.

366-01	Property Record Files. Consists of voucher registers, receiving vouchers, issuing vouchers, loan vouchers, inventory adjustment reports, reports of inventory count cards.	TEMPORARY. Close annually. Destroy 1 year after physical inventory reconciliation or a Defense Audit Service (DAS) audit, whichever occurs earlier. (N1-457-80-4)
366-02	<p>Real Property Files. Title papers documenting the acquisition of real property (by purchases, condemnation, donation, exchange, or otherwise.), excluding records relating to property acquired prior to January 1, 1921.</p> <p>A. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.</p> <p>B. Abstract or certificate of title.</p> <p>(NOTE: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to National Archives and Records Administration.)</p>	<p>TEMPORARY. Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. (GRS-3- 1a)</p> <p>TEMPORARY. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. (GRS-3-1b) (Cross ref. 367-12)</p>

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367 DISTRIBUTION, DISPOSAL, AND STORAGE OF MATERIAL FILES

These files include records of the administration of packaging, crating, and routing functions, and documentation resulting from the preparation of supplies, material, and equipment for delivery. Also included is the documentation created in the preparation of obsolete and non-serviceable material for salvage or disposal, inspection, storage, and inventorying of supplies, and in internal supply servicing.

367-01	Shipping Files. Copies of "Requisition and Invoice/Shipping Request," or similar documents covering shipment of equipment.	TEMPORARY. Close annually. Destroy 3 years after audit. (N1-457-80-4)
367-02	Disposal Files. Documents such as action copies of "Requisition and Invoice/Shipping Document," disposal card files, or turn-in slips showing materials and equipment turned in as excess. Inspection Files. Reports on the condition of material, equipment, or supplies received, including copies of "Report of Damaged or Improper Shipment" which give the reason for rejection of any items. (formerly 367-03; N1-457-80-4)	TEMPORARY. Close annually. Destroy when 3 years old. (N1-457-80-4)
367-03	Tally-in Sheets. Forms which list equipment turned in and stored in the warehouse system. (formerly 367-04; N1-457-80-4)	TEMPORARY. Close annually. Destroy when 2 years old. (N1-457-80-4)
367-04	Records of Material in Long-Term Offsite Storage. These records are used in daily storage operations and for yearly review and inventory purposes. They include records of withdrawals. (formerly 367-08; N1-457-80-4)	TEMPORARY. Place in an inactive file when related item withdrawn. Destroy inactive file 1 year after audit. (N1-457-80-4)
367-05	Real Property Files. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency: - Site maps, surveys & plot plans; - Architect's sketches, working diagrams; - Blueprints, master tracings, specifications; - Utility outlet and equipment location plans; - Construction progress photographs, inspection	TEMPORARY. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. (GRS-4-4) (Cross ref. 366-02)

- reports, allowance lists;
- Building/equipment management & maintenance;

Further Documentation includes duplicate copies of title papers, provided (a) that the records can be segregated during value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. *(formerly 367-12; NI-457-80-4)*

(NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to National Archives and Records Administration.)

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368 FACILITIES FILES

These records accumulate for construction, installation, maintenance, and operation of NSA/CSS facilities, to include serving and repair of equipment.

368-01	Space Allocation Files. Plans, drawings, specifications and related papers showing building and plant spaces assigned to and occupied by Agency elements.	TEMPORARY. Destroy 2 years after termination of space assignment, or when lease is canceled, or when plans are superseded or obsolete. (GRS-11-2a)
368-02	Facilities Studies and Projects. New plant layouts or remodeling of present plants for accommodation of technical equipment. May include briefing material. Documentation records overhaul and repairs to office equipment, contract, allotment and expenditures for servicing equipment, as well as records documenting accidents, fires, and property damage which occurs within Agency jurisdiction and thereby reported to the NSA/CSS Safety Officer (excludes automobile accidents or fires involving security matters). Files include: <ul style="list-style-type: none"> - Office Equipment Repair (<i>formerly 368-04; NI-457-80-4</i>) - Equipment Maintenance Contract Ledgers (<i>formerly 368-05; NI-457-80-4</i>) - Accident and Fire Reports (<i>formerly 368-07; NI-457-80-4</i>) 	TEMPORARY. Destroy 3 years after completion of project or closing of contract for equipment and/or servicing of same. (NI-457-80-4)
368-03	Facility Maintenance Call Orders. Forms used for accomplishment of individual remodeling, construction, or repair jobs.	TEMPORARY. Destroy 3 months after work performed or requisition canceled. (GRS-11-5)
368-04	Facility Correction or Alteration Files. Records pertaining to the correction or alteration of facilities required due to environmental health hazards. (<i>formerly 368-08; NI-457-80-4</i>)	TEMPORARY. Hold until work is completed, then transfer to NSA/CSS Records

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		Center. Then review for destruction when 20 years old. (N1- 457-80-4)
368-05	Space and Maintenance General Correspondence Files. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. (formerly 368-09; GRS 11-1)	TEMPORARY. Destroy when 2 years old. (GRS-11-1)
368-06	<u>Lease Acquisition and Management File.</u> This file contains background information pertaining to space, contracting and realty whether pertaining to inactive, ongoing or complete projects. Files include: <ul style="list-style-type: none"> - Title 10 Acquisition Reports; - Space Requirements – exclusive areas and interservice agreements - User permits, trailer contract - Contracts and lease studies - Land acquisitions - Real Estate Planning, Easements - Military Interdepartmental Purchase Request records, use permits and property reviews. (formerly 368-10; N1-457-88-8) 	TEMPORARY. Cut off annually. Retain locally 3 years then transfer to the NSA/CSS Records Center. Destroy when no longer required for operational purposes. (N1-457-88-8)
368-07	Asbestos Abatement Contracts File. This file contains blueprint drawings of Asbestos Abatement Areas and Industrial Hygienist Air Quality Monitoring records. (formerly 368-11; N1-457-88-8)	TEMPORARY. Cut off annually. Retain locally then transfer to the NSA/CSS Records Center. Destroy when 50 years old. (N1-457-88-8)

369 DESIGN AND CONSTRUCTION DRAWINGS AND RELATED FILES

These files include drawings, specifications, and related records involving buildings and facilities erected or modified to meet operational and support requirements of this Agency. (GRS-22 relates)

369-01 Contract Drawings. Original working drawings on which contract negotiations are based, including final drawings for standard details, guides for construction projects outlining material requirements, Final Working Drawings, "As Built" Drawings and related records and specifications submitted to DoD or Congress for approval.
Files include:

- Standard Drawings (*formerly 369-02, NI-457-80-4*)
- Project Specifications (*formerly 369-03, NI-457-80-4*)
- Structure Construction Files (*formerly 369-04, NI-457-80-4*)

PERMANENT. Transfer to the NSA/CSS Records Center when 3 years old. Transfer to NSA/CSS Archives when ~~30 years~~ **20 years** old. Transfer to National Archives and Records Administration when ~~40~~ **25** years old. (NI-457-80-4) *

369-02 Architectural Drawings. Drawings of temporary structures and buildings, or of buildings not critical to the mission of the Agency. Drawings include telephone and electric lines, storage sheds, parking lots, and comfort stations. Documentation also includes models for illustrative purposes, Drawings of routine parts (i.e., fasteners, nuts, wires, pipe fittings, etc.), items showing modifications during research and development as well as paint samples and plans for all areas of the building including appliances, elevators and other mechanical parts. (*formerly 369-05, GRS-17-3*)
Files include:

- Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems (*formerly 369-06, GRS-17-4*)
- Contract Negotiation Drawings (*formerly 369-07, GRS-17-4*)
- Architectural Models (*formerly 369-08, GRS-17-7*)

(NOTE: These models may be offered for donation to museums or similar organizations after approval by NARA under the provisions of 36 CFR 1228.74(c).)

TEMPORARY. Destroy when no longer needed for administrative purposes. (GRS-17) *

* 4/29/2015: *See documentation dated 4/10/2015.*

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	<ul style="list-style-type: none">- Engineering Drawings of Routine Minor Parts <i>(formerly 369-09, GRS-17-8)</i>- Drawings Reflecting Minor Modifications <i>(formerly 369-10, GRS-17-9)</i>- Paint Plans and Samples <i>(formerly 369-11, GRS-17-10)</i> <p>(NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting an SF 112 to National Archives and Records Administration.</p>	
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370 ELECTRONIC RECORDS

This section does not include all electronic records. Those records that are now kept electronically but are listed elsewhere in the NSA/CSS Records Disposition Schedules should be retained according to that disposition. This section does include those files that are created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.

370-01	<p>Files/records relating to the creation, use, and maintenance of computer systems, applications, or electronic records. <i>(formerly 370-06; GRS 20-1)</i></p> <p>A. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.</p> <p>B. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.</p> <p>C. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.</p>	<p>TEMPORARY. Close annually. Destroy when 3 years old. (NI-457-80-4)</p> <p>TEMPORARY. Delete after information has been transferred to the master file and verified. (GRS 20-1b)</p> <p>TEMPORARY. Delete/Destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-1c)</p>
370-02	<p>Input/Source Records. <i>(formerly 370-07; GRS 20-2)</i></p> <p>A. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.)</p>	

	<p>(1) Hard copy documents that NARA has designated as permanent records that must be transferred to NARA, even if records have been copied/converted to an electronic format.</p> <p>(2) Hard copy records that were previously approved as permanent that are converted to electronic records where the electronic records do not meet the standards for permanent Records included in NARA guidance in effect at the time of conversion.</p> <p>(3) Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations).</p> <p>(4) Hard copy documents other than those covered by Items 2(1) (1)-(3).</p>	<p>PERMANENT. Transfer to the National Archives and Records Administration in accordance with previously approved schedule. (GRS 20-2a)</p> <p>PERMANENT. Transfer to the National Archives and Records Administration in accordance with previously approved schedule. (GRS 20-2a)</p> <p>Apply previously approved schedule. (GRS 20-2a)</p> <p>TEMPORARY. Destroy after the information has been converted to an electronic medium and verified or when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later (GRS 20-2a)</p>
B.	Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	<p>TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a</p>

	<p>C. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or created by another agency in response to the specific information needs of the receiving agency.</p> <p>D. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.</p> <p>(NOTE: (U)The term hard copy records or non-electronic records as used in this schedule includes, in addition to traditional textual files: still picture negatives, prints, slides, and transparencies; aerial photography, maps, charts, and drawings; motion picture film and analog videotape; and analog sound recordings.)</p>	<p>master file or database, whichever is later. (GRS 20-2b)</p> <p>TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later. (GRS 20-2c)</p> <p>TEMPORARY. Delete after the necessary data have been incorporated into a master file. (GRS 20-2d)</p>
370-03	<p><u>Electronic Versions of Records Scheduled for Disposal.</u> (formerly 370-40, GRS 20-3)</p> <p>Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously approved schedule explicitly excludes electronic records, an SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>A. Scanned images.</p>	<p>TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy records. (GRS 20-3)</p>

	<p>B. Electronic formats other than scanned images.</p> <p>(1) Records covered by temporary items in the GRS other than GRS 1, Items 21, 22, 25f; GRS 12, Item 3; and GRS 18, Item 5 by temporary administrative/housekeeping activities.</p> <p>(2) Records covered by GRS 1, Items 21, 22, 25f; GRS 12, Item 3; and GRS 18, Item 5.</p> <p>(3) Digital versions of temporary still pictures, sound recordings, motion picture film, and video-recordings.</p> <p>(4) Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records.</p> <p>(5) Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)(1), 3(b)(3), or 3(b)(4).</p> <p>(NOTE: 1. Items 3(b)(1), 3(b)(3), and 3(b)(4) may be applied to electronic records consisting of information drawn from multiple previously scheduled hard copy series of administrative housekeeping records. In such instances, the electronic records must be retained for the longest retention period specified in the previously approved schedules.</p> <p>2. Disposition authorities included in Item 3 may be applied to copies of records maintained on agency web sites only in the case of administrative housekeeping records. These items may not be applied to web site copies of program records, which must be scheduled separately.)</p>	<p>TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy records. (GRS 20-3)</p> <p>Submit SF 115 to NARA. (GRS 20-3)</p> <p>TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy records. (GRS 20-3)</p> <p>TEMPORARY. Delete after the expiration of the retention period specified in the previously approved schedule. (GRS 20-3)</p> <p>Submit SF 115 to NARA. (GRS 20-3)</p>
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370-04	<p>Electronic Records that Replace Permanent Hard Copy Records. Electronic records that replace hard copy records approved in a previously approved schedule.</p> <p>(NOTE: 1. Electronic versions of permanent records that are retained as recordkeeping copies must meet the standards contained in NARA guidance concerning the creation, maintenance, and transfer of permanent electronic records.</p> <p>2. Item 3.1 may be applied if the electronic records consist of information drawn from multiple previously scheduled permanent series. In cases where the electronic records include information drawn from both temporary and permanent hard copy series, an agency may apply Item 3.1 or submit an SF 115 that proposes disposal of records if the agency believes the electronic records do not warrant permanent retention.)</p>	<p>PERMANENT. Submit notification to NARA in accordance with 36 CFR 1228.31(c) (GRS 20-3.1)</p>
370-05	<p>Hard Copy Printouts Created from Electronic Records to Meet Ad Hoc Business Needs</p> <p>A. Printouts derived from electronic records that are scheduled for destruction under the GRS or an agency-specific schedule for administrative housekeeping records.</p> <p>B. Printouts derived from electronic records other than records scheduled for destruction under the GRS or an agency-specific schedule for administrative housekeeping records.</p>	<p>TEMPORARY. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-3.2)</p> <p>TEMPORARY. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records.</p>

370-06	<p>Data Files Consisting of Summarized Information. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval. <i>(formerly 370-08, GRS 20-4)</i></p> <p>(NOTE: Data files consisting of summarized information which were created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing National Archives and Records Administration approval.)</p>	<p>TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-4)</p>
370-07	<p><u>Records Consisting of Extracted Information.</u> Electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: a) produced as disclosure-free files to allow public access to the data; or b) produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval. For print and technical reformat files, see items 6 and 7 of this schedule respectively. <i>(formerly 370-09; GRS 20-5)</i></p> <p>(NOTE: 1) Records consisting of extracted information that was created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed may not be destroyed before securing NARA approval. 2) See item 12 of this schedule for other extracted data.</p>	<p>TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-5)</p>
370-08	<p>Print File. Electronic file extracted from a master file or database without changing it and used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports. <i>(formerly 370-12, GRS 20-6)</i></p>	<p>TEMPORARY. Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-6)</p>

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370-09	Technical Reformat File. Electronic file consisting of data copied from a complete or partial master file or database made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives. <i>(formerly 370-31, GRS 20-7)</i>	TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-7)
370-10	<p>Backups of Files. Electronic copy considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. <i>(formerly 370-32, GRS 20-8)</i></p> <p>A. File identical to records scheduled for transfer to the National Archives.</p> <p>B. File identical to records authorized for disposal in a NARA-approved records schedule.</p>	<p>TEMPORARY. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. (GRS 20-8a)</p> <p>TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20-8b)</p>
370-11	Finding Aids (or Indexes). Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. <i>(formerly 370-39, GRS 20-9)</i>	TEMPORARY. Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (GRS 20-9)
370-12	Special Purpose Programs. Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a	TEMPORARY. Delete when related master file or s database has been deleted.

	NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives. <i>(formerly GRS 20-10)</i>	(GRS 20-10)
370-13	<p><u>Documentation.</u> <i>(formerly 370-33, GRS 20-11)</i></p> <p>A. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.</p> <p>1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.</p> <p>2) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule.</p> <p>B. Copies of records relating to system security, including records documenting periodic audits or review and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.</p>	<p>TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. (GRS 20-11a)</p> <p>PERMANENT. Transfer to the National Archives and Records Administration with the permanent electronic records to which the documentation relates (GRS 20-11)</p> <p>TEMPORARY. Destroy or delete when superseded or obsolete. (GRS 20-11b)</p>

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370-14	<p>Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained. <i>(formerly 370-34, GRS 20-12)</i></p> <p>(NOTE: See GRS-20-5, dtd 8 Aug 95 for other extracted data.)</p> <p>A. Derived data used for ad hoc or one-time inspection, analysis, or review, if the derived data is not needed to support the results of the inspection, analysis, or review.</p> <p>B. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.</p> <p>C. Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p>	<p>TEMPORARY. Delete when the agency determines they are no longer needed for administrative, legal, audit or other operational purposes. (GRS 20-12a)</p> <p>TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20-12b)</p> <p>TEMPORARY. Delete from the receiving system or device when no longer needed for processing. (GRS 20-12c)</p>
370-15	<p>Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. <i>(formerly 370-35, GRS 20-13)</i></p>	<p>TEMPORARY. Delete from the word processing system when no longer needed for updating or revision. (GRS 20-13)</p>
370-16	<p>Electronic Mail Records. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an</p>	<p>TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system.</p>

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	electronic recordkeeping system, paper, or microform for recordkeeping purposes. <i>(formerly 370-14, GRS 20-14)</i>	(GRS 20-14)
370-17	<p>Electronic Spreadsheets. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. <i>(formerly 370-42, GRS 20-15)</i></p> <p>A. When used to produce hard copy that is maintained in organized files.</p> <p>B. When maintained only in electronic form.</p>	<p>TEMPORARY. Delete when no longer needed to update or produce hard copy. (GRS 20-15a)</p> <p>TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired. (GRS 20-15b)</p>
370-18	Problem and Error Files. Correspondence and messages relating to station problems, systems errors, routing indicator and etc., relating to problems and errors encountered in the operations of communications facilities and systems. <i>(formerly 370-17, NI-457-80-4)</i>	<p>TEMPORARY. Close when stations are deactivated or systems eliminated. Transfer to NSA/CSS Records Center 2 years after closing. Destroy when 4 years old. (NI-457-80-4)</p>

372 TELECOMMUNICATIONS SERVICE FILES

These records reflect the operation of NSA/CSS Telecommunications Operations, which includes: transmission and physical and cryptographic security of Agency communications, controlling and coordinating assignment of Delivery Distribution Indicators and instructional material required for telecommunications with NSA/CSS and other governmental agencies. For both outgoing and incoming staff messages, they reflect: Receipt, control, processing, reproduction and dissemination ; operation of the Automatic Message Processing System (AMPS); formulation of message policy, publication of the NSA/CSS Message Manual and related communications management documents.

- 372-01 Telecommunications Planning Files. A subject file of correspondence, memoranda, and formal documents on the systems reflecting liaison with the Service Cryptologic elements, other government agencies, and commercial activities in current and future planning for the Cryptologic Community. (formerly 370-01)

20 years old *

PERMANENT. Place in inactive file when action is completed. Close inactive file every 2 years and transfer to NSA/CSS Records Center. Transfer to NSA/CSS Archives when ~~no longer needed~~. Transfer to National Archives and Records Administration when ~~40 years old~~ 25 years old. *
(Nle457-80-4)

- 372-02 Special Projects Files. Correspondence, layouts, schematics, and related papers received or developed in the fulfillment of cryptologic community telecommunications requirements. (formerly 370-02)

20 years old *

PERMANENT. Place completed projects in inactive file. Close inactive file every 2 years and transfer to NSA/CSS Records Center. Transfer to NSA/ CSS Archives when ~~no longer needed~~. Transfer to National Archives and Records Administration when ~~40 years old~~ 25 years old. *
(NI-457-80-4)

- 372-03 Telecommunications System Projects/Planning. Documented information relating to SPINTCOMM, DSSCS, IDDF, AUTODIN, AUTOSEVOCOMM, STRAWHAT and similar electronic communications systems. (formerly 370-19)

PERMANENT. Retain locally until action is completed. Transfer inactive files to NSA/CSS Records Center. Transfer to

* 4/27/2015: See documentation dated 4/13/2015.

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		NSA/CSS Archives when no longer needed for operations . Transfer to National Archives and Records Administration when 40 years old 25 years old . (N1-457-89-10)
372-04	Telecommunications General Records Files. General files including plans, reports, and other records pertaining to equipment requests, telephone service, and similar matters. (formerly 372-12b)	TEMPORARY. Destroy when 3 years old. (GRS 12-2b)
372-05	Telecommunications Agreements. Agreements for telecommunications services and associated background data. (formerly 372-12d)	TEMPORARY. Destroy 2 years after expiration or cancellation of agreement. (GRS-12-2c)
372-06	Telecommunications Technical Files. Technical files including training material, knowledge base information, operational summaries, and data reflecting the handling, processing, distribution, and control of traffic. (formerly 372-10)	TEMPORARY. Close annually. Destroy when 2 years old. (N1-457-80-4)
372-07	Telecommunications Statistical Reports. Statistical reports including cost and volume data. (formerly 372-12c)	TEMPORARY. Destroy when 1 year old. (GRS 12-2c)
372-08	Telecommunications Operational Files. Message registers, logs, performance reports, daily load reports, and related and similar records. (formerly 372-13)	TEMPORARY. Destroy when 6 months old. (GRS-12-3)
372-09	Data Processing Instruction/Policy Files. Documents relating to the preparation, review, issuance, and interpretation of directive, regulations and circulars concerning the establishment of procedures and criteria for the application of ADP systems to the Agency operations. (formerly 370-36)	TEMPORARY. Maintain current files locally. Destroy when superseded or obsolete whichever is applicable.
372-10	ADP Systems Development Projects. Studies conducted to develop ADP systems and procedures for programming use in developing input for computers. (formerly 370-37)	TEMPORARY. Destroy 10 years after date of last action. (N1-457-80-4)
372-11	ADP Acquisition Case File. Documents associated with the acquisition of ADP resources (equipment, software, and maintenance services). The file may include but is not limited to the following documentation: System Specification and Evaluation Package (SSEP), Key Component Executive Brief (KCEB), Senior ADP Policy	

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	<p>Official (SADPPO) Staff Technical Memorandum, cost/benefit analysis, purchase request, review memorandum, alternate SADPPO certification. D/DIR's written approval, and other documentation supporting the acquisition. (Reference NSA/CSS Regulation No. 1H0-2). <i>(formerly 370-38)</i></p> <p>A. Acquisition requiring SADDPO approval.</p> <p>B. Acquisition not requiring SADDPO approval.</p>	<p>TEMPORARY. Maintain as current file for 5 years, and then Transfer to NSA/CSS Records Center and maintain for additional 15 years, then Destroy.</p> <p>TEMPORARY. Maintain as current file for 5 years, then Transfer to NSA/CSS records Center and retain for additional 10 years, then Destroy. (N1-457-80-4)</p>
372-12	Baseline Data Base. This data base consists of system architecture and technical information for site communications and ADP concerning each overhead site. <i>(formerly 370-30)</i>	<p>TEMPORARY. Transfer to NSA/CSS Records Center when no longer active. Destroy when no longer needed for operations. (N1-457-89-10)</p>
372-13	ADPS Reports Control Case Folders. This file consists of correspondence between consumers and Agency management. The correspondence relates to report requests, report formats, number of copies, distribution, classification, and any other information pertaining to Automated Data Processing Systems case files. <i>(formerly 403-01)</i>	<p>TEMPORARY. Destroy when no longer needed for operations. (N1-457-89-2)</p>
372-14	Equipment Files. Correspondence and message inquiries relating to communications center processing equipment, BIX, computers, by-pass equipment and related station operational equipment. <i>(formerly 370-18)</i>	<p>TEMPORARY. Close when equipment is obsolete or removed from station. Destroy 2 years after closing. (N1-457-80-4)</p>

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/>