REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

	LEAVE BLANK
	JOB NO. N1-457-88-2

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

DATE RECEIVED 5/4/88

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES

4. NAME OF PERSON WITH WHOM TO CONFER   **5.** TEL. EXT.
(b)(3)

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/13/89
Date   Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/3/88	(b)(3)	

7. ITEM NO.	(With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO.	ACTION TAKEN
	RECORDS RELATING TO INFORMATION SECURITY		
	63 ITEMS TOTAL		
	20 ITEMS PERMANENT		
	MEDIA FOR PERMANENT RECORDS INCLUDES PAPER, MAGNETIC DISK, MICROFORM, MAGNETIC TAPE, SLIDES, AND PHOTOGRAPHS.		
	CLASSIFIED JOB FILE RETAINED AT AGENCY INCLUDES APPRAISAL MEMO DATED 7/23/88		
	PERMANENT SERIES WILL BE TRANSFERED TO THE NATIONAL ARCHIVES AFTER 50 YEARS IF DECLASSIFIED.		
	SERIES STILL CLASSIFIED AFTER 50 YEARS WILL BE RE-REVIEWED EVERY 10 YEARS UNTIL DECLASSIFIED.		

NSA RECORDS DISPOSITION

SCHEDULE FOR

INFOSEC

X

STANDARDS AND EVALUATIONS

M-457-88-2

NSA RECORDS DISPOSITION

SCHEDULE FOR

INFOSEC

X

STANDARDS AND EVALUATIONS

NSA RECORDS DISPOSITION

SCHEDULE FOR

INFOSEC

X

STANDARDS AND EVALUATIONS

INTRODUCTION

NSA RECORDS DISPOSITION SCHEDULES

WHAT ARE RECORDS DISPOSITION SCHEDULES?

Records disposition schedules provide for the proper disposition of an agency's records. Schedules list and describe the records generated by a Federal agency and provide guidance on how long records are to be maintained. As defined in 44 USC 30 "records" include all books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of physical form or characteristic made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business. Federal law mandates that the head of each agency submit to the Archivist of the United States record schedules proposing the disposition of that agency's records. The schedules provide for the prompt destruction of temporary records and for the permanent retention and preservation of records which illustrate and document the organization, functions policies, decisions, procedures, operations, or other activities of the agency, or which contain informational data of an historical nature.

WHY NSA HAS RECORDS DISPOSITION SCHEDULES

NSA's Records Disposition Schedules are designed to provide for and to simplify the appropriate disposition of Agency records and to aid Agency officials in gaining intellectual control over the increasing amount of information generated by the Agency. Designed to reflect the records actually produced, used, or stored by each Agency Key Component, the proper application of these schedules will ensure that NSA complies with the Federal Records Act, the Privacy Act, and the Freedom of Information Act. Furthermore, the schedules, if properly implemented, will provide a cost effective, efficient management program for the Agency's information by drastically reducing duplication and the unnecessary storage of paper records.

Traditional schedules have dealt with records on a generic basis. In general, these schedules concentrated on paper records and ignored or dismissed the growing volume of electronically produced and stored information. Consequently, most schedules quickly became dated and virtually unusable as the records described in the schedules and the records maintained in agency offices did not correspond. The new schedules attempt to remedy these problems by identifying and describing in detail the specific records

of each Key Component. The schedules reflect all records - paper, microform, or electronically generated, compiled, used, or maintained by each Key Component. They are uniquely designed for each Key Component.

WHAT INFORMATION IS CONTAINED IN THE SCHEDULES?

Each schedule contains a list of the data bases or files generated or used by each Key Component. The description of each data base or file includes:

1. the title
2. a narrative description of the contents
3. the inclusive date span of the information contained in the data base or file
4. the physical location
5. the storage media
6. the volume of material created or held by the office per year (for paper files the volume is given in cu. ft., for data bases the volume is given in sectors, tracks, or the number of characters)
7. the highest classification of the inclusive material
8. the approved disposition
9. the disposition number.

For data bases the description also includes information on the hardware and the software required to run them.

HOW TO USE THE SCHEDULES

For the proper disposition of a data base or file locate the appropriate office in the Table of Contents, identify the data base or file, and apply the approved disposition. If a file is permanent retire it to the NSA Archives using the disposition number from the schedule. If you have records that are scheduled for destruction you may retire them to the NSA Records Center prior to their destruction date and the Records Center will handle the disposition or you may dispose of them yourself at the appropriate time. Records retired to the NSA Records Center must have a specific destruction date. If the schedule does not indicate a specific date call the NSA Records Center and the T54 staff will provide one. For the disposition of records not covered by the schedules contact T54, The Office of Archives and Records, and fill out a Standard Form 115.

The schedules are produced in loose leaf form to facilitate changes as they occur in the record keeping practices of the offices.

New pages will reflect additions, deletions, or changes in the description and will be issued periodically. Future generations of the schedules will be available on-line with updates made by the Key Components following approval by T54 and the National Archives. This will ensure greater accuracy and currentness.

HOW TO RETIRE RECORDS

In order to retire noncurrent records - paper, microform, or audio-visual, to the NSA Records Center for temporary or permanent storage the office records monitor needs to follow the following procedures.

(1) Call the Records Center (972-2295) to ascertain if storage space is presently available and to receive a unique accession control number for the material being retired.

(2) Prepare a triplicate Form 02295 for each series of records being retired. The office records monitor must assure that the proper disposition number from the Records Disposition Schedule is noted on the form. Please follow those instructions carefully. One form should be prepared for each series of records being retired.

(3) Follow the proper procedures for forwarding classified materials.

(4) Deliver to nearest NSA mail center for forwarding to the NSA Records Center via the NSA courier service.

Retirement requirements for special records (audio-visual, microform, electronic) are different because of the perishability of the media. The Code of Federal Regulations requires that permanent microform records be stored on silver halide process microform. A master copy of permanent audio-visual records (video tapes, audio tapes, etc.) should be sent as soon as possible to the NSA Archives to ensure their preservation. Permanent text files stored on floppy disks should be printed out in hard copy before retirement to the NSA Archives. The NSA Archives is at present not equipped to handle electronic records. Current handling procedures (SAB 3, OPI) should be followed in the interim.

REFERENCE SERVICE ON RETIRED RECORDS

Retired records are held in the NSA Records Center for the period

of time prescribed in the NSA Records Disposition Schedules. During this period the records are available for loan or reference. Permanent records will be held indefinitely by the NSA Archives. They will be processed and made available for Agency reference purposes upon their arrival at the NSA Archives. After 30 years T54 archivists will review them and remove duplicative and extraneous materials. Requests for loans of retired records may be made by telephone or in writing to T541. The requester should know the accession control number as shown in Form 02295 in order to request records. The loan period is 30 days. Records may also be reviewed at the NSA Records Center by appointment.

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

Federal law requires the Director of the National Security Agency to establish safeguards against the unlawful removal or loss of agency records, and to make known to NSA personnel the penalties provided for the unlawful removal or destruction of such records. 44 USC 3106 provides that the Director, with the assistance of the Archivist of the United States, initiate action through the Attorney General for the recovery of records believed to be unlawfully removed from the Agency. 44 USC 3314 also states that no records of the United States Government may be altered or destroyed except as stipulated under 44 USC Chapter 31. Penalties for the willful and unlawful destruction, damage, or alteration of Federal records are stipulated in the U.S. Criminal Code (18 USC 2071).

OFFICIAL AND PERSONAL RECORDS

Records and papers of a private or nonofficial nature which pertain only to an individual's personal affairs but are maintained in a Federal office must be clearly designated as nonofficial and will at all times be filed and maintained separately from the official records of the office. In cases where matters requiring the transaction of official business are received in private correspondence, the portion of such correspondence pertaining to official business must be extracted and made a part of the official record. The definition of official records includes any materials generated or received in pursuance of Federal law or in connection with the transaction of public business. Correspondence designated "personal," "private," etc., but which pertains to the conduct of public business, is an official record subject to the provisions of Federal law. Official records are public records and belong to the office not the individual.

Questions regarding Agency records, official records, the schedules, or the transfer of records to the NSA Archives should be addressed to T54, The Office of Archives and Records.

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NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
NSA/CSS

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

Pursuant to the Presidential directives of 24 October 1952, which declare that Communications Intelligence (COMINT) and Communications Security (COMSEC) are national responsibilities, the Department of Defense established, by directive, the National Security Agency to succeed the Armed Forces Security Agency. The National Security Council added Electronic Intelligence (ELINT) to NSA's national mission in 1958.

In accordance with Presidential directives and pursuant to the national Security Act of 1947, the National Security Council issued National Security Council Intelligence Directive (NSCID) No. 9, dated 29 December 1952, and the National COMSEC Directive, dated 20 October 1953, which defined the NSA COMINT and COMSEC missions respectively. ELINT functions were first recognized in NSCID No. 17, dated 16 May 1955. The original COMINT and ELINT directives were superseded by and combined into NSCID No. 6, "Communications Intelligence and Electronics Intelligence," dated 15 September 1958. NSCID No. 6 was updated on 17 February 1972 and retitled "Signals Intelligence." The COMSEC directive of 1953 was updated on 25 April 1957, on 26 August 1968, and again on 20 June 1979. The SIGINT and COMSEC directives name the Secretary of Defense as executive agent for the conduct of SIGINT and COMSEC activities and direct that the SIGINT and COMSEC missions be carried out in response to guidance from the National Foreign Intelligence Board (NFIB) and the National Communications Security Committee (NCSC), respectively.

In accordance with the provisions of NSCID No. 6, the Secretary of Defense established the Central Security Service (CSS) under the Director, NSA. The Secretary of Defense provided for the National Security Agency/Central Security Service (NSA/CSS) by promulgating DoD Directive S-5100.20 dated 23 December 1971. He approved the NSA/CSS Organization Plan on 14 April 1972 to implement that directive. The NSA/CSS is a separately organized agency within the Department of Defense under the direction, authority, and control of the Secretary of Defense. It is subject to the provisions of Department of Defense directives and procedures to the extent that they are applicable and consistent with its missions and functions. Major components of the NSA/CSS are the National Security Agency (NSA) and the Service Cryptologic Elements (SCEs) of the Military Departments. Under the NSA/CSS, SIGINT resources are unified but decentralized. The NSA is the management, operational tasking, analytical and production arm of the system and the SCEs are the field

arm. The Director, NSA/Chief, CSS exercises operational control of the collection effort through the Deputy Chief, CSS and the SCE Commanders. The NSA operates a number of special field collection facilities, but the primary field collection effort is conducted by the SCEs.

In January 1983, the Secretary of Defense approved having the Director, NSA, perform the collateral duty of Director, Joint Special Studies Group (JSSG). The Director, JSSG is responsible for conducting classified studies under the direction of the Joint Chiefs of Staff.

In September 1984, NSDD-145 expanded the authority of the Secretary of Defense as the Executive Agent of the Government for COMSEC to include telecommunications and automated information systems security. NSDD-145 established the Director, NSA as the National Manager to act as the operating arm of the Executive Agent.

PURPOSE

The resources of the National Security Agency/Central Security Service are organized for the accomplishment of two national missions:

a. The Signals Intelligence (SIGINT) mission is to provide an effective, unified organization and control of all SIGINT collection and processing activities of the United States, and to produce SIGINT in accordance with objectives, requirements, and priorities established by the Director of Central Intelligence with the advice of the National Foreign Intelligence Board.

b. The Information Security (INFOSEC) mission encompasses two major activities: (1) The Communications Security (COMSEC) mission is to implement protective measures to deny unauthorized persons national security-related, including sensitive but unclassified, information derived from telecommunications and to also prevent these persons from disrupting or causing the deception of such communications. Measures included within COMSEC are cryptosecurity, transmission security, emissions security, physical security, and technical security. (2) The Computer Security (COMPUSEC) mission is to implement protective measures designed to prevent deliberate or inadvertent unauthorized access, disclosure, acquisition, manipulation, modification, or loss of information contained in automated systems used within the Department of Defense, other Government Agencies and the private sector. DoD Directive 5215.1, dated 25 October 1982, established the DoD Computer Security Evaluation Center (CSEC), provided policy, and assigned responsibilities for the technical evaluation of computer system and network

security, and related technical research.

ORGANIZATION

(S) The Director, NSA/Chief, CSS is assisted in the management and direction of NSA/CSS by a principal Deputy Director, NSA, and a Deputy Chief, CSS. His organization includes seven Deputy Directors for specific functional areas, two Assistant Directors, a Chief of Staff, an Inspector General, a General Counsel, a Chief Scientist, and the Director's Senior Council.

X1

INFOSEC EVALUATIONS

X1

INFOSEC EVALUATIONS

The Chief, X1, is responsible to the Chief, X, for conducting interdisciplinary and cryptomathematical research to develop and modify attacks designed to discover vulnerabilities in INFOSEC systems; evaluating and developing cryptographic techniques and scientific evaluation methodologies; providing security evaluation support and directing the development of system security standards and functional specifications;

NSA25X6

Primary functions include:

1.

2. Conducting basic and applied cryptomathematical research in the process of developing or modifying attacks to determine the degree of security provided by these cryptoalgorithms.

3. Providing research, security guidance, and evaluation of implementation aspects of INFOSEC systems to include Security Fault Analysis, Cryptographic Verification, Signals Analysis, and Software Security.

4. Directing the development of scientific evaluation methodologies used to evaluate the security of cryptographic techniques, equipments, and systems.

5. Directing the development and application of system security standards and functional system security specifications.

Administrative File

This file includes incoming and outgoing correspondence, examples, viewgraphs, and copies of manuals relating to general office administration.

DATE SPAN: 1985 to Present

LOCATION: X1

STORAGE MEDIA: Paper, floppy disk (under development)

HARDWARE: Xerox Star

SOFTWARE: Xerox Proprietary

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.e   X1-1

Research and Analysis File

This file includes records documenting INFOSEC research and analysis efforts in evaluation, assessment, and math techniques. Included are records documenting the management of programs.

DATE SPAN: 1984 to Present

LOCATION: X1

STORAGE MEDIA: Paper

VOLUME: 14 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.e   X1-2

Management and Administrative File

This file contains records pertaining to day to day operations re-
garding management and administration of X1. Subjects covered in-
clude budget, contract, management data, travel, payroll, awards,
certification, personnel, security, and travel.

DATE SPAN: 1986 to Present

LOCATION: X1

STORAGE MEDIA: Paper, floppy disk

HARDWARE: Xerox Star

SOFTWARE: Xerox Proprietary

VOLUME: 14 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   X1-3

X2

AUTOMATED INFORMATION

SYSTEM EVALUATIONS

X2

AUTOMATED INFORMATION SYSTEM EVALUATIONS

The Chief, X2, is responsible to the Chief, X, for providing technical guidance and assistance necessary to assess and improve the security posture of computers in operational or developmental automated information systems which process sensitive information within NSA/CSS, in DoD and its contractor facilities, and other Federal Departments and Agencies. The Chief, X2, will make recommendations to appropriate decision makers regarding operational use of these systems and attempt to improve the rigor and completeness of the design, implementation, and evaluation of security in computer applications.

NSA25X 6

Primary functions include:

1.   Conducting evaluations of selected automated information systems.

2.   Providing technical support to system acquisition authorities in the selection, design, implementation, and evaluation of hardware, software, and procedural security methods and techniques.

3.   Assisting in the certification and accreditation process for trusted computer systems. Providing guidance and/or assistance in correcting noted deficiencies in evaluated systems.

4.   Providing software security research and evaluation of implementation aspects of INFOSEC systems.

5.   Developing techniques, standards, and criteria for conducting evaluations and interpreting the results.

6.   Establishing and maintaining technical liaison with other computer security evaluation organizations.

Project Data Base

This data base contains of details on all X2 projects for track-
ing purposes.

DATE SPAN: 1987 to Present

LOCATION: X2

STORAGE MEDIA: Paper, Magnetic disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Delete or destroy the records (paper or mag-
                    netic disk) after two years or when no longer
                    needed for operations, whichever is later.

DISPOSITION NO.:   X2-1

Subject File

This file contains project correspondence. It also serves as a
reading file.

DATE SPAN: 1984 to Present

LOCATION: X2

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy five years thereaf-
                    ter.

DISPOSITION NO.:   X2-2

Correspondence File

This file includes incoming and outgoing correspondence, memoranda, and reports pertaining to X2 general administration matters.

DATE SPAN: 1984 to Present

LOCATION: X2

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Cut off annually. Destroy five years thereafter.

DISPOSITION NO.e   X2-3

Action Tracking Data Base

This data base contains details on X2 suspense items for tracking purposes.

DATE SPAN: 1987 to Present

LOCATION: X2

STORAGE MEDIA: Paper, Magnetic disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Delete or destroy records (paper or magnetic disk) two years after they are no longer needed for operations.

DISPOSITION NO.e   X2-4

Training File

This file includes incoming course descriptions and announcements for courses available to X2 employees.

DATE SPAN: 1986 to Present

LOCATION: X2

STORAGE MEDIA: Paper

VOLUME: Less than 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Destroy two years thereaf-
                      ter, or when superseded.

DISPOSITION NO.:   X2-5

Personnel File

This file contains personnel information on X2 employees.

DATE SPAN: 1985 to Present

LOCATION: X2

STORAGE MEDIA: Paper, Magnetic disk

VOLUME: 2 cu. ft., 1 floppy disk

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy records (paper or magnetic
                      disk) 1 year after separation or transfer of
                      employee (GRS 1-18a).

DISPOSITION NO.:   X2-6

Recruitment File

This file contains SF-171s and related data concerning X2 job applicants.

DATE SPAN: 1986 to Present

LOCATION: X2

STORAGE MEDIA: Paper

VOLUME: 6 in.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when two years old.

DISPOSITION NO.:   X2-7

Administrative Data Base

This data base contains information concerning X2 personnel. It pertains to such activities as training and the recruitment status of X2 employees and applicants.

DATE SPAN: 1985 to Present

LOCATION: X2

STORAGE MEDIA: Floppy disk

HARDWARE: IBM PC

SOFTWARE: DB III

VOLUME: 6 floppy disks

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Delete or destroy data after two years or when no longer needed for operations, whichever is later.

DISPOSITION NO.:   X2-8

Travel Data Base

This data base contains information on the travel activities of X2 employees.

DATE SPAN: 1986 to Present

LOCATION: X2

STORAGE MEDIA: Magnetic disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 1 floppy disk

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy data after two years.

DISPOSITION NO.:   X2-9

Staff Officer's Correspondence File

This file includes incoming and outgoing letters, memoranda, re-
ports, and other records concerning X2 general administrative mat-
ters.

DATE SPAN: 1986 to Present

LOCATION: X2

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy two years thereaf-
                    ter.

DISPOSITION NO.:   X2-10

X403

COUNTER NARCOTICS

AND

LAW ENFORCEMENT

SPECIAL PROGRAM OFFICE (SPO)

Reference Publications File

This file contains copies of directives, regulations, manuals, and
other types of publications providing background information which
is maintained for administration and implementation of X403's mis-
sion and functions. Subjects include Artificial Intelligence Tech-
niques Material ISRAM documentation and FAA background informa-
tion, as well as copies of Agency regulations and manuals.

DATE SPAN: 1980 to Present

LOCATION: X403

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when superseded, revised, rescinded or
                    obsolete.

DISPOSITION NO.e   X403-1

Administrative File

This file contains pertinent documentation relevant to operational management of the organization, including personnel administration, training, professionalization, interns, forms, read files, budget, and briefs, required to fulfill assigned missions and functions.

DATE SPAN: 1980 to Present

LOCATION: X403

STORAGE MEDIA: Paper/Slides

VOLUME: 10 cu ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Personnel Recordse Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                  B. Administrative Recordse Destroy when 5 years old or sooner if no longer needed for operations.

                  C. Formse Destroy when superseded or obsolete.

                  D. Briefse Destroy when superseded or obsolete.

DISPOSITION NO.e   X403-2 A,B,C and D

Drug Enforcement/Information File

This file contains background information on the function and re-
sponsibilities of the U.S. Government Drug Enforcement Agencies.

DATE SPAN: UNAVAILABLE

LOCATION: X403

STORAGE MEDIA: Paper/Slides

VOLUME: 1.5 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded or obsoletee

DISPOSITION NO.:   X403-3

Working File

This file contains data on the special operations of each enforce-
ment agency, including reports, background interviews, and all-
source intelligence reportse

DATA SPAN: UNAVAILABLE

LOCATION: X403

STORAGE MEDIA: Paper/Diskette

VOLUME: 50 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe   A. Hard Copye Permanent. Retire to NSA Ar-
                    chivese

                    B. Electronic Copy: Destroy when no longer
                    needed for operations.

DISPOSITION NO.:   X403-4 A and B

X4

DDI Assessment File

This file contains

DATE SPAN:

LOCATION: X403

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION:

DISPOSITION:

DISPOSITION NOe: X4-1   PL 86-36/50 USC 3605

910202 - worksheet sent to [   ] X403 968-5096
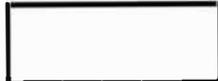
Forms File

This file consists of forms issued by NSA and other government
agencies with related instructions.

DATE SPAN: 1975 to 1987

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when revised, rescinded, superseded or
                   obsolete.

DISPOSITION NO.e   X4-2

Agency Regulations File

This file contains NSA and S Group directives, regulations and circulars created and maintained for administration and implementation of the mission and function programs of the Agency.

DATE SPAN: 1970 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: Destroy when superseded, revised, rescinded or obsoletee

DISPOSITION NO.e   X4-3

Correspondence File

This file consists of letters, memoranda, reports, and related data and attachments involving a variety of subjects.

DATE SPAN: 1986 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: Permanent. Retain in office 2 years. Retire to NSA Archives.

DISPOSITION NOe: X4-4

Reference Publications File

This file contains publications/manuals, and clearance books is-
sued by NSA elements, U.S. Government agencies or non-government
organizations which are maintained for reference purposes by S2.

DATE SPAN: 1986 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 2.5 cu. fte

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: Destroy when superseded, revised, rescinded or
                     obsolete.

DISPOSITION NOe: X4-5

Correspondence Action Tracking System (CATS) Data Base

This data base is used to track S2 correspondence to assure meeting deadlines.

DATE SPAN: 1987 to Present

LOCATION: X4

STORAGE MEDIA: Paper/Disks

HARDWARE: UNAVAILABLE

SOFTWARE: UNAVAILABLE

VOLUME: 1 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Delete or destroy after 2 yearse

DISPOSITION NO.e   X4-6

Contract File

This file contains records and materials relating to ISRAM contract.

DATE SPAN: 1987 to Present

LOCATION: X431

STORAGE MEDIA: Paper

VOLUME: 7.25 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy upon termination or completion.

DISPOSITION NO.e   X4-7

Administrative File

This file includes memoranda, forms, and correspondence relating to personnel, travel, training and other administrative matters.

DATE SPAN: UNAVAILABLE

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Personnel Recordse Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                        B. Administrative Recordse Destroy after 2 years.

DISPOSITION NO.e   X4-8 A and B

INFOSEC Assessment Reports File

This file includes individual reports relating to various government and private sector elements.

DATE SPAN: 1985 to Present

LOCATIONe   X43

STORAGE MEDIAe   Paper

VOLUMEe   5 cu. ft.

CLASSIFICATIONe   TOP SECRET, NOFORN

DISPOSITIONe   Destroy after 5 years.

DISPOSITION NO.e   X4-9

Computer Operating Instruction File

This file contains installation and operating instructions for applications programs and personal computing equipment.

DATE SPAN: UNAVAILABLE

LOCATION: X431

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, obsolete, or no longer needed for operations.

DISPOSITION NO.e   X4-10

Reference Publication File

This file consists of background and reference publications pertaining to all facets of processing within S2 such as White House and/or X4 publications, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: X432

STORAGE MEDIA: Paper

VOLUME: 25 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITIONe   Destroy when superseded, revised, rescinded or obsolete, or when no longer needed for reference purposes.

DISPOSITION NO.e   X4-11

Working File

This file includes information relating to personnel, budget, security, training, space and facilities and other administrative matters.

DATE SPAN: 1986 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 5 cue ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                      B. Administrative Records: Destroy after 5 years.

DISPOSITION NO.e   X4-12 A and B

Resources Management File

This file concerns the management of purchase requests, work state-
ments, CDRLs, and contains budget documentation and miscellaneous
support resources data files.

DATE SPAN: 1987 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy after 2 years.

DISPOSITION NO.:   X4-13

Budget File

This file consists of documenting the budget process, including
spread sheets.

DATE SPAN: 1987 to Present

LOCATION: X4

STORAGE MEDIA: Paper/Disk

HARDWARE: PC

SOFTWARE: LOTUS 1-2-3

VOLUME: 3 cu. ft./5 files on disks

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy after 2 yearse

DISPOSITION NO.:   X4-14

Promotion and Awards File

This file contains supporting documentation action taken for pro-
motions and awards in S2. Included are nominations, supporting
narratives and recommendation packages, and priority lists, as well
as hard copies of awards.

DATE SPAN: 1984 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 3.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy after 5 years or when no longer needed
                        for operations.

DISPOSITION NO.e   X4-15

Internal/External Training File

This file contains training announcements, selection notices, and
related records pertaining to training for S2 employees.

DATE SPAN: 1985 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION :   Destroy when 2 years old.

DISPOSITION NO.:   X4-16

Administrative File

This file contains pertinent documentation relevant to operational management of the organization, including all facets of personnel administration, project management, and support to fulfill assigned missions and functions.

DATE SPAN: 1985 to Present

LOCATION: X4

STORAGE MEDIA: Paper/Disk

HARDWARE: PC

SOFTWARE: LOTUS 1-2-3

VOLUME: 14 cu. ft./UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A.   Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                     B.   Administrative Records: Destroy after 5 years or when no longer needed for operations, whichever is sooner.

DISPOSITION NO.:   X4-17 A and B

Travel File

This file consists of records pertaining to travel requests and related financial matters.

DATE SPAN: By Fiscal Year

LOCATION: X4

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: Lotus 1-2-3

VOLUME: 1 cu. ft./UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.:   X4-18

Personnel Records File

This file consists of personnel summaries, personnel actions, copies of letters of appreciation, awards, and related records.

DATE SPAN: 1985 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 1 year after separation or transfer of
                      employee. (GRS 1-18a)

DISPOSITION NOe: X4-19

Security File

This file contains memos pertaining to requests for annual security passes as well as security inspection notices.

DATE SPAN: 1986 to Present

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 3 cu. fte

CLASSIFICATION: SECRET

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.:   X4-20

Miscellaneous File

This file consists of copies of manuals. Also included is a convenience read file.

DATE SPAN: UNAVAILABLE

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 6 cu. fte

CLASSIFICATION: SECRET

DISPOSITION: A. Read File: Destroy when 2 years old.

                    B. Manuals: Destroy when superseded or obsolete.

DISPOSITION NO.e   X4-21 A and B

Overtime Records File

This file consists of forms and records related to overtime, in-
cluding overtime requests.

DATE SPAN: By Fiscal Year

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.:   X4-22

Miscellaneous Working File

This file consists of miscellaneous records used during everyday
job duties.

DATE SPAN: UNAVAILABLE

LOCATION: X4

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.:   X4-23

X42PER.DBF Data Base

This data base contains personnel information maintained in X43 and includes listing of assigned personnel and location information.

DATE SPAN: 1987 to Present

LOCATION: X4

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: D Base III

VOLUME: 12 records

CLASSIFICATION: FOR OFFICIAL USE ONLY

DISPOSITION: Destroy 1 year after separation or transfer of
                        employee.   (GRS 1-18a)

DISPOSITION NO.e   X4-24

                        FY88 TRV.BF Data Base

This data base documents the travel of X43 employees during 1988.

DATE SPAN: 1987 to Present

LOCATION: X4

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: D Base III

VOLUME: 71 records

CLASSIFICATION: FOR OFFICIAL USE ONLY

DISPOSITION: Delete after 5 years.

DISPOSITION NO.e   X4-25

X4 TRIP.DBF Data Base

This data base lists all external trips, briefings, meeting and
assessments and is used by X4 personnel for reference purposes.

DATE SPANe   1987 to Present

LOCATIONe   X4

STORAGE MEDIA: Disks

HARDWAREe   PC

SOFTWAREe   D Base III

VOLUMEe   437 Records

CLASSIFICATIONe   FOR OFFICIAL USE ONLY

DISPOSITIONe   Delete or destroy after 5 years.

DISPOSITION NO.e   X4-26

COMPUSEC Contract File

This file contains copies of COMPUSEC contracts and related records.

DATE SPAN: 1987 to Present

LOCATIONe   X432

STORAGE MEDIA: Paper

VOLUMEe   .25 cu. ft.

CLASSIFICATIONe   SECRET

DISPOSITION: Destroy upon termination or completion.

DISPOSITION NO.e   X4-27

Threat Highlights File

This file contains paper and electronic copies of the Monthly COM-PUSEC Threat Highlights reports.

DATE SPANe   1987 to Present

LOCATION: X432

STORAGE MEDIA: Paper/Floppy Disks

HARDWARE: PC

SOFTWARE: Word Processor PFS

VOLUME: 1 1/2 cu ft.e/5 MB

CLASSIFICATIONe   UNCLASSIFIED

DISPOSITIONe   A Hard Copy: Permanent. Retire to NSA Archives.

                      B. Electronic Copy: Destroy when no longer needed for operations.

DISPOSITION NO.e   X4-28 A and B

CSTVRP Data Base

This data base is used to track COMPUSEC vulnerability reports.

DATE SPAN:	1987 to Present
LOCATION:	X432
STORAGE MEDIA:	Disks
HARDWARE:	PC
SOFTWARE:	D Base III
VOLUME:	1 floppy/yr
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Delete or destroy after 5 years.
DISPOSITION NO.e	X4-29

X41
CUSTOMER
SUPPORT

Organization Mission File

This file contains correspondence that documents policy making, program management functions and agreements from which the activity has primary function.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper

VOLUME℮   1 cu. ft.

CLASSIFICATION℮   TOP SECRET, NOFORN

DISPOSITION℮   Permanent. Transfer to the NCRC.

DISPOSITION NO.℮   X41-1

Administrative File

This file contains requests for publication, reproduction requests, office supplies, leave schedules, hours of week, and employee relations information.

DATE SPAN℮   17 Oct 1987 to Present

LOCATION℮   X41

STORAGE MEDIA℮   Paper/Electronic Disk

HARDWARE℮   STAR

SOFTWARE℮   Xerox

VOLUME℮   4 cu. ft.

CLASSIFICATION℮   TOP SECRET CODEWORD

DISPOSITION℮   Cut off annually. Destroy when 2 years old.

DISPOSITION NO.℮   X41-2

Reading File

This file contains outgoing/incoming correspondence, messages, memoranda, maintained chronologically for ready reference, signature control, preparation of reports, and related matters.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when 2 years old or sooner if no longer
                        needed for reference purposes.

DISPOSITION NO.:   X41-3

General Correspondence File

This file contains letters, endorsements, memoranda, reports, and related data and attachments involving a variety of subjects.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper/Magnetic Disk

HARDWARE: STAR

SOFTWARE: Xerox

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Retain for 3 years and thereafter destroy.

DISPOSITION NO.:   X41-4

Field Information Bulletin File (FIBFILE)

This file contains non-record reference materials used to provide background for publication of Field Information Bulletin. It also includes reference documents and excerpts from Security Defense, Intelligence, Government, Academe, and contractor sources.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: PFS Write/File/Report

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for reference purposes.

DISPOSITION NO.:   X41-5

INFOSEC Project Data Base

This data base tracks the status of NSA projects for customer information.

DATE SPAN: 1988

LOCATION: X41

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: PFS Write/File/Report

VOLUME: 1/2 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: Delete or destroy when no longer needed for operations.

DISPOSITION NO.e   X41-6

X41 OA File

This file consists of all material in X411, X412, and X413 contained on hard disk and in the RAPPER/COMET file, as well as the Baby STAR. This file consists primarily of OA word processing files and non-tasking electronic mail.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Hard Disk/Floppy Disk

HARDWARE: STAR/RAPPER

SOFTWARE: MASTER GRAPHICS/WORD PERFECT/PFS Series/ Xerox

VOLUME: .5 cu. ft. floppy backups

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Updated periodically. Delete or destroy when
                        no longer needed to produce hard copy.

DISPOSITION NO.e   X41-7

Management Records File

This file contains information on element management-policy, plans, budget, logistics, personnel, security and training. Official Agency copies are maintained by the Agency OPI.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                        B. All Other Records: Cut off annually. Retain for five years and thereafter destroy.

DISPOSITION NO.e   X41-8 A and B

DDI History and Museum File

This file contains equipment, critiques, manuscripts, charts, statistics, interviews, early publications, slides, audio/video tapes, key lectures, and reports.

DATE SPAN: NOT AVAILABLE

LOCATION: X41

STORAGE MEDIA: Paper/Microform/Equipment/Tapes/Pictures/ Charts

VOLUME: 30 cu. fte in X41

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC.

DISPOSITION NO.e   X41-9

Special Projects File

This file contains records pertaining to compartmented projects involving X4 participation.

DATE SPAN: Indefinite

LOCATION: X41

STORAGE MEDIA: Paper/Microform/Audio/Video Tapes

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC when no longer needed for operations.

DISPOSITION NO.:   X41-10

Business Development Data Base

This is an electronic data base of unclassified documents on technological security, espionage, terrorism, SDI, communications technology and related articles of interest to customers needing secure communications.

DATE SPAN: 1985 to Present

LOCATION: X41

STORAGE MEDIA: Paper/Floppies

HARDWARE: PC

SOFTWARE: PFS Write/File/Report

VOLUME: 10 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Periodically updated. Delete or destroy when no longer needed for operations.

DISPOSITION NO.:   X41-11

Briefing File

This file contains narrative presentations with related charts showing functions, missions or projects used for briefings.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41

STORAGE MEDIA: Paper/Floppies/Slides & Vugraphs

HARDWARE: STAR/PC

SOFTWARE: Master Graphics/Xerox/WORD PERFECT

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A.   Routine Operational Briefings: Destroy when 3 years old or less if no longer needed for operations.

                    B.   Briefings for Senior Government Officials on Matters of Significance: Destroy when no longer needed for operations.

DISPOSITION NO.e   X41-12 A and B

Working Papers/Convenience File

This file contains individual analyst notes, rough drafts, feeder reports, and related papers accumulated in performance of tasks, projects or functions.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41, X411, X412

STORAGE MEDIA: Paper/Magnetic Disk/Microform

HARDWARE: PC

SOFTWARE: RAPPER/COMET

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when 3 years old or sooner if no longer
                      needed for operations

DISPOSITION NO.:   X41-13

Operational Summaries and Status Reports File

This file contains data on performance, actual progress, accomplishments, deficiencies, or problems in relation to functional problem goals.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41, X411, X412

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: STAR/PC

SOFTWARE: WORD PERFECT/MASTER GRAPHICS, of Xerox

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: A. Feeder Information: Destroy when 3 years old or sooner if no longer needed for operations.

                     B. Final Hard Copy Reports: Destroy when no longer needed for operations.

DISPOSITION NO.:   X41-14 A and B

Project Control File

This file contains memoranda, reports and other records documenting assignments, progress and completion of projects.

DATE SPAN: 17 Oct 1987 to Present

LOCATION: X41, X411, X412, X413

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: DBase III Plus

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: Destroy 1 year after completion of project.

DISPOSITION NO.:   X41-15

Conferences and Committee File

This file contains agenda, membership lists, minutes of meetings and other papers of formally constituted conferences and committees.

DATE SPAN:	17 Oct 1987 to Present
LOCATION:	X411, X412, X413
STORAGE MEDIA:	Paper/Electronic
HARDWARE:	PC
SOFTWARE:	RAPPER/COMET
VOLUME:	20 cu. ft.
CLASSIFICATION:	TOP SECRET, NOFORN
DISPOSITION:	A. Paper Copy: Destroy when no longer needed for operations.
	B. Electronic Copy: Delete or destroy when no longer needed for operations.
DISPOSITION NO.e	X41-16 A and B

Department of Defense Liaison File

This file contains agreements on INFOSEC matters and supporting documents and correspondence created in the conduct of liaison between NSA/CSS and the defense military and civilian agencies.

DATE SPAN⊙   17 Oct 1987 to Present

LOCATION⊙   X41, X412, X413

STORAGE MEDIA⊙   Paper/Floppy Disk

HARDWARE⊙   PC

SOFTWARE⊙   DBase III Plus

VOLUME⊙   22 cu. ft.

CLASSIFICATION⊙   TOP SECRET CODEWORD, NOFORN

DISPOSITION⊙   A. Electronic Version⊙ Destroy when no longer needed to create hard copy.

                     B. Hard Copy⊙ Permanent. Retire to NSA Archives.

DISPOSITION NO.⊙   X41-17 A and B

X42

THREAT

ANALYSIS

X421
INTELLIGENCE
SUPPORT
AND
REQUIREMENTS

THREAT Data Base

This data base consists of a collection of information on target
countries SIGINT and COMSEC capabilities.

DATE SPAN: 1986 to Present

LOCATION: X421

STORAGE MEDIA: Disk/Tape

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 15,000 records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.:   X42-1

SPI.DATA Data Base

This data base contains information on microwave tower links in the
United States.

DATE SPAN: Current

LOCATION: X421

STORAGE MEDIA: Magnetic Tape

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 100,000 records

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.:   X42-2

INFOREQ Data Base

This data base contains electronic copies of documents related to the accomplishment of overall INFOSEC system objectives.

DATE SPAN:	Current
LOCATION:	X421
STORAGE MEDIA:	Magnetic Tape
HARDWARE:	RAPPER
SOFTWARE:	TSO ISPF
VOLUME:	2,500 documents
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Permanent. Retain by OPI.
DISPOSITION NO.e	X42-3

Active Projects File

This file consists of memoranda, reports, and other records documenting assignments, progress and completion of projects.

DATE SPAN:	1988-PRESENT
LOCATION:	X421
STORAGE MEDIA:	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Destroy when 2 years old.
DISPOSITION NO.e	X42-4

Administrative File

This file includes memoranda, reports, and correspondence relating
to travel, budget, and other administrative matters in X421.

DATE SPAN: 1985 to Present

LOCATION: X421

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy after 5 years.

DISPOSITION NO.:   X42-5

Information Support Reference (Compartmented) File

This file consists of reference copies of compartmented (TK/G) documents relevant to the current INFOSEC mission.

DATE SPAN: 1985 to Present

LOCATION: X421

STORAGE MEDIA: Paper

VOLUME: 7 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   X42-6

Project Undercut File

This file contains reports and records of information relevant to Project Undercut, involving photoengineering analysis.

DATE SPAN: 1975 to Present

LOCATION: X421

STORAGE MEDIA: Paper/Film

VOLUME: 25 cu. ft. paper/20 cu. ft. film

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A.   Year-end, Monthly, and Special Reports: Permanent.   Retire to NSA Archives when no longer needed for operations.

                        B. All Other Records: Destroy when no longer needed for operations.

DISPOSITION NO.   X42-7 A and B

HUMINT Requirements File

This file contains HUMINT and FME Intelligence Requirements reports submitted by DDI elements. It also contains collection and tasking documents.

DATE SPAN: 1980 to Present

LOCATIONe   X421

STORAGE MEDIA: Paper

VOLUMEe   20 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD, NOFORN

DISPOSITIONe   A. Reports and Associated Background Informa-
                     tione Permanent. Retire to NSA Archives when
                     no longer needed for operations.

                     B. Allocation and Tacking Recordse Destroy
                     when no longer needed for operationse

DISPOSITION NO.e   X42-8 A and B

HUMINT Requirements Tracking Data Base

This data base contains records-keeping data on HUMINT and FME Intelligence Requirements submitted by DDI elements through X421.

DATE SPAN: 1983 to Present

LOCATION: X421

STORAGE MEDIA: Mag. Tape

HARDWARE: RAPPER

SOFTWARE: TSO ISPF

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operationse

DISPOSITION NO.e   X42-9

Requirements Tracking Data Base

This data base contains records-keeping information on incoming collection requirements to be disseminated to DDI analysts.

DATE SPAN:	1986 to Present
LOCATION:	X421
STORAGE MEDIA:	Disks
HARDWARE:	PC
SOFTWARE:	Pro Write
VOLUME:	6 disks (2 per yr)
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy after 2 years.
DISPOSITION NO.:	X42-10

X421 Memo Tracking Data Base

This data base contains records-keeping data on memoranda originated by X421 personnel.

DATE SPAN:	1985 to Present
LOCATION:	X421
STORAGE MEDIA:	Disks
HARDWARE:	PC
SOFTWARE:	Pro Write
VOLUME:	9 disks
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	Destroy after 2 years.
DISPOSITION NO.:	X42-11

SNOWBALL File

This file consists of bibliographic records and comments on compartmented (TK/G) documents relevant to the INFOSEC mission.

DATE SPAN: 1985 to Present

LOCATION: X421

STORAGE MEDIA: Mag. Tape/Paper/Microfiche

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 2,600 records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Paper: Destroy after microfiche receivede

                    B. Microfiche: Permanent. Retire to NSA Archives.

                    C. Electronic Copy: Destroy when no longer needed for operations.

DISPOSITION NO.:   X42-12 A, Beand C

ADVISORY Data Base

This data base contains records which summarize information ab-
stracted from intelligence sources which have been reported to DDI
management.

DATE SPAN: 1988 to Present

LOCATION: X421

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: PFS Write

VOLUME: 10 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain by OPIe

DISPOSITION NO.e   X42-13

Research Study File

This file contains copies of ISSO and Intelligence Community re-
ports that are used to support basic threat analysis study.

DATE SPAN: 1986 to Present

LOCATION: X421

STORAGE MEDIA: Paper

VOLUME: 3.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for references
                    purposese

DISPOSITION NO.e   X42-14

AUDACE Data Base

This data base consists of bibliographic records and comments on
documents relevant to the Information Security (INFOSEC) mission.

DATE SPAN: 1980 to Present

LOCATION: X421

STORAGE MEDIA: Disks

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 42,000 records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.e   X42-15

DOCREG Data Base

This administrative data base is used for tracking document/information requests received by X421.

DATE SPAN: 1985 to Present

LOCATION: X421

STORAGE MEDIA: Disks

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 18,000 lines

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operational
                    purposes.

DISPOSITION NO.e   X42-16

Information Support File

This file contains copies of reports used to support Information Security activities.

DATE SPAN: 1980 to Present

LOCATION: X421

STORAGE MEDIA: Paper/Microfiche

VOLUME: 48 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Paper: Destroy after verification of microfiching.

                     B. Microfiche; Permanent Retire to NSA Archives.

DISPOSITION NO.e   X42-17 A and B

Research Support File

This file consists of sensitive manuals and publications which are used to support research in threat analysis.

DATE SPAN: 1983 to Present   (Paper only from 1988)

LOCATION: X421

STORAGE MEDIA: Paper/Microfiche/Optical Disk

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for reference purposes.

DISPOSITION NO.e   X42-18

X422

REGIONAL

THREAT

RESEARCH

ANDX42

ANALYSIS

X42 Middle East Assessment File

This file consists of activities reports, analysis reports, reliability reports, and other papers and documents pertinent to research and analysis of communications security of Middle East countries.

DATE SPAN: 1988-Present

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 6 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.:   X42-19

Working File

This file consists of memoranda, HUMINT information, evaluation requests and other papers accumulated in performance of X42 tasks.

DATE SPAN: 1987 to Present

LOCATION: X422

STORAGE MEDIA: Floppy Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 4 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NOe: X42-20

Threat to U.S. Communications
in Middle East and S.W. Asia File

This file contains reports of analytical studies on threat to U.S
communications.

DATE SPAN: 1988

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 4 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Transfer to NCRC when no longer re-
                    quired for operations.

DISPOSITION NO.:   X42-21

South African SIGINT Effort File

This file contains information on the South African SIGINT effort.

DATE SPAN: 1988-Present

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: PFS Write

VOLUME: 1 disk

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A.   Hard Copy: Permanent.   Transfer to NCRC
                     when no longer needed for operations.

                     B.   Electronic Copy: Destroy when no longer
                     needed for operations.

DISPOSITION NO.:   X42-22 A and B

PAN File

This file contains accumulated maps of Syria, Iran, and Libya on
floppy disks.

DATE SPAN: 1988-Present

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: DOS

VOLUME: 6 disks

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, revised, or obsolete.

DISPOSITION NO.:   X42-23

Assessment and Threat Word Processing File

This file consists of assessments, threat reports and classified
staff notes.

DATE SPAN: 1987-Present

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER/OFFICE WRITER

VOLUME: 10 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Transfer to NCRC.

DISPOSITION NO.e   X42-24

MERSHIP File

This file consists of reports relative to Merchant Shipping Port
Calls.

DATE SPAN: 1987 to Present

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: D Base III

VOLUME: 4 disks

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Permanente Transfer to NCRC when no longer
                        needed for operations.

DISPOSITION NO.:   X42-25

PACOM Brief File

This file contains information on Pacific and Far East Threat As-
sessment. It also contains a brief on this assessment.

DATE SPAN: 1985 to 1986

LOCATION: X422

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 5 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanente Transfer to NCRC.

DISPOSITION NO.:   X42-26

Non-Soviet/Warsaw Pact Armies File

This file contains information on SIGINT activities of armies outside of the Warsaw Pact.

DATE SPAN: 1986 to Present

LOCATION: X422

STORAGE MEDIA: Disk/Paper

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 4 disks/4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Hard Copy: Permanent. Transfer to NCRC.

                      B. Electronic Copy: Destroy after 2 years or
                      when no longer needed for operations.

DISPOSITION NO.:   X42-27 A and B

Emigre I and Emigre II File

DATE SPANe   1988-Present

LOCATIONe   X422

STORAGE MEDIA: Paper/Disks

HARDWAREe   PC

SOFTWAREe   VOLKSWRITER

VOLUMEe   1 cu. ft./4 disks

CLASSIFICATIONe   SECRET, NOFORN

DISPOSITIONe   A. Hard Copye Permanent. Retain in office 2
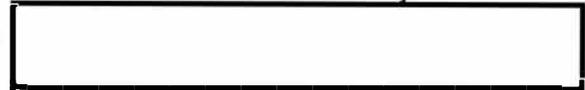   yearse Transfer to NCRCe

                  B. Electronic Copye Destroy when no longer
                  needed for operationse

DISPOSITION NO.e X42-28 A and B

EAM Threat File

This file consists of information on USAREUR EAM system.

DATE SPAN: 1988

LOCATION: X422

STORAGE MEDIA: Disk/Paper

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 1 disk/e25 cue fte

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Hard Copy: Permanente Retain in office 2
                    yearse Transfer to NCRCe

                    B. Electronic Copy: Destroy when no longer
                    needed for operations.

DISPOSITION NO.:   X42-29 A and B

SIGINT Threat File

This file contains the Order of Battle

DATE SPAN:	1986 to Present
LOCATION:	X422
STORAGE MEDIA:	Disks/Paper
HARDWARE:	PC
SOFTWARE:	VOLKSWRITER
VOLUME:	4 disk/2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN
DISPOSITION:	A. Hard Copy: Permanent. Transfer to NCRC.
	B. Electronic Copy: Destroy when no longer needed for operations.
DISPOSITION NO.:	X42-30 A and B

GRU File

DATE SPAN: 1986 to Present

LOCATION: X422

STORAGE MEDIA: Disks/Paper

HARDWARE: PC

SOFTWARE: M204

VOLUME: 3 disk/1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Hard Copy: Permanent. Transfer to NCRCe

                    B. Electronic Copy: Destroy when no longer
                    needed for operations.

DISPOSITION NO.:   X42-31 A and B

Exercise Schedules (Exsked) File

This file includes summary information on US/NATO significant exercises [   ] for the period 1982 to present. This file also lists upcoming exercises through 1989.

DATE SPAN: 1982 to Present

LOCATION: X422

STORAGE MEDIA: Disks/Paper

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 2 disk/1 folder

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Hard Copy: Permanent. Transfer to NCRC.

                    B. Electronic Copy: Destroy when no longer
                    needed for operations.

DISPOSITION NO.:   X42-32 A and B

X423

SYSTEMS THREAT

REASEARCH

AND

ANALYSIS

SARDINE Subject File

This file pertains to adversary developments in areas of HUMINT, technical, SIGINT, and cryptanalytic endeavors.

DATE SPAN: 1984 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Transfer to NCRC when no longer
                    needed for operations.

DISPOSITION NO.e   X42-33

Country File

This file relates to HUMINT, technical, SIGINT operations, and miscellaneous information pertaining to adversary activities in a particular country.

DATE SPAN: 1980 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 8.5 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC when no longer
                    needed for operations.

DISPOSITION NO.:   X42-34

Defector File

This file consists of reports from defector sources.

DATE SPAN: 1980 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent.   Transfer to NCRC when no longer
                    needed for operations.

DISPOSITION NO.:   X42-35

Photo File

This file contains photographs of U.S. and foreign diplomatic in-
stallations around the worlde

DATE SPAN: 1984 to Present

LOCATION: X423

STORAGE MEDIA: Paper/Film

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer required for opera-
                        tionse

DISPOSITION NOe: X42-36

HUMINT Cases and Related Damage Assessments File

This file consists of folders on espionage cases and damage assess-
ments of material compromisede

DATE SPAN: 1981 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC when no longer
                        needed for operationse

DISPOSITION NOe: X42-37

HUMINT Threat Reports Data Base

This data base contains reports on HUMINT Threat as prepared in X421.

DATE SPAN: 1987 to Present

LOCATION: X423

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 2 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retain by OPI.

DISPOSITION NO.e   X42-38

Electronic Warfare/Radio Electronic Combat (EW/REC) File

This file contains information on hostile electronic warfare and radio combat capabilities.

DATE SPAN: 1987 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 3.25 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Transfer to NCRC when no longer
                    needed for operations.

DISPOSITION NO.e   X42-39

Miscellaneous Reference File

This file contains reference materials, finished intelligence community reports, as well as copies of reports and related materials created by X421.

DATE SPAN: 1980 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when not required for operational pur-
                        poses or when superseded, revised, or rescind-
                        ed.

DISPOSITION NO.e   X42-40

RELESTAT Data Base

This data base tracks foreign real estate acquisitions (purchases, lease) within the United States.

DATE SPAN: 1984 to Present

LOCATION: X423

STORAGE MEDIA: Disks

HARDWARE: RELESTAT PC

SOFTWARE: RELESTAT Data Base III

VOLUME: 300 records per yr

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   X42-41

S22/S23 Support File

This file consists of information on terrorist and drug trafficker threats to INFOSEC as well as the INFOSEC threat to United States civil agencies and defense contractors.

DATE SPAN:	1988
LOCATION:	X423
STORAGE MEDIA:	Paper
VOLUME:	2 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Transfer to NCRC when no longer needed for operations.
DISPOSITION NO.:	X42-42

Adversary Threat File

This file contains information on adversary computers, mathematics, research/development facilities and personalities, as well as evidence of their capabilities to intercept and technically exploit U.S. communications equipment from their covert and clandestine locations.

DATE SPAN:	1980 to Present
LOCATION:	X423
STORAGE MEDIA:	Paper
VOLUME:	30 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	Permanent. Transfer to NCRC when no longer needed for operations.
DISPOSITION NO.:	X42-43

NSA-Interagency Committee
for Real Estate Acquisitions (ICREA) File

This file relates to foreign real estate acquisitions and travel
within the United States. File also contains maps of several U.S.
cities.

DATE SPAN: 1984 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC.

DISPOSITION NO.:   X42-44

NSA-Interagency Committee for
Real Estate Acquisitions (ICREA) Electronic File

This file contains drafts of memoranda, staff notes, summaries of
foreign real estate and travel issuese

DATE SPAN: 1987 to Present

LOCATION: X423

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 2 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when no longer required for opera-
                        tions.

DISPOSITION NO.:   X42-45

Reports File

This file consists of reports on INFOSEC threat to civil agencies and defense contractors.

DATE SPAN: 1988-Present

LOCATION: X423

STORAGE MEDIA: Disks

HARDWARE: PC

SOFTWARE: VOLKSWRITER

VOLUME: 5 disks

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations.

DISPOSITION NO.e   X42-46

Administrative File

This file consists of general office administrative records in areas such as personnel, travel, security, and related topics.

DATE SPAN: 1985 to Present

LOCATION: X423

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                    B. Administrative Records: Destroy when 5 years old or sooner if no longer needed for operations.

DISPOSITION NO.:   X42-47 A and B

Threat File

This file relates to SIGINT threat in a variety of areas such as
satellites, LPI communications, ionospheric heating, and related
areas. Also included are country threat filese

DATE SPAN: 1970 to Present

LOCATION: X423

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: PC

SOFTWARE: VOLKSWRITER/PFS Write/D BaseIII/FORTRAN

VOLUME: 120 cu. ft./ 2,000 megabytes

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Hard Copye Permanent. Transfer to NCRC.

                    B. Floppy Disk Not Duplicated in Paper Files:
                    Print out hard copy. Retire hard copy to NSA
                    Archives.

                    C. Remaining Floppy Disks: Delete or destroy
                    when no longer needed for operations.

DISPOSITION NO.:   X42-48 A, B, and C

X424

PROJECTIONS

AND

REPORTING

Briefing Slides File

This file contains the master and duplicate copies of S21 briefings and briefing slides.

DATE SPAN: 1985 to Present

LOCATION: X424

STORAGE MEDIA: Paper/Film

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when superseded, revised or rescindede

DISPOSITION NO.e   X42-49

INQUIRER Data Base

This data base contains information on past and upcoming briefs as well as information on all slides held in S2.

DATE SPAN: 1985 to Present

LOCATION: X424

STORAGE MEDIA: Disk

HARDWARE: RAPPER

SOFTWARE: M204

VOLUME: 9,800 records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when superseded, revised or rescinded.

DISPOSITION NO.:   X42-50

X43

INFOSEC

ASSESSMENTS

Administrative File

This file contains pertinent documentation relevant to the administrative management of the organization, including all facets of personnel administration, project management, and budget matters which are required to fulfill assigned missions and functions.

DATE SPAN: UNAVAILABLE

LOCATION: X43

STORAGE MEDIA: Paper

VOLUMEe   13.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A. Personnel Recordse Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

B.   Non OPI Agency Policy and Procedure Recordse Destroy when superseded or obsolete.

C. Correspondence Filee Destroy after 5 years or when no longer required for operations, whichever is sooner.

D. Administrative Recordse Destroy when 3 years old.

DISPOSITION NO.e   X43-1 A, B, C, and D

X431

X44

CUSTOMER

REQUIREMENTS

Administrative File

This file contains pertinent documentation relevant to the administrative management of the organization, including all facets of personnel administration, project management, and budget matters which are required to fulfill assigned missions and functions.

DATE SPAN: 1982 to Present

LOCATION: X44

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel Records: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

B. Administrative Records: Destroy when 5 years old or sooner if no longer needed for operations.

C. Correspondence Files: Permanent. Retire to NSA Archives.

DISPOSITION NO.:   X44-1 A, B, and C

Administrative File

This file consists of general office administrative records in areas such as personnel, travel, security, and related subjects.

DATE SPAN: 1984 to Present

LOCATION: X44

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Personnel Files: Destroy 1 year after separation or transfer of employee. (GRS 1-18a)

                    B. Administrative Records: Destroy when 3 years old.

DISPOSITION NO.:   X44-2 A and B

X5

Contract File

DISPOSITION NO.:   X52-1
TRANSFERRED TO: X6-5   920803

X6

Budget File

This file contains

DATE SPAN✏

LOCATION✏   X6

STORAGE MEDIA✏   Paper

VOLUME✏   cue ft.

CLASSIFICATION✏

DISPOSITION✏

DISPOSITION NO.✏   X6-1

DISCONTINUED: 920727 worksheet returned by RMM [PL 86-36/50 USC 3605] 972-2657

MIPR (Military Interdepartmental
Procurement Request) File

This file contains Military Interdepartmental Procurement Requests
for INFOSEC equipment✏

DATE SPAN✏   1984 to Present

LOCATION✏   X6

STORAGE MEDIA✏   Paper

VOLUME✏   60 cu. ft✏

CLASSIFICATION✏   SECRET

DISPOSITION✏   Close annually. Transfer to the NCRC. Destroy
                   6 years and 3 months after period covered by
                   account. (GRS 6-1a) (reference N44-1)

DISPOSITION NO.✏   X6-2

Contractor Performance Measurement System (CPMS) File

This file contains the monthly analysis of contractor performance measurement.

DATE SPAN: 1986 to 1992

LOCATION: X6

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy upon completion or termination of con-
                    tract. (GRS 3-3c) (reference N31-1)

DISPOSITION NOe: X6-3

Foreign Military Sales (FMS) File

This file contains various correspondence incorporated within a case file to include memos, messages, M/R's, LOA (Letters of Agreement), ammendments/modifications, etc.

DATE SPAN: 1988 to Present

LOCATION: X6

STORAGE MEDIA: Paper

HARDWARE: Star, Scope 2000

SOFTWARE: UNIX, DOS

VOLUME: 42 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Close annually. Retain locally 1 year then transfer to the NCRC. Review for destruction 15 years after period covered by account. (Reference DOD Financial Manual Vol.15 Ch.6 - 060101)

DISPOSITION NO.   X6-4

Contract File

This file contains vendor contracts, purchase orders, and related documentation.

DATE SPAN:

LOCATION: X6

STORAGE MEDIA: Paper

VOLUME: cu. ft.

CLASSIFICATION:

DISPOSITION: Destroy 3 years after completion or cancella-
                       tion of contract.

DISPOSITION NO.:   X6-5 (Previously X52-1)

X7

COMSEC Insecurity Report File

This file contains correspondence, reports, and other data on re-
ported communications insecurities.

DATE SPAN: 1950 to Present

LOCATION: X712

STORAGE MEDIA: Paper/Film

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITIONe: A. Paper: Permanent. Hardcopy which has been
                     microfilmed may be destroyed after verifica-
                     tion of microforme

                     B. Microfilm: Permanent. Transfer to NCRC
                     when no longer needed for operations.

DISPOSITION NO.:   X7-1 A and B

CSOCCC Data Base

This data base contains COMSEC Trend information from 1980 to 1985.

DATE SPAN: 1980 to 1985

LOCATION: X712

STORAGE MEDIA: Disks

HARDWARE: RAPPER/TSO

SOFTWARE: RAPPER (JCL2)   (SAS)

VOLUME: 9,900 lines

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Retained by OPI.

DISPOSITION NO.e   X7-2

X712 Data Base

This data base contains COMSEC Trend information from 1985 through presente

DATE SPAN: 1985 to Present

LOCATION: X712

STORAGE MEDIA: Disks

HARDWARE: RAPPER/TSO

SOFTWARE: RAPPER (JCL2) (SAS)

VOLUME: 25,800 lines

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanente Retained by OPI.

DISPOSITION NO.e   X7-3

X712 Rpts Data Base

This data base consists of retrieval programs for the listings of COMSEC Insecurities and the COMSEC Trend data bases.

DATE SPAN: 1980 to Present

LOCATION: X712

STORAGE MEDIA: Disks

HARDWARE: RAPPER/TSO

SOFTWARE: RAPPER (JCL2) (SAS)

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Retain with related recordse

DISPOSITION NO.e   X7-4

X

INFOSEC STANDARDS

AND

EVALUATIONS

X

INFOSEC STANDARDS AND EVALUATIONS

The Chief, X, is responsible to the DDI as the Security Evaluation Authority for U.S. INFOSEC systems. As such, he/she is responsible for the evaluation and assessment of the COMSEC, COMPUSEC and TECHSEC measures in information systems processing or communicating sensitive information within NSA, DoD, and related contractor facilities, and other U.S. Government organizations. The Chief, X, is also responsible for setting standards and specifications, conducting research, and providing security guidance for such measures. He/she also provides appropriate technical leadership and guidance to U.S. and foreign governments in related COMSEC, COMPUSEC and TECHSEC areas.

Primary functions include:

NSA25X6

1.   Providing technical assessment of specific INFOSEC equipment/systems.

2.   Conducting interdisciplinary and cryptomathematical research to develop and modify attacks designed to discover vulnerabilities in INFOSEC systems.

3.   Providing technical guidance and assistance to assess and improve the security posture of computers in operational or developmental automated information systems which process sensitive information.

4.   Providing overall technology, architecture, design, program development, acquisition, and life cycle support planning, and related support to the Technical Security Engineering and Evaluation Program.

5.   Managing, supervising, and assuring the career development of entry level Engineers, Computer Analysts, Mathematicians, and COMSEC Analysts.

Administrative File

This file includes records covering such general office adminis-
tration subjects as travel, awards, personnel, security, train-
ing, and budgetse

DATE SPAN: 1985 to Present

LOCATION: X

STORAGE MEDIA: Paper

VOLUME:

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Cut off annuallye Destroy three years there-
                     after.

DISPOSITION NO.:   X-1

X06

TECHNICAL ASSESSMENTS

Technical Assessment File

This file contains INFOSEC risk assessment reports and technical papers regarding information systems.

DATE SPANe   1986 to Present

LOCATIONe   X06

STORAGE MEDIA: Paper

VOLUMEe   1 cu. fte per year

CLASSIFICATIONe   TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no
                    longer needed for operations.

DISPOSITION NOe: X06-1

Administrative File

This file contains general office administration records as well as a record of X06 correspondence.

DATE SPAN: 1986 to Present

LOCATION: X06

STORAGE MEDIA: Paper

VOLUMEe   1 cu. ft. per year

CLASSIFICATION: SECRET

DISPOSITION: Cut off annuallye Destroy after 5 years.

DISPOSITION NO.:   X06-2

X09

MANAGEMENT

AND

ADMINISTRATIVE SUPPORT STAFF

Administrative Subject File

This file contains records pertaining to budgets, maintenance, personnel, security, space, training, travel and related administrative matters.

DATE SPAN⊝   1986 to Present

LOCATION⊝   X09

STORAGE MEDIA⊝   Paper

VOLUME⊝   12 cu. ft.

CLASSIFICATION⊝   TOP SECRET NOFORN

DISPOSITION⊝   Cut off annually. Destroy three years there-
                   after.

DISPOSITION NO.⊝   X09-1

Technical Library Reports

This file consists of technical reports pertaining to cryptologics, cryptoequipments, and information security systems⊝ Included are logics which have never been used as well as logics, equipment, and systems with wide deployments. Details of cryptanalytic weaknesses and attacks are discussed; these documents are extremely sensitive.

DATE SPAN⊝   1940 to Present

LOCATION⊝   X09

STORAGE MEDIA⊝   Paper, microfiche

VOLUME⊝   33 cu. ft.

CLASSIFICATION⊝   TOP SECRET CODEWORD NOFORN

DISPOSITION⊝   A. Microfiche⊝ Permanent. Retire to NSA Ar-
                   chives when no longer needed for operations.

                   B. Paper: Destroy when no longer needed for
                   operations.

DISPOSITION NO.⊝   X09-2

Reference File

This file consists of copies of Agency Standard Regulations, Directives, Circulars, Manuals and related records.

DATE SPAN: 1960 to Present

LOCATION: X09

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when superseded or no longer needed
for operations.

DISPOSITION NO.e   X09-3

Retired Records Identification File

This file contains a listing of records retired to the NSA/CSS Records Center, including Forms 02295 and 02295A (Retired Records Listing).

DATE SPAN: 1950 to Present

LOCATION: X09

STORAGE MEDIA: Paper

VOLUME: 1 inch

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when related records are destroyed
and when no longer needed for operations.

DISPOSITION NOe: X09-4

Vital Records Identification File

Files documenting records forwarded to the Agency Vital Records Depository, including Form 1295 (Transmittal of Material) and Form A70B (Transmittal of Controlled Material).

DATE SPAN: 1950 to Present

LOCATION: X09

STORAGE MEDIA: Paper

VOLUME: 1 inch

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when related records are destroyed or returned (no longer to be stored as Vital Records) when no longer needed for operations.

DISPOSITION NO.:   X09-5

Element Top Secret Control File

These records are controlled by Element Top Secret Control Officers. They consist of cards, listings, covering material internal to NSA/CSS. Documents requiring limited distribution outside NSA/CSS are assigned to the Agency-wide Control System.

DATE SPAN: 1952 to Present

LOCATION: X09

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Place records in inactive file upon downgrading, destruction, or transfer of related items. Destroy one year thereafter.

DISPOSITION NO.:   X09-6

Library Card File

This file contains cross-referenced 5" x 8" cards that provide abstracted information from Agency technical reports. The reports are stored in the X Technical Library.) This file will be duplicated in electronic form.

DATE SPAN: 1940 to Present

LOCATION: X09

STORAGE MEDIA: Paper, hard disk (under development)

HARDWARE: IBM PC

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: A. Electronic Copy: Permanent. Retire to NSA Archives when no longer needed for operations.

                  B. Paper Copy: Destroy when no longer needed for operations.

DISPOSITION NO.: X09-7

X11

ALGORITHM EVALUATION

Cryptosecurity Assessment File

This file includes evaluation and analysis records generated by NSA analysts regarding cryptosecurity assessment.

DATE SPANe   1973 to Present

LOCATIONe   X11

STORAGE MEDIAe   Paper

VOLUMEe   10 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD NOFORN

DISPOSITIONe   Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.e   X11-1

COMSEC Analysis Reports File

This file contains analytical studies of U.S. and allied communications.

DATE SPANe   1981 to Present

LOCATIONe   X11

STORAGE MEDIAe   Paper

VOLUMEe   30 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD NOFORN

DISPOSITIONe   Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.e   X11-2

X12

RESEARCH

AND

IMPLEMENTATION SECURITY

Research and Analysis File

This file includes records documenting research and analysis ef-
forts in evaluation, assessment, and math techniquese Included
are records documenting program management.

DATE SPAN: 1969 to Present

LOCATION: X12

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent.   Retire to NSA Archives when no
                      longer needed for operations.

DISPOSITION NOe: X12-1

TEMPEST Reports

This file includes reports of TEMPEST tests by contractors, other
government agencies, the military services, private industry, and
NSA elementse

DATE SPAN: 1980 to Present

LOCATION: X12

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NOe: X12-2

NSA Standards of Acceptance File

This file includes documentation on security fault analysis and cryptographic standards for equipmente

DATE SPAN: 1969 to Present

LOCATION: X12

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanente   Retire to NSA Archives when no
                        longer needed for operations.

DISPOSITION NO.:   X12-3

X13

SYSTEM SECURITY

EVALUATION ASSESSMENTS

Research and Analysis File

This file includes records documenting research and analysis efforts in evaluation, assessment, and math techniques. Included are records documenting program management.

DATE SPAN: 1960 to Present

LOCATION: X13

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.:   X13-1

Secure Communications Systems File

This file includes data on the evaluation of the overall security effectiveness of DoD communications systems, weapons systems, and specialized defense systems.

DATE SPAN: 1948 to Present

LOCATION: X13

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.:   X13-2

Evaluation Documentation File

This file contains NSA evaluation papers concerning logic, equipment, and systems security for space, Command, Control, and Communications (C3), voice and data systems applications.

DATE SPAN: 1975 to Present

LOCATION: X13

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no
                     longer needed for operations.

DISPOSITION NO.:   X13-3

COMSEC Analysis Reports File

This file contains analytical studies of U.S. and allied communications.

DATE SPAN: 1970 to Present

LOCATION: X13

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no
                     longer needed for operations.

DISPOSITION NO.:   X13-4

Braille Books

This file contains braille manuals covering subjects such as
math, statistics, and computer programming.

DATE SPANe	1968 to Present
LOCATIONe	X13
STORAGE MEDIA:	Paper
VOLUMEe	1 cu. ft.
CLASSIFICATIONe	SECRET
DISPOSITIONe	Destroy when no longer needed for operations.
DISPOSITION NO.e	X13-5

Engineer's Equipment Project/Case File

This file contains data generated during the development, produc-
tion, and operational phases of equipment.

DATE SPAN:	1976 to Present
LOCATIONe	X13
STORAGE MEDIA:	Paper
VOLUME:	12 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.e	X13-6

COMSEC Equipment File

This file consists of correspondence and technical reports pertaining to equipment descriptions, proposed equipment, modifications, procedural modifications of doctrine, and specifications.

DATE SPAN: 1977 to Present

LOCATION: X13

STORAGE MEDIAe   Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.:   X13-7

Cryptosecurity Assessment File

This file includes evaluation and analysis records generated by NSA analysts regarding cryptosecurity assessment.

DATE SPAN: 1982 to Present

LOCATION: X13

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.:   X13-8

ADPS Reports Control Case Folders

This file consists of correspondence between consumers and NSA
management. The correspondence relates to report requests, re-
port formats, number of copies, distribution, classification, and
any other information pertaining to automated data processing sys-
tems case files.

DATE SPAN: 1977 to Present

LOCATIONe   X13

STORAGE MEDIA: Paper

VOLUME: .3 cu. ft.

CLASSIFICATION: SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NO.:   X13-9

X21

COMMUNICATIONS

AND

NETWORKS

MITRE Support File

This file contains copies of contracts and correspondence with the Mitre Corporatione

DATE SPAN: 1982 to Present

LOCATION: X21

STORAGE MEDIA: Paper

VOLUME:

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Destroy five years thereafter.

DISPOSITION NOe: X21-1

                    Daily Correspondence File

This file contains copies of X21 general correspondence in chronological order.

DATE SPAN: 1982 to Present

LOCATION: X21

STORAGE MEDIA: Paper

VOLUME:

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy two years thereaftere

DISPOSITION NO.e   X21-2

X22

COMMAND

AND

CONTROL SYSTEMS

Correspondence File

This file contains incoming and outgoing letters, memoranda, reports and other records reflecting computer security evaluation.

DATE SPAN: 1981 to Present

LOCATION: X22

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NO.:   X22-1

Suspense Log Data Base

This data base is used to track the X22 suspenses and to generate weekly reports on all active and overdue suspenses.

DATE SPAN: 1984 to Present

LOCATION: X22

STORAGE MEDIA: Hard disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME:

CLASSIFICATION: TOP SECRET

DISPOSITION: Delete or destroy when no longer needed for operations.

DISPOSITION NO.:   X22-2

Travel Data Base

This data base is used to track TDY expenditures for X22. It is also used in compiling budgets each fiscal year.

DATE SPAN: 1984 to Present

LOCATION: X22

STORAGE MEDIA: Hard disk

HARDWARE: PC

SOFTWARE: DB III

VOLUME: 10k bytes

CLASSIFICATION: TOP SECRET

DISPOSITION: Delete or destroy when no longer needed for
                      operations.

DISPOSITION NO.:   X22-3

c91-1

BLACKER File

This file consists of project correspondence concerning the promo-
tion of COMSEC for advanced data networks, both commercial and
governmental. Reports are sent to the X Technical Library.

DATE SPAN: 1983 to Present

LOCATION: X22

STORAGE MEDIA: Paper

VOLUME: .8 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Cut off annually. Destroy two years thereaf-
                      ter or when no longer needed for operations,
                      whichever is later.

DISPOSITION NO.:   X22-4

c91-2

X23

NSA/CSS SYSTEMS

Daily Correspondence File

This file contains copies of all X23 correspondence arranged in chronological ordere

DATE SPAN: 1982 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 1 cue ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NOe: X23-1

25-5 Projects File

This file is the "historical record" of the COMPUSEC procurement responses to Program Budget System (PBS) I and III, and Systems Acquisition Plans (SAPs).

DATE SPAN: 1980 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 30 cu. fte

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needede for operationse

DISPOSITION NOe: X23-2

MINSTREL File

This file contains documents, specifications, listings, concerning the development of electronic computer interfaces to transcribers for speech signals. Reports are sent to the X Technical Librarye

DATE SPAN: 1982 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 12 cu. fte

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Review after certification (scheduled for 1991). Destroy when no longer needed for evaluations.

DISPOSITION NO.:   X23-3

T Operating System (TOS) File

This file contains information concerning the COMPUSEC evaluation of the T Operating System. Reports are sent to the X Technical Library.

DATE SPAN: 1985 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 2 cu. fte

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Cut off annually. Destroy two years thereafter.

DISPOSITION NO.:   X23-4

OVERTAKE File

This file contains documents, specifications, and listings con-
cerning the design and development of standardized COMSEC prod-
ucts to secure classified and unclassified traffic. Reports are
sent to the X Technical Library.

DATE SPAN: 1985 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy after two years or when no longer
                        needed for operations, whichever is later.

DISPOSITION NO.:   X23-5

Cryptogeneration File

This file contains documents and listings of documents used in
support of COMPUSEC activities taken from previous evaluations.
This is essentially used as a reference filee

DATE SPAN: 1971 to Present

LOCATION: X23

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   X23-6

CANDLESNUFFER Data Base

This data base contains information documenting the development of software analysis COMPUSEC tools through the use of advanced programming techniques. Reports are sent to the X Technical Library.

DATE SPANe	Under development
LOCATIONe	X23
STORAGE MEDIAe	Paper, machine listings
HARDWAREe	Mainframe (CONSEL)
SOFTWAREe	Under development
VOLUMEe	1 cu. ft.
CLASSIFICATIONe	SECRET
DISPOSITIONe	Delete or destroy when two years old or when no longer needed for operations, whichever is latere
DISPOSITION NOe:	X23-7

X9

TECHNICAL SECURITY EVALUATION

X9

TECHNICAL SECURITY EVALUATION CENTER

The Chief, X9, is responsible to the Chief, X, for managing a new-
ly created organization to take the lead and push the state-of-
the-art in the technical security arena. One of the important
new roles he has assumed is that of providing technical security
community leadership, representation, and services. In addition,
he is responsible for developing technical security tools and
techniques; providing development support and evaluation of IN-
FOSEC equipment, systems, products, and secure facilities; pro-
viding development support and evaluation of countermeasures;
providing technical security planning; policy, guidance and stan-
dards; and managing special technical security operations.

Primary functions include:

1. Exploring and developing tools, technologies and tech-
niques that can be used to: exploit and evaluate INFOS-
EC products, equipment, systems and secure facilities;
and develop and evaluate countermeasures.

2. Providing technical security design and development sup-
port for INFOSEC products, equipment and systems; se-
cure facilities; and countermeasures.

3. Performing technical security evaluations, tests, and
inspections of products, equipment and systems; secure
facilities; and countermeasures.

4. Planning and developing technical security policies,
standards, and guidelines, including the tools and tech-
niques to implement them.

5. Providing NSA leadership and representation in various
technical security forums (including the NTISS and In-
telligence Community) and technical security advice,
assistance and services to the Intelligence Community
and to other U.S. and foreign government agencies and
departments.

6. Planning, reviewing, and conducting technical security
and technical counterintelligence operations on behalf
of NSA/DDI to search for, detect, and counter foreign
technical exploitations directed against U.S. communica-
tions and/or information processing equipment or sys-

tems, or secure facilities.

7. Managing technical security planning, resources, tasking, reporting, control measures, and coordination with NSA elements and U.S. Government departments and agencies.

Administrative File

This file contains incoming and outgoing correspondence, reports, viewgraphs, and copies of manuals relating to general office administration.

DATE SPAN: 1982 to Present

LOCATION: X9

STORAGE MEDIA: Paper (data base under development)

HARDWARE: IBM

SOFTWARE: M204

VOLUME: 22 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NO: X9-1

Subject File

This file includes incoming and outgoing correspondence, budget and contract information, point papers, foreign contacts, and background information pertaining to Technical Security Evaluations.

DATE SPAN: 1982 to Present

LOCATION: X909

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NO.:   X909-1

National TEMPEST Information Center Library

This file contains TEMPEST documents related to standards, test plans and test reports for commercial and governmental cryptoequipment.

DATE SPAN:	1958 to Present
LOCATION:	X909
STORAGE MEDIA:	Paper, magnetic disk, magnetic tape, slides, photographs, microform
HARDWARE:	Mainframe (HP 1000)
SOFTWARE:	Fortran
VOLUME:	63.5 cu. ft. (4 disks and 56 1600 bpi magnetic tapes)
CLASSIFICATION:	TOP SECRET NOFORN
DISPOSITION:	Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO:	X909-2

X91

TECHNICAL SECURITY DEVELOPMENT

Correspondence File

This file contains incoming and outgoing correspondence and memo-
randa related to X31's general office administration.

DATE SPAN: 1986 to Present

LOCATION: X91

STORAGE MEDIA: Paper, magnetic disk

HARDWARE: IBM AT and Xerox Star

SOFTWARE: Proprietary

VOLUME: .25 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: X91-1

Research Reports

This file contains technical security research reports concerning
technology, methods, techniques and defensive countermeasures re-
lated to technical security.

DATE SPAN: 1986 to Present

LOCATION: X91

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Permanent. Retire to NSA Archives when no
                    longer needed for operations.

DISPOSITION NO: X91-2

X92

TECHNICAL SECURITY

LABORATORY EVALUATION

Correspondence File

This file contains incoming and outgoing correspondence and memo-
randa related to X32's general office administration.

DATE SPAN**e**

LOCATION: X92

STORAGE MEDIA: Paper, magnetic disk

VOLUME: .25 cu. ft.

CLASSIFICATION: TOP SECRET NOFORN

DISPOSITION: Destroy when no longer needed for operations

DISPOSITION NO: X92-1

X93

TECHNICAL SECURITY

FIELD EVALUATION

Countermeasures Development File

This file contains information reflecting the research, development, design and fabrication of technical security countermeasures, tools ,and techniques to protect U.S. facilities.

DATE SPAN: 1985 to Present

LOCATION: X93

STORAGE MEDIA: Paper

VOLUMEe   25 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITIONe   Permanent.   Retire to NSA Archives when no
                        longer needed for operations

DISPOSITION NOe   X93-1

Technical Security Evaluation File

This file contains all reports, correspondence, and background materials related to technical security facility evaluations performed at NSA and U.S. facilities worldwide.

DATE SPANe   1985 to Present

LOCATIONe   X93

STORAGE MEDIAe   Paper

VOLUMEe   25 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD

DISPOSITIONe   Permanente   Retire to NSA Archives when no
                        longer needed for operationse

DISPOSITION NOe   X93-2

Correspondence File

This file contains incoming and outgoing letters, memoranda, re-
ports, messages, and related records reflecting technical securi-
ty functions, programs, and planning.

DATE SPAN: 1980 to Present

LOCATION: X93

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Cut off annually. Destroy five years thereaf-
                        tere

DISPOSITION NO: X93-3

NSA/SCIF TEMPEST Program File

This file contains documents relating to the National TEMPEST pol-
icy and the NSA TEMPEST Program. Included is material concerning
TEMPEST certification for NSA controlled Sensitive Compartment In-
formation Facilities (SCIFS)e

DATE SPAN: 1965 to Present

LOCATION: X93

STORAGE MEDIA: Paper

VOLUMEe   14 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Policy and Program Records: Permanent.
                        Retire to NSA Archives when no longer needed
                        for operation.

                        B. All Other Records: Cut off annually. De-
                        stroy when five years old

DISPOSITION NOe   X93-4 A and B

Security Data Base

This data base is used to track the security of NSA facilities and equipment worldwide. As a supplement to Technical Security Evaluation Files, it is used to track dates, names, phone numbers and related items pertaining to inspections.

DATE SPANe   Under development

LOCATIONe   X93

STORAGE MEDIAe   Hard disk

HARDWAREe   IBM 370 (RAPPER)

SOFTWAREe   M204

VOLUMEe

CLASSIFICATIONe   TOP SECRET CODEWORD

DISPOSITIONe   Delete or destroy when no longer needed for operations.

DISPOSITION NO.e   X93-5

X94

TECHNICAL SECURITY POLICY

AND PLANNING

X94 Administrative File

This file contains records relating to the administrative manage-
ment of the organization in areas such as personnel administra-
tion, budget matters and security which are required to fulfill
assigned missions and functions.

DATE SPAN: 1987 to Present

LOCATION: X94

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A.   Personnel Records: Destroy 1 year after
                     separation or transfer of employee.   (GRS 1-
                     18a)

                     B.   Administrative Records: Retain for 2
                     years and thereafter destroy.

DISPOSITION NO.:   X94-1A and B

X94 Threat File

This file contains a history of known exploitation of information
processing equipment/systems.

DATE SPAN: 1972 to Present

LOCATION: X94

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Permanent. Retire to NSA Archives.

DISPOSITION NO.e   X94-2

X94 Technical File

This file contains programs and operational data.

DATE SPANe   1987 to Present

LOCATIONe   X94

STORAGE MEDIAe   Paper

VOLUMEe   6 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe   Permanente Retain in office 5 years. Retire
                      to NSA Archives.

DISPOSITION NO.e   X94-3

                      X94 Program/Project File

This file contains individual analyst project/current operation
recordse

DATE SPANe   1987 to Present

LOCATIONe   X94

STORAGE MEDIAe   Paper

VOLUMEe   39 cu. ft.

CLASSIFICATIONe   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONe   Permanent. Retire to NSA Archives.

DISPOSITION NOe: X94-4

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 50 U.S.C. 402, noting National Security Agency Act of 1959) , which protects from disclosure "information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

http://www.archives.gov/foia/