REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.

TO: **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORD SSERVICE, WASHINGTON, DC 20408

N1-457-89-3

DATE RECEIVED

1. FROM (AGENCY OR ESTABLISHMENT)

NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION

INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION

OFFICE OF HISTORY AND ARCHIVES

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/15/89

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 **(b)(3)**

/1/89

7.
ITEM NO.

ADMINISTRATION ORGANIZATION (M)
429 ITEMS TOTAL
~~38~~ 41 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, MICROFORM, AND MAGNETIC DISK

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES APPRAISAL MEMO DATED 10/29/88

PERMANENT SERIES WILL BE TRANSFERRED 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

M

ADMINISTRATION ORGANIZATION

NI-457-89-3

NSA RECORDS DISPOSITION

SCHEDULE FOR

M

ADMINISTRATION ORGANIZATION

NSA RECORDS DISPOSITION

SCHEDULE FOR

M

ADMINISTRATION ORGANIZATION

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.

CONTENTS

Bulletins File
Space and Facilities File
Fire and Safety File
CCP Program/Budget File
M Awards File
M Manpower Requirements File
Manpower Resources Authorization Documents File
M Strength Reports File
Table of Distribution File
Reports Management File
Forms Management File
Stored/Retired Records Indentification File
NSA Committee Register File
Weekly Items of Interest File
Computer Information File
M Overtime File

M2 MILITARY PERSONNEL

M2 Mission and Functions Statement

M2 Records

Military Personnel Administrative File
Military Personnel Operations File
Correspondence File
Reference File
Military Decorations and Awards File

M21 ARMY

M21 Records

Army Personnel Information File
Army Personnel Manning File
Standard Subject Identification File (Army)
Army Personnel Data Base

M22 NAVY/MARINE CORPS

M22 Records

Naval Reserve Program Data Base
Navy/Marine Corps Personnel Departures Data Base
Navy Instructions File
Standard Subject Identification File (Navy)
Computer Programs and Manuals File

Officer Data Base

M23 AIR FORCE

M23 Records

NSA/CSS Publications File
Air Force OER Material File
Air Force Personnel Records
Air Force Personnel Assignment Data Base
Air Force Personnel Data Base
Field Administrative File

M24 JOINT ACTIVITIES

M24 Records

Standing Operating Procedures (SOP) File
Field Administrative File
Reference File
Correspondence File

M3 CIVILIAN PERSONNEL

M3 Mission and Functions Statement

M3 Records

Director's Civilian Personnel Subject File
Correspondence File

M302 MANAGEMENT SUPPORT STAFF

M302 Records

Administrative File
Correpondence File
Equipment Inventory Data Base
Suspense File
Overtime File
Awards File
PCS Orders File

M304 EMPLOYEE RELATIONS STAFF

M304 Records

Administrative File

Applicant Review Panel (ARP) File
Non-Hired Applicant Case File
FOIA/PA File
Employment/Access Agreement File
Suitability Information File

M31 FIELD STAFFING AND PERSONNEL ADMINISTRATION

M31 Records

Administrative File
Field Administrative File
Scholarship File
Reimbursable/Non-Reimbursable Detail File
Domestic Relocation File
Forms File
Permanent Change of Station Information File
Station Profiles File
Field Personnel File
Reference Publication File
Administrative Communications File
Personnel File
PCS Orientation File
Reference Publications File
Field Staffing File
Competitive Selection File
Correspondence File

M32 EMPLOYMENT

M32 Records

FOIA/PA File
Applicant File
Board Cases/Pay Appeals File
Personnel Information File
Correspondence File
Policy File
Minority Information File
Resources Management and Logistics File
Applicant Correspondence File
Reference File
Recruitment Programs File
Requirements File
Standing Operating Procedures File
Miscellaneous Items of Interest File

Organizational Special Report File
Eligible Applicant File
Cooperative Education File
Official 201 File
High School Work Study Program (HSWS) File
College Recruitment Program File
Affirmative Action Programs File
Recruitment Advertising Program File
Testing Support File
M324 Testing File

M33 POLICY, PROGRAMS AND EVALUATION

M33 Records

General Subject File
Personnel Strength Report File
Agency Awards Program File
Agency Promotion Program File
M33 Program Evaluation File
Publications File
Hired Applicant File
Performance Appraisal Program File
General Subject File
Exit Questionnaire File
Subject File
Merit Pay File
FLSA File
Administrative File
Permanent Change of Station File
Briefing Materials File
Salary Documentation File
Computer Runs File
Occupational Structure File
Technical/Task Force Reports File
Manuals and Publications File
Back-up File (Directives and Circulars)
Policy Documentation File
Subject File
Microfiche File
Occupational Standards File

M34 PERSONNEL, MORALE AND WELFARE SUPPORT

M34 Records

Administrative File

Non-Appropriated Fund Instrumentalities (NAFI) File
Administrative Communications File
Service Awards File
Suggestion File
Director's Productivity Program Awards File
Incentive Awards File
Payroll Allotment File
Health Benefits File
NSA Civilian Welfare Fund File (CWF)
NSA Restaurant Fund File
Newsletter File

M35 PERSONNEL ADMINISTRATION

M35 Records

Official Personnel and Retirement Case File
Read File
WANG File
NSA Workers Compensation File
FLIP File

M4 CAREER DEVELOPMENT

M4 Mission and Functions Statement

M4 Records

Administrative File
SCE and STE Positions File

M409 CAREER CENTER PROGRAMS

M409 Records

Administrative Communications File
Unofficial Personnel File
Awards File
Budget Data Base
PROFQUAL Data Base
Industrial Psychology Case File

M41 PROFESSIONAL AND TECHNICAL CAREER PROGRAMS

M41 Records

M41H1 Unofficial Personnel File

M41/H1 Administrative Communications File
M41/H1 PQR File
M41 Intern Program File
Career Panel Study Guides File
Career Panel Minutes/Notes File
Career Development File
Career Panel Criteria File

M42 MILITARY CAREER PROGRAMS

M42 Records

Administrative Communications File
Military Cryptologic Career Development Panel Meetings File
Military Personnel File (Unofficial)
Military Awards, Decorations, and Commendation File

M43 EXECUTIVE AND TECHNICAL EXPERT CAREER PROGRAM

M43 Records

Position Descriptions File
Civilian Promotion File
Technical Track Data Base
Executive Development Training File
Executive Development Panel Minutes and Agenda File
SCES Attrition/Retirement File
SCES Data Base
Senior Vacancy Announcement Data Base
SPB Executive Data Base
SCEDP Data Base
Executive Development and Qualifications Panel Data Base
SCES Position Vacancy Announcements File
Personnel Assignment Orders File
SCES General File
General Correspondence File
Supergrade File
Awards File
SCEDP Assessment Center File
SCES Appointment Requests File
SCES Performance Appraisal and Appointment Date File
SCES Bonus and Pay Level Scales File
SCES HQ and Field Staffing File
Minutes and Agenda of Boards and Panels File
SCES Budget File
Executive Selection Board File
SCEs Policy, Protocol and Rosters File

M44 MID-LEVEL CAREER PROGRAMS (GALAXY)

M44 Records

Senior Professional Career Program (SPCP) Correspondence/
  Administrative File
Senior Professional Career Program (SPCP) Personnel
  Summaries File
APPROVALS File
Reassimilation Data Base
Senior Professional Career Program (SPCP) GALAXY File
Position Announcements Data Base (1388B)
Senior Cryptologic Executive Development Program File

M45 ADMINISTRATIVE AND SUPPORT CAREER PROGRAMS

M45 Records

Mid-level Managers Development Program (MDP) File
Administrative File
Executive Secretary Professionalization File

M5 SECURITY

M5 Mission and Functions Statement

M5 Records

M503 POLYGRAPH AND SECURITY RESEARCH STAFF

M503 Records

Administrative File
Polygraph Research File
Polygraph Reference File
Polygraph Courses File

M509 MANAGEMENT AND POLICY STAFF

M509 Records

Security Policy and Direction File

M51 PHYSICAL SECURITY

M51 Records

Visitor Access Control File

Key Accountability Records File
Restricted Material Control File
Administration File
Contractor Facilities File
Field Sites File
Equipment Brochures File
Technical Surveillance Countermeasures (TSCM) Data Base
Procurement Data Base
Task Data Base
Inventory Data Base
Monthly Report of Activities (MRA) Data Base
Safe Combinations and Access File
Key Access Records File
Security Operations Center (SOC) Log Data Base
Logging Recorder Data Base
Administrative File
Security Protective Force Incident Report File
Security Protective Force Shift Assignment Roster File
CONFIRM Secure Access Control System File
Clearance Certification File

M52 INDUSTRIAL AND FIELD SECURITY

M52 Records

Administrative File
Industrial Facility and Special Project Data Base
Industrial Inspection Data Base
Contract/Contractor File
Field Security File
NSA/CSS Field Security, Site Project and Administrative File

M53 INVESTIGATIONS

M53 Records

Investigations Division Administrative File
Investigations Division Statistical Data Base

M54 COUNTERINTELLIGENCE

M54 Records

Case Control Data Base
Security Inspection Notices (SINS) Data Base
Unsolicited Contacts Data Base
Country File

Espionage Personalities File
Counterintelligence Index System File
Case Control Data Base

M55 CLEARANCE

M55 Records

Administrative File
Personnel Security File
Indoctrinations, Nondisclosure Agreements and Debriefings File

M56 SECURITY AWARENESS

M56 Records

Manpower, Management and Resources File
Security Policy and Procedures File
Security Education and Training File
Official and Unofficial Travel File
Security Orientations and Indoctrinations File

M57 POLYGRAPH

M57 Records

Investigative and Polygraph File - Case Control File
Investigative and Polygraph File - Administrative File
Investigative and Polygraph File - Examination Cards File
Investigative and Polygraph File - Polygrams File
Investigative and Polygraph File - Tapes File
Investigative and Polygraph File - Polygraph Report Data Base

M6 TRAVEL AND SPECIAL SUPPORT

M6 Mission and Functions Statement

M6 Records

Senior Review Group for Cover and OPSEC Task Force File
Publication File
Personnel File
Travel File
Administrative File

M61 ANONYMITY AND COVER

M61 Records

Administrative File
Public Management and Personnel File
CONUS and Overseas Sites File
Project File

M62 TRAVEL MANAGEMENT AND SUPPORT

M62 Records

Travel Orders File
Ticket Accounting File
TDY Folders File
Administrative File
Passports File

M7 MEDICAL CENTER

M7 Mission and Functions Statement

M7 Records

Administrative File
Employee Assistance Service Client File

M709 OPERATIONS STAFF

M709 Records

Employee Medical Folder (EMF) File
Medical Case (Non-NSA Employee) File

M71 MEDICAL SERVICES

M71 Records

M72 PSYCHOLOGICAL SERVICES

M72 Records

Psychological File
Applicant Psychological Evaluation File
Civilian Psychological File
Contractor Psychological Evaluation File

M73 BIOMEDICAL AND SUPPORT SERVICES

M73 Records

Blood Donor Program File
RCS 31042, RCS 31045, RCS 31046 File
Laboratory File
Pharmacy File
X-Ray Films File
Drug Test Results File

M74 NURSING SERVICES

M74 Records

Nursing Services File

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.d7, 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

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.

M

ADMINISTRATION ORGANIZATION

M

Administration Organization

Deputy Director for Administration (DDA)

The Deputy Director of Administration is responsible to the Director, NSA/Chief, CSS, for the development of policy, plans, and programs and the direction and control of NSA/CSS personnel administration, security, medical activities, and centralized travel authority for the NSA/CSS. This includes the execution and administration of statutory responsibilities in these fields.

Primary functions include:

1. Formulating and administering plans, policies, and programs relating to the acquisition, development, placement, and administration of a civilian and military work force to meet the mission requirements of the Agency.

2. Developing and executing plans, policies, and programs involving personnel and physical security for safeguarding Agency information, activities, and facilities at the headquarters, in the field, and in the care of U.S. industry.

3. Establishing and providing health, medical, and psychological services.

4. Providing for the development and administration of a cryptologic career system, including military and civilian career development.

5. Providing focal point within NSA for all matters relating to anonymity, cover and special support.

6. Administering centralized travel management and support of all Agency official travel including TDY, PCS, training and invitational travel.

M03

SYSTEMS

ANALYSIS

STAFF

Personnel Data Bases

These data bases consist of Agency personnel transactions for long-
term records, for the fiscal year, or for sensitive duty
assignments, limited personnel transactions, Activity Group
processing, awards (including WGI, QSI), performance appraisals,
individual profiles, field site personnel and related information,
handicapped employees information concerning restrictions, social
security numbers reference files, and Personnel Form 50s.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Master Data Base - Delete after retention
                      period of hard copy media or when no longer
                      needed for operations. (GRS 20-3)

                      B. Other Files - Delete when no longer
                      required for operations. (GRS 20-1)

DISPOSITION NO.:   M03-01 A or B

                      ACTFY, ACTPROCS, ALPHPGMS, AWARDS, BTCHPROF,
                      COVAWARDS, DOCUM 204, EDPSMSTR,   FIELD,
                      HANDICAP, PAMGT, PAST, PERAD, POVAR, PROFILES,
                      PT, PTHIST, RMKPOSO, RMKRESO, SSNINDEX,
                      VARUPDT

Medical Data Bases

These data bases involve medical records for employees and others receiving medical attention during their NSA association, procedures to process the information, and scheduling records for annual and requested physical exams.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: Delete or destroy when no longer required for operations or after the destruction of related records.

DISPOSITION NO: M03-02

                   MEDMSTER, MEDPGMS, PHYSKED

Administrative Data Bases

These data bases contain information relating to the administrative functions of the organization, performance ratings systems, job descriptions, re-assimilation and new assignment programs, locator card information, mission related passports, minority and gender information for regulation conformance, statistical records on employee attrition rates, vacancy announcements and supporting documentation, statistical information on personnel assignments, table of distribution information concerning jobs, and information on computer and computer related equipment to maintain inventory and control for management and reporting purposes.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Master Data Base - Delete after retention period of hard copy media or when no longer needed for operations. (GRS 20-3)

B. LOCATOR information - Delete or destroy 1 year after separation or transfer or employee.

C. JOBSEEK and JOBSME information - Delete or destroy after close of fiscal year.

D. Other Files - Delete when no longer required for operations. (GRS 20-1)

DISPOSITION NO.:   M03-03 A, B, C, or D

CREDENTS, F83DOC, FND, INVATT, JOBBANK, JOBNR, JOBPGMS, JOBSEEK, JOBSME, LOCATOR, MGD, PROJ, STAFFING, STATS, SUBVAR, TD

Payroll and Pay Administration Data Bases

These data bases contain records pertaining to the alternate work schedule program used by the Agency in the management of the program, individual employee information for payroll processing, and cumulative information for the current fiscal year.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Master Data Base - Delete after retention
                     period of hard copy media or when no longer
                     needed for operations. (GRS 20-3)

                     B. Other Files - Delete when no longer
                     required for operations. (GRS 20-1)

DISPOSITION NO: M03-04 A or B

                     AWS, PERCUMUL, PIERTA

Career Development/Education/Counseling
Data Bases

These data bases contain such items asn personnel information necessary for career development and counseling, certified records of external training, records of work experiences for development and reassimilation purposes, procedures, training requirements, professionalization qualification records, and all testing resultsn

LOCATIONn	M03
STORAGE MEDIAn	On-line
HARDWAREn	FLANNEL (CARILLON)
SOFTWAREn	M204
DISPOSITIONn	A. Master Data Base - Delete after retention period of hard copy media or when no longer needed for operationsn (GRS 20-3)
	B. NEWSIS - Delete or destroy after close of fiscal yearn
	C. OLDSUBVAR - Delete or destroy after 45 day cyclen
	D. Other Files - Delete when no longer required for operationsn (GRS 20-1)
DISPOSITION NO.:	M03-05 A, B, C, or D
	CAREER, EDUCATION, GALDATA, GALMSTER, GALPGMS, NEWSIS, OLDSUBVAR, PROFQUAL, TESTING, TRAINING

Applicant/New Hires Data Bases

These data bases contain information concerning applicants which includes hiring requirements, programs controlling new hires processing, closed out or hired applicant data, job descriptions used for qualification evaluation, College Testing Program, and other related personnel transactions.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Current fiscal year hiring requirements -
                   Delete or destroy after current fiscal year

                   B. Other Files -   Delete when no longer
                   required for operations   (GRS 20-1)

DISPOSITION NO: M03-06 A or B

                   APPDATA, APPHIST, APPGMS, APPRQMTS, APPSKED,
                   APPSUB, CLASSIFY, NEWAPP, PLMNTPGMS, PQT

Security Data Bases

These data bases consist of security related information and processing. They include: controlled areas, CONFIRM, access privileges and requests for Agency and non-Agency personnel, background and special investigations, badges, passcards, key inventory, applicant and contractor security processing, daily visitor processing, individual security and clearance information, and information on FPS officers to manage their mission responsibilities in physical security.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Master Data Base - Delete after retention period of hard copy media or when no longer needed for operations. (GRS 20-3)

                     B. FOURC and FPSPERS Information - Delete or destroy upon separation or transfer of employee.

                     C. Other Files - Delete when no longer required for operations. (GRS 20-1)

DISPOSITION NO.:   M03-07 A, B, or C

                     AREAS, PADLOCK, EVIL, PASSCARD, BADGE, PANDR, BADGE MSN, SPAUDIT, BADGE PGM, SPECDATA, BADGE VAR, SPHIST, CPIC, SPECGPMS, DVR, SPINFO, FOURC, SPTRANS, FPSPERS, VISITPGM, MITSI, VISITR

Data Processing/Programs

These data bases involve the identification and control of data bases (EDPS processing group), procedures used in data bases, processing requirements, passwords and privileges, field site software, data dictionaries, Management Information Systems, procedures writing privileges and storage facilities, and interim output repositories.

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

DISPOSITION: A. Master Data Base - Delete after retention period of hard copy media or when no longer needed for operations. (GRS 20-3)

B. Operational Procedures/Applications Software Files - Retain as necessary to coincide with the retention period of individual data bases or groups of databases or until no longer required for operations. (GRS 20-10)

C. Other Files - Delete or destroy when no longer required for operations, upon discontinuance or preeemption, or when no longer valid.

DISPOSITION NO.:   M03-08 A, B, or C

CNTRLWDS, EDPSFYPG, EPPSPGMS, EPT, ETSPGMS, FIELDGRP/F83PGMS, GALINFO, MGRPGMS, MPGMS, OUTPROM and OUTPROM 1, RMDS, SADO

Fiscal/Budget Data Bases

These data bases contain and control information concerning financial processing systemsn

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

DISPOSITIONn   A. EDPSFYA-EDDSFYE - Delete or destroy when no
                   longer required for operationsn

                   B. EDPSQTR1-EDPSQTR3 - Delete or destroy after
                   1 yearn

DISPOSITION NOn: M03-09 A or B

Sensitive Activities Data Bases

These data bases are used for procedures to process and manage the covert activities program. Certain data bases consist of information relating to sensitive assignments or duty stations which are used by M61 as the Agency manager for project anonymity to ensure that such assignments are not compromised.

LOCATION:	M03
STORAGE MEDIA:	On-line
HARDWARE:	FLANNEL (CARILLON)
SOFTWARE:	M204
DISPOSITION:	Delete when no longer required for operations. (GRS 20-1)
DISPOSITION NO.:	M03-010
	COVACTPG, COVACT 87, TDYPCS

ACTFY Data Base

This data base contains all NSA/CSS personnel transactions initiated with each specified fiscal year. A new file is created for each fiscal year, e.g., ACTFY 79, ACTFY 80, etc.

DATE SPAN: 1979 to Present

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 75 Megabytes per file

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO: M03-1

ACTPROCS Data Base

This data base contains M204 procedures used in the Activity Group processing.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 4-5 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO: M03-2

ALPHPGMS Data Base

This data base contains M204 procedures used by the ALPHAn+ 1 users who perform limited personnel transactions for their specific administrative organization.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 1.2 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.:   M03-3

APPDATA Data Base

This data base contains records of the Applicant System (APPSYS) transaction processing which contain all pertinent applicant data that is to be used by M32 in the new hires program.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 2 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.:   M03-4

APPHIST Data Base

This data base contains applicant processing records which have either been closed out or the individual has been hired. These are copies of the transaction records used in the APPSYS process.

DATE SPAN.   1986 to Present

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   76 Megabytes

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Delete or destroy after 2-1/2 years.

DISPOSITION NO.:   M03-5

APPGMS Data Base

This data base is the programs file for the Applicant Processing System (APPSYS). It is used to control the processing of all new hires for NSA.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   8.3 Megabytes

CLASSIFICATION.   UNCLASSIFIED

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

DISPOSITION NO.:   M03-6

APPRQMTS Data Base

This data base contains records which describe the current fiscal
year hiring requirements for each of the Key Component areas to be
used by the select M users who conduct the hiring programs.

DATE SPAN: Current Fiscal Year

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: .5 Megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy after current fiscal year.

DISPOSITION NO: M03-7

APPSKED Data Base

This data base contains the schedules that are established by M32
for the processing of applicants in the Agency's new hires program.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 6.2 Megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO: M03-8

APPSUB Data Base

This data base contains all the M204 procedures used in the APPSYS.

DATE SPANn   Current Processing

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   5 Megabytes

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Delete or destroy when no longer needed for op-
                    erationsn

DISPOSITION NOn: M03-9

AREAS Data Base

This data base contains records which describe specific controlled
areas within the various NSA buildings, their access, and loca-
tions. This file is used in conjunction with other CONFIRM files
to manage access and privileges for these sensitive areas.

DATE SPANn   NOT AVAILABLE

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   6.5 Megabytes

CLASSIFICATIONn   NOT AVAILABLE

DISPOSITIONn   Delete or destroy when no longer needed for op-
                    erationsn

DISPOSITION NOn: M03-10

AWARDS Data Base

This data base contains all information pertaining to the presentation of awards to NSA/CSS personnel to include SSWP, service pins, and certificates.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 12 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.:   M03-11

AWS Data

This data base contains records pertaining to the Agency's alternate work schedule program as approved by Congress. It is used by M3 in its management of the Agency's participation in this program.

DATE SPAN.   Current Processing

LOCATION.   M03 (M351)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   7 Megabytes

CLASSIFICATION.   UNCLASSIFIED

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

DISPOSITION NO.:   M03-12

EVIL Data Base

This data base contains records on current security background or special investigations that are being conducted by the Office of Security, M5⌐

DATE SPAN⌐   UNAVAILABLE

LOCATION⌐   M03

STORAGE MEDIA⌐   On-line

HARDWARE⌐   FLANNEL   (CARILLON)

SOFTWARE⌐   M204

VOLUME⌐   20 Megabytes

CLASSIFICATION⌐   UNAVAILABLE

DISPOSITION⌐   Delete or destroy when no longer needed for op-
                    erations⌐

DISPOSITION NO⌐   M03-13

BADGE Data Base

This data base contains the master records for each individual
badge that is issued to be used in the CONFIRM access system. In-
cluded is personal information about each individual as well as
specific access privileges associated with each badge.

DATE SPAN: UNAVAILABLE

LOCATION: M03 (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 32 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-14

BADGE MSN Data Base

This data base contains records which contain control information
for the magnetic stripe processing that is used in conjunction with
other control processes for the creation and inventory of badges
used within the CONFIRM access control system. Each record con-
tains a unique number that is used in that process.

DATE SPAN: UNAVAILABLE

LOCATION: M03 (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 14 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO: M03-15

BADGE PGM Data Base

This data base contains M204 procedures that are used to process all management functions used by M51 personnel in running the NSA Access Control System (CONFIRM).

DATE SPAN: Current Processing

LOCATION: M03 (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 2.5 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-16

BADGE VAR Data Base

This data base contains copies of records used to update the BADGE
file. It is used to add, change, and delete actions which are run
against BADGE nightly to create updates to the data base which is
maintained on the CONFIRM system outside of the M204 processing.

DATE SPAN: UNAVAILABLE

LOCATION: M03 (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 20.4 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO: M03-17

BTCHPROF Data Base

This is an M204 batch process that is used by T323 to run individual profiles requested by various M offices.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   3.3 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-18

CAREER Data Base

This data base contains personnel information that will be neces-
sary for the Career Development and Counseling System run by M4.
This file is not used at present.

DATE SPAN.   UNAVAILABLE

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   24 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-19

CLASSIFY Data Base

This data base contains records used to classify a specific job by number, description, etc, in order to determine whether an applicant is qualified for the specific job for which they are applying. This information pertains to both new applicants and NSA employees.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 5.25 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-20

CNTRLWDS Data Base

This data base contains data field names and addresses for all fields used in the EDPSGMS file, the programs file used with the EDPS processing groupn

DATE SPANn   Current Processing

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   2 Megabytes

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Delete or destroy when no longer needed for op-erationsn

DISPOSITION NOn: M03-21

COVACTPG Data Base

This data base contains all M204 procedures that are used to pro-cess and manage the covert activities programn

DATE SPANn   UNAVAILABLE

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   2.4 Megabytes

CLASSIFICATIONn   UNAVAILABLE

DISPOSITIONn   Delete or destroy when no longer needed for op-erationsn

DISPOSITION NOn: M03-22

COVACT 87 Data Base

This data base contains transaction records that were used to process all covert activity programs that were performed in calendar year 1987.

DATE SPAN: 1987

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 9.5 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-23

COVAWARDS Data Base

This data base contains records of Agency awards presented to personnel assigned to covert organizations. These records are similar to those records contained within the AWARDS file for non-covert personnel.

DATE SPAN: Current Fiscal Year

LOCATION: M03 (Y)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 2 Megabytes

CLASSIFICATION: TOP SECRET CODEWORD NOFORN VRK

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

DISPOSITION NO.:   M03-24

CPIC Data Base

This data base contains records used by M55 to provide security processing for all applicants and incoming personnel such as contractors. The information in these records is used as input to the incoming personnel processing as an interface for access by non-M55 offices.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 42 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-25

CREDENTS Data Base

This data base contains records relating to official, tourist, and diplomatic passports held by Agency personnel used in their various mission responsibilities. These records are used by M624 personnel to manage and control those important documents. This file will soon be expanded to include other types of Agency credentials.

DATE SPAN: Current Passports Only

LOCATION: M03 (M624)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 6.4 Megabytes

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-26

DOCUM 204 Data Base

This data base contains records which are the documentation of files and procedures used by various Mnand non-M organizations involved in personnel transactions and management missions of the Agencyn

DATE SPANn   Current Processing

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   12 Megabytes

CLASSIFICATIONn   CONFIDENTIAL

DISPOSITIONn   Delete or destroy when no longer needed for op-
                      erationsn

DISPOSITION NO.n   M03-27

DVR Data Base

This data base contains records used in the daily visitor process-ing centern

DATE SPANn   Current Processing

LOCATION: M03   (M51)

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   36 Megabytes

CLASSIFICATIONn   UNAVAILABLE

DISPOSITIONn   Delete or destroy when no longer needed for op-
                      erationsn

DISPOSITION NOn: M03-28

EDPSFYA-EDDSFYE Data Base

This data base contains 5 files containing an end of fiscal year
'snapshot' of the EDPSMSTR data base.

DATE SPAN: Previous Fiscal Year

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 12 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-29

EDPSFYPG Data Base

This data base contains all the procedures that are used to process
'archived' information derived from previous EDPS files.

DATE SPAN: Current Processing

LOCATION: M03   (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 1 Megabyte

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-30

EDPSMSTR Data Base

This data base contains personal information used in the daily processing of the varied personnel transactions requisite to the administration of all NSA/CSS personnel assigned to the Agency, regardless of locationn This is considered to be the master personnel data base for all NSA/CSS personneln

DATE SPANn   Current Assignment

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   72 Megabytes

CLASSIFICATIONn   CONFIDENTIAL, VRK

DISPOSITIONn   Delete or destroy when no longer needed for operationsn

DISPOSITION NOn: M03-31

EDPSPGMS Data Base

This data base contains all procedures used in the EDPS M204 groupn

DATE SPANn   Current Processing

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   13 Megabytes

CLASSIFICATIONn   UNAVAILABLE

DISPOSITIONn   Delete upon discontinuance or preemptionn

DISPOSITION NOnn   M03-32

EDPSQTR1-EDPSQTR3 Data Base

This data base contains 3 M204 files, each of which contains an end of quarter 'snapshot' of the EDPSMSTR file.

DATE SPAN: Previous Year

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 36 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after 1 year.

DISPOSITION NO: M03-33

EDUCATION Data Base

This data base contains all certified records of external training and education for all NSA/CSS assigned personnel.

DATE SPAN: Current Assignment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 7 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after termination of assign-
                       ment.

DISPOSITION NO: M03-34

EPT Data Base

This data base contains table entries of passwords with specific
privileges that is used by various M204 applications for opening
other files which are required during that particular processing
application. By using this file for indirect reference, the pass-
words are never compromised but can be used for providing access
and privileges within a controlled environment.

DATE SPAN: Current Validity Period

LOCATION: M03 (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 1 - 4 Megabytes

CLASSIFICATION :   CONFIDENTIAL

DISPOSITION: Delete or destroy when no longer valid.

DISPOSITION NO.:   M03-35

ETSPGMS Data Base

This is a programs file for the ALLIONE group which contains M204 procedures used for processing the information contained within the various files which compromise this group.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 15 Megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO: M03-36

FIELD Data Base

This data base contains records unique to personnel assigned to F83, e.g. passport numbers, dependents names, exchange card num-bers, etc.

DATE SPAN: Current Assignment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 5 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-37

FIELDGRP/F83PGMS Data Base

This data base contains procedures and other developmental software that are used by F83 personnel for certain M204 processing unique to that site.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL (CARILLON)

SOFTWARE.   M204

VOLUME.   0.6 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.:   M03-38

F83DOC Data Base

This data base contains documentation records about the files and procedures that are contained within the F83PGMS file that are used by F83 personnel to perform the multitude of personnel and administrative functions at that siten

DATE SPANn	Current Processing
LOCATIONn	M03
STORAGE MEDIAn	On-line
HARDWAREn	FLANNEL (CARILLON)
SOFTWAREn	M204
VOLUMEn	UNAVAILABLE
CLASSIFICATIONn	UNAVAILABLE
DISPOSITIONn	Delete or destroy when no longer needed for operationsn
DISPOSITION NOn:	M03-39

FND Data Base

This data base contains records on all M Group computer and computer related equipment that is used by M03 to maintain inventory and control for management and reporting purposesn

DATE SPANn	Current Inventory
LOCATIONn	M03
STORAGE MEDIAn	On-line
HARDWAREn	FLANNEL (CARILLON)
SOFTWAREn	M204
VOLUMEn	5 Megabytes
CLASSIFICATIONn	UNAVAILABLE
DISPOSITIONn	Delete or destroy when superseded or obsoleten
DISPOSITION NOn	M03-40

FOURC Data Base

This data base contains records on specific individual security and clearance information that is used to input to the community-wide centralized data base of clearance information that is managed by CIA.

DATE SPAN: Current Assignment

LOCATION: M03 (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 10 Megabytes

CLASSIFICATION: TOP SECRET, NOFORN, VRK

DISPOSITION: Delete or destroy upon separation or transfer
                    of employee.

DISPOSITION NO.:   M03-41

FDSPERS Data Base

This data base contains information on the individual officers of
the Federal Protective Service (FPS) that provide the physical ac-
cess protection of the Agency's many locations and buildings. It
is used by M51 to manage and control their mission responsibilities
as they pertain to physical security.

DATE SPAN: Current FPS Assignment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 0.6 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy upon separation or transfer
                    of FPS officer.

DISPOSITION NO.:   M03-42

GALDATA Data Base

This data base contains subsidiary records to records held in GALM-STR. These records contain information relevant to education, training, work experiences for career development and re-assimilation purposes.

DATE SPAN: Current Agency Employment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 15 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy upon separation or transfer
                       of employee.

DISPOSITION NO: M03-43

GALINFO Data Base

This data base contains information relating to files, field names, procedures, and offices of responsibility related to the GALAXY programs. This data base is a data dictionary for these purposes.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   20.5 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.   M03-44

GALMSTR Data Base

This data base contains master personnel records used in the Career Development and Counseling Process System (GALAXY).

DATE SPAN.   UNAVAILABLE

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   15.3 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.   M03-45

GALPGMS Data Base

This data base contains all the procedures used in the Career Development and Counseling Information System by M4n

DATE SPANn   UNAVAILABLE

LOCATIONn   M03

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL   (CARILLON)

SOFTWAREn   M204

VOLUMEn   2-1 Megabytes

CLASSIFICATIONn   UNAVAILABLE

DISPOSITIONn   Delete or destroy when no longer needed for operationsn

DISPOSITION NOn: M03-56

HANDICAP Data Base

This data base contains records relating to personal handicaps or performance restricting handicaps as they pertain to Agency employees. This file is used in concert with several other files to apprise supervisors of subordinate disabilities to ensure a fair and equitable work environment for employees so affected.

DATE SPAN: Current Employment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 1-1 Megabytes

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Delete or destroy upon separation or transfer
                    of employee.

DISPOSITION NO.:   M03-57

INVATT Data Base

This data base contains records relating to the inventory of attribute values that are or have been assigned by supervisors during the yearly performance appraisal process. This file is used to evaluate and average ratings assigned by each supervisor in order to balance the ratings system between high and low raters.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 3.25 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO: M03-58

JOBBANK Data Base

This data base will contain records describing each authorized un-
filled NSA billet that is open for applications. These records
will be used in the career development, re-assimilation, and re-
lated programs that require specific job information.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL (CARILLON)

SOFTWARE.   M204

VOLUME.   9.5 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-59

JOBNR Data Base

This data base contains all the job descriptions by COSC for each
of the authorized jobs in the TD file as assigned to each of the
formal organizations.

DATE SPAN: Current TD Authorization

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 5.25 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-60

JOBPGMS Data Base

This data base contains M204 procedures that will be used in the processing and management of the staffing career development and re-assimilation management programs.

DATE SPAN: Current Fiscal Year Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 2.4 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO: M03-61

JOBSEEK Data Base

This data base contains records on specific individuals who are actively seeking new jobs. These records will be used in coordi-nation with the JOBBANK records for the career development and re-assimilation programs.

DATE SPAN: Current Fiscal Year Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 4.5 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after close of fiscal year.

DISPOSITION NO: M03-62

JOBSME Data Base

This data base will contain resumes of individuals actively seeking new assignments. These records will be used with the JOBBANK and JOBSEEK records to match individuals with specific jobs to meet career development and re-assimilation goals.

DATE SPAN: Current Fiscal Year Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 4.7 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after close of fiscal year.

DISPOSITION NO.:   M03-63

LOCATOR Data Base

This data base contains personnel locator information for all NSA/CSS personnel, including emergency location information, i.e., phone numbers, addresses, and related information.

DATE SPAN: Current Assignment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 10 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-64

MEDMSTER Data Base

This data base contains storage location information for all med-
ical records for NSA/CSS and other affiliated employees for medical
work performed during their NSA association.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 82 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after destruction of related
                      medical records.

DISPOSITION NO: M03-65

MEDPGMS Data Base

This data base contains all procedures that are used to process
information for the medical group that is used by M. and Medical
Center personnel.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: .25 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                      erations.

DISPOSITION NO: M03-66

MGD Data Base

MGD is an EDPSMSTR file which is associated with higher file privileges, e.g., field security. It is used by those offices which are responsible for providing minority and gender information in conformance with existing regulations.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO: M03-67

MGRPGMS Data Base

This data base contains the procedures that are used in the manager group to process data and information that is used by office level and higher executives as part of their Management Information System.

DATE SPAN.   UNAVAILABLE

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   3 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-68

MITSI Data Base

This data base contains security related information on each NSA/
CSS and affiliated individual who has or had access to NSA/CSS or
related spaces. The name is an acronym for Master Index to Security
Information.

DATE SPAN: UNAVAILABLE

LOCATION: M03   (M55)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 120 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.:   M03-69

MPGMS Data Base

This data base contains procedures that are used by various M users throughout the personnel administrative organizations. It was established for M users who need procedures writing privileges and the storage facilities for those procedures.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 5 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO: M03-70

NEWAPP Data Base

This data base contains all personnel transaction records used in the processing of new hires for the Agency. These records are used to record the results of processing and to track each individual through the system.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   43 Megabytes

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.:   M03-71

NEWSIS Data Base

This data base contains individual office training requirements for the current fiscal year and is used by the NCS school management to determine current year training requirements.

DATE SPAN.   Current Fiscal Year

LOCATION.   M03   (E1)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   45 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy after close of fiscal year.

DISPOSITION NO.:   M03-72

OLDSUBVAR Data Base

This data base contains the last 45 days of records used to update the EDPS group of subsidiaries, e.g., education training, and related areas.

DATE SPAN: Previous 45 days

LOCATION: M03 (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 14 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after 45 day update cycle.

DISPOSITION NO.:   M03-73

OUTPROM and OUTPROM 1 Data Base

This is an M204 file especially created to serve as an interim output repository for subsequent routing of data to other peripherals, e.g., IBM 6670 laser printer production of promotion letters.

DATE SPAN: Current Processing

LOCATION: M03 (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 5 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-74

PADLOCK Data Base

This data base is used by the Office of Physical Security Access
to maintain a current inventory of all keys to padlocks and doors
for NSA/CSS physical spaces that are under M5 responsibility.

DATE SPAN: Current Processing

LOCATION: M03 (M511)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 3 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-75

PAMGT Data Base

This data base contains information pertaining to the awarding of
wage/grade increases (WGI) and quality step increases (QSI) to in-
dividuals for superior work performance.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 8 Megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-76

PASSCARD Data Base

This data base contains information on individuals who have been issued passcards that are used with the various "swipe card" readers that have been installed and are being tested to control access to special areas.

DATE SPAN: Current Processing

LOCATION: M03   (M51m)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: .7 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                      erations.

DISPOSITION NO.:   M03-77

PANDR Data Base

This data base contains information pertaining to clearance certi-
fication, both outgoing and incoming. These certifications are
used by the respective agencies to authorize or refuse access.

DATE SPAN: Current Processing

LOCATION: M03   (M51)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 8 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-78

PAST Data Base

This data base contains long-term records of all personnel trans-
action (PT) records in an abbreviated format.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 30.3 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-79

PERAD Data Base

This data base contains records of all performance appraisals for all NSA employees for their entire period of employment.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 35 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after separation or transfer
                    of employee.

DISPOSITION NO.:   M03-80

PERCUMUL Data Base

This data base contains individual employee information for payroll processing purposes. Included are fields for number of deductions and salary information. This data base is used to answer specific employee and management questions regarding individual payroll records.

DATE SPAN◻   Current Employment Period

LOCATION◻   M03

STORAGE MEDIA◻   On-line

HARDWARE◻   FLANNEL (CARILLON)

SOFTWARE◻   M204

VOLUME◻   16.6 Megabytes

CLASSIFICATION◻   UNAVAILABLE

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

DISPOSITION NO◻:   M03-81

PIERTA Data Base

This data base contains accumulative payroll information for the current fiscal year for each NSA employee. It is used by specific M users and other administration officers to provide answers to specific employee questions concerning payroll matters.

DATE SPAN: Current Employment Period

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 72 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after separation or transfer
                      of employee.

DISPOSITION NO: M03-82

PHYSKED Data Base

This data base contains all generated scheduling records which are
used by the M7 Medical Center to schedule annual and as requested
physical examinations.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 18 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO.:   M03-83

PLMNTPGMS Data Base

This is an M204 file which contains procedures used by the M32
placement officers to perform processing related to applicant pro-
cessing.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 1.6 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO: M03-84

POVAR Data Base

This data base contains personnel transaction records that have been used to update certain EDPSMSTER records on NSA/CSS personnel that have been assigned to specific sensitive sites/duty stations.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: .7 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-85

PQT Data Base

This data base contains records relating to the College Testing
Program for the applicant recruitment and processing programs. It
is used by select M3 personnel for administering that part of the
hiring program related to college recruits.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 4 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-86

PROFILES Data Base

This data base contains personnel profiles that are routed to var-
ious peripheral devices for subsequent output and distribution.

DATE SPAN: Current Processing

LOCATION: M03   (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M03-87

PROFQUAL Data Base

This data base contains all professional qualification records pertinent to the certification process of NSA/CSS employees aspiring to the various Agency professions. Included are records for both certified and aspiring candidates.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 15.2 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-88

PROJ Data Base

This data base contains statistical records on employee attrition rates that are used in conjunction with other employee hiring, recruiting, and processing functions to provide data relating to required hiring levels.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 10 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-89

PT Data Base

PT is an M204 file which contains all personnel transaction records that are used to track and document specific transactions for each NSA/CSS employee.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 18 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy at end of 45 day cycle.

DISPOSITION NO.:   M03-90

PTHIST Data Base

This data base contains copies of PT System transaction records that have been used to update the EDPSMSTER files.

DATE SPAN: UNAVAILABLE

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 107 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy after 2 years.

DISPOSITION NO: M03-91

RMDS Data Base

This data base contains field, names, designators, codes, values, and related information contained in or used by the M204 processing system. Its purpose is similar to that of a data dictionary for system processing.

DATE SPAN: Current Processing

LOCATION: M03   (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 10.5 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                       erations.

DISPOSITION NO: M03-92

RMKPOSO Data Base

This data base contains records used to produce Personnel Form 50s,
Personnel Action Notices, for those personnel assigned to sensitive
positions.

DATE SPAN.   Current Assignment

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   .5 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy after separation or transfer
                      of employee.

DISPOSITION NO.:   M03-93

RMKRESO Data Base

This data base contains records used to produce Personnel Form 50s
for all NSA employees.

DATE SPAN.   Current Assignment

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   2.1 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy after separation or transfer
                      of employee.

DISPOSITION NO.:   M03-94

SADO Data Base

This data base contains procedures and records used nightly to gen-
erate labels for various M users.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   6.4 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.   M03-95

SPAUDIT Data Base

This data base contains specific transaction records to be used to
process individual requests for special clearance from initiation
to completion.

DATE SPAN.   Under Development

LOCATION.   M03   (M56)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   UNAVAILABLE

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.   M03-96

SPECDATA Data Base

This data base contains specific information pertaining to indi-
viduals who presently and/or in the recent past hold/held special
clearances which allow(ed) them access to highly sensitive data.

DATE SPAN⬛   Current and Recent Past

LOCATION⬛   M03 (M56)

STORAGE MEDIA⬛   On-line

HARDWARE⬛   FLANNEL (CARILLON)

SOFTWARE⬛   M204

VOLUME⬛   57 Megabytes

CLASSIFICATION⬛   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION⬛   Delete or destroy when no longer needed for op-
                    erations⬛

DISPOSITION NO⬛:   M03-97

SPHIST Data Base

This data base contains copies of all special clearances previously
held by any individual employed since this system was implementedn
The information contained within is used for counterintelligence
purposesn

DATE SPANn   UNAVAILABLE

LOCATIONn   M03 (M56)

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL (CARILLON)

SOFTWAREn   M204

VOLUMEn   27 Megabytes

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Delete or destroy when no longer needed for op-
                      erationsn

DISPOSITION NOn: M03-98

SPECGPMS Data Base

This data base contains M204 procedures used by M56 to process and
manage NSA/CSS special clearance programs.

DATE SPANn   Current Processing Requirements

LOCATIONn   M03 (M56)

STORAGE MEDIAn   On-line

HARDWAREn   FLANNEL (CARILLON)

SOFTWAREn   M204

VOLUMEn   2.7 Megabytes

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Delete or destroy when no longer needed for op-
                      erationsn

DISPOSITION NOn: M03-99

SPINFO Data Base

This data base contains specific information regarding each clear-
ance, past and present, which was/is a part of the NSA special
clearance program administered by M56. The information is used to
process, control, and manage the present program.

DATE SPAN.   UNAVAILABLE

LOCATION.   M03 (M56)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL (CARILLON)

SOFTWARE.   M204

VOLUME.   2.7 Megabytes

CLASSIFICATION.   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO..   M03-100

SPTRANS Data Base

This data base contains current transaction records which will be
used to process requests for special clearances.

DATE SPAN.   Under Development

LOCATION.   M03 (M56)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL (CARILLON)

SOFTWARE.   M204

VOLUME.   UNAVAILABLE

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO.:   M03-101

SSNINDEX Data Base

This data base contains a record of every social security number of every individual that was ever processed through any of the automated personnel processing systems that have been used by the M organization. This file is used for quick reference for specific personal questions.

DATE SPAN: UNAVAILABLE

LOCATION: M03 (T323)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: 12.4 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-102

STAFFING Data Base

This data base contains formal vacancy announcements and other sup-
porting information for the processing of applications for these
vacancies.

DATE SPAN: Current Processing

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 6 Megabytes

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Delete or destroy when no longer needed for op-
                     erations.

DISPOSITION NO: M03-103

STATS Data Base

This data base contains statistical data pertaining to the number of specific personnel assigned by category, e.g., computer scientists, cryptanalysts, etc. These records are used by senior executives of the Agency.

DATE SPAN: Current Week

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 10.25 Megabytes

CLASSIFICATION: UNAVAILABLE

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

DISPOSITION NO.:   M03-104

SUBVAR Data Base

This data base contains copies of various transaction records used for updating subsidiary files of the EDPS group.

DATE SPAN: Current Assignment

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 2 Megabytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy after separation or transfer of employee.

DISPOSITION NO.:   M03-105

TD Data Base

This data base contains information pertaining to the Agency table of distribution (TD), including job titles, descriptions, authorizations, allocations, and job/billet numbers.

DATE SPAN: Current Year

LOCATION: M03

STORAGE MEDIA: On-line

HARDWARE: FLANNEL   (CARILLON)

SOFTWARE: M204

VOLUME: 16 Megabytes

CLASSIFICATION: UNCLASSIFIED

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

DISPOSITION NO.:   M03-106

TDYPCS Data Base

This data base contains information relating to precious sensitive assignments of NSA/CSS personnel. These records are used by M61 as the Agency manager for project anonymity to ensure that such assignments are not compromised.

DATE SPAN: UNAVAILABLE

LOCATION: M03 (M61)

STORAGE MEDIA: On-line

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-107

TESTING Data Base

This data base contains results for all testing data for NSA/CSS personnel, including applicant testing and professional certification testing.

DATE SPAN.   Current Assignment

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   37 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy upon separation or transfer of employee.

DISPOSITION NO.   M03-108

TRAINING Data Base

This data base contains records of all internal training accomplished by NSA/CSS personnel, including NCS training courses and Agency sponsored seminars and conferences.

DATE SPAN.   UNAVAILABLE

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   214 Megabytes

CLASSIFICATION.   UNAVAILABLE

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

DISPOSITION NO.   M03-109

VARUPDT Data Base

This data base contains a copy of all personnel transactions/updates that are used to update the EDPSMSTR VSAM file weekly.

DATE SPAN.   Current Assignment

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   3.3 Megabytes

CLASSIFICATION.   UNCLASSIFIED

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

DISPOSITION NO.:   M03-110

VISITPGM Data Base

This data base contains M204 procedures used by M51 personnel involved in the daily processing or requests to/from the Agency for access.

DATE SPAN.   Current Processing

LOCATION.   M03

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   3.6 Megabytes

CLASSIFICATION.   UNAVAILABLE

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

DISPOSITION NO.:   M03-111

VISITR Data Base

This data base contains records of requests forwarded to M51 for the issuance of badges and access certification for non-NSA personnel. The records contain information on the specific clearances being certified.

DATE SPAN.   UNAVAILABLE

LOCATION.   M03   (M51)

STORAGE MEDIA.   On-line

HARDWARE.   FLANNEL   (CARILLON)

SOFTWARE.   M204

VOLUME.   7.1 Megabytes

CLASSIFICATION.   UNAVAILABLE

DISPOSITION.   Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO.:   M03-112

M04

MANAGEMENT AND PLANS STAFF

Historical Data File

Historical data which documents M organizational mission, function, automation, titles and structure. Includes correspondence, directives and other documents which directly contribute to the development, direction and supervision of data resources in the M organization.

DATE SPAN: 1952 -Present

LOCATION: M041

STORAGE MEDIA: Paper

VOLUME: .3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Permanent. Transfer to NCRC when no longer required for operations. (005)

DISPOSITION NO: M04-1

DDA Administrative File

Files which reflect element management such as policy, plans, budget, logistics, personnel, security, training. Files needed to carry out general internal administrative activities of M organization.

DATE SPAN: 1983 - Present

LOCATION: M041

STORAGE MEDIA: Paper

VOLUME: 51 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Policy and Planning Records: Permanent. Transfer to NCRC when no longer required for operations. (001)

                    B. All Other Records: Cut off annually. Destroy after 3 years. (GRS 23-1) (001)

DISPOSITION NO.:   M041-1 A and B

Reference Manuals File

Non-record reference materials used to provide background data for the administration directorate in developing and executing programs in their functional area.

DATE SPAN⬛   1984 -1988

LOCATION⬛   M041

STORAGE MEDIA⬛   Paper

VOLUME⬛   20 cu. ft.

CLASSIFICATION⬛   TOP SECRET CODEWORD

DISPOSITION⬛   Destroy when manual is obsolete, revised or canceled⬛

DISPOSITION NO⬛   M041-2

DELETED⬛   9 JAN. 1992

Procurement Requests File

This file consists of procurement requests, purchase orders, and contracts in support of the M Procurement Program⬛

DATE SPAN⬛   1985 to Present

LOCATION⬛   M042

STORAGE MEDIA⬛   Paper

VOLUME⬛   38 cu. ft.

CLASSIFICATION⬛   TOP SECRET

DISPOSITION⬛   Destroy upon termination or completion⬛ (GRS 3-3c)

DISPOSITION NO⬛   M042-1

Book and Periodical Purchases File

This file contains subscription lists, ordering ledgers and book/periodical purchase requests in support of the M Publication Procurement Program.

DATE SPAN: 1982 to Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Procurement Requests: Destroy upon termination or completion. (GRS 3-3c)

                    B. All Other Records. Destroy when superseded or obsolete.

DISPOSITION NO.:   M042-2A and B

Security File

This file consists of correspondence and other types of documents including directives from other sources, reflecting policy and direction of security services.

DATE SPAN: UNAVAILABLE

LOCATION: M5

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

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

DISPOSITION NO.:   M042-3

Property Accountability File

This file consists of property accountability lists and related administrative files.

DATE SPAN: 1982 -1988

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Cut off annually. Retain locally. Destroy
                    when 5 years old.

DISPOSITION NO: M042-4

                    Mail Log File

This file reflects the receipt, control, routing and internal delivery of incoming and outgoing M Group mail and receipt of special documents.

DATE SPAN: 1985 -1988

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .3 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 3 years old or sooner if no longer
                    required for operations. (GRS 23-1) (001B)

DISPOSITION NO: M042-5

Permanent Change of Station File (PCS)

These records are summarized to be used for future budgeting purposes.

DATE SPAN: UNAVAILABLE

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Cut off annually. Destroy when no longer required for operations. (002C)

DISPOSITION NO.:   M042-6

Travel Summary File

This file consists of a summarized version of data drawn from the TMDS (Travel Management Data System) data base.

DATE SPAN: UNAVAILABLE

LOCATION: M042   (M6)

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy after 3 years or when no longer required for operations, whichever is sooner. (001B) (GRS 23-1)

DISPOSITION NO.:   M042-7

Travel Orders File

This file consists of travel orders for the entire M organization.

DATE SPAN: UNAVAILABLE

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years or when no longer re-
                      quired for operations, whichever is sooner.
                      (001B) (GRS 23-1)

DISPOSITION NO: M042-8

Pre-Employment Travel File

This file consists of records relating to travel prior to NSA em-
ployment.

DATE SPAN: UNAVAILABLE

LOCATION: M042   (M32)

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Destroy when 3 years old or
                      when no longer required for operations.
                      (GRS 23-1) (003-5)

DISPOSITION NO: M042-9

M Financial Detail File

Records reflect in detail the actual expenditures by line item for the M Organization.

DATE SPAN: 1985-Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy after 10 years or sooner if of no fur-
                    ther reference value.

DISPOSITION NO.:   M042-10

                Financial Detail Data Base

Records reflect in detail the actual expenditures by line item for M.

DATE SPAN: 1985 - Present

LOCATION: M042

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: NOT AVAILABLE/CHECK

VOLUME: UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

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

DISPOSITION NO.:   M042-11

Continuity of Operations Plan File

This file consists of incoming and outgoing memoranda and reports
relating to the Continuity of Operations Plan, the Emergency Action
Plan, and the Hazardous Weather Plan.

DATE SPANn   1985 to Present

LOCATIONn   M042

STORAGE MEDIAn   Paper

VOLUMEn   2 cu. ft.

CLASSIFICATIONn   CONFIDENTIAL

DISPOSITIONn   Destroy when superseded or obsolete or no
                    longer needed for operationsn   (002C)

DISPOSITION NOn: M042-12

Reference Publications File

This file contains non-record reference materials used to provide
background data for the M Procurement Programn

DATE SPAN: 1986 – Present

LOCATIONn   M042

STORAGE MEDIAn   Paper

VOLUMEn   4 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Destroy when superseded or of no further ref-
                    erence value. (002B)

DISPOSITION NOn: M042-13

Personnel Summaries File

This file consists of official personnel summaries of all M Group
GGD 12 - GGD 14s.

DATE SPAN: 1985 - Present

LOCATIONn   M042

STORAGE MEDIAn   Paper

VOLUMEn   2 cu. ft.

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Destroy when document is updated or supersed-
                        edn

DISPOSITION NO.:   M042-14

                       Training File

This file consists of records, catalogs and related information de-
veloped for NSA training coursesn

DATE SPAN: 1986 - Present

LOCATIONn   E

STORAGE MEDIAn   Paper

VOLUMEn   .4 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD

DISPOSITIONn   Destroy when 3 years old or when no longer re-
                        quired for operationsn (001B) (GRS 23-1)

DISPOSITION NO.:   M042-15

Reading File

This file consists of copies of incoming and outgoing correspondence for ready reference.

DATE SPAN: 1985 - Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Cut off annually. Destroy when 3 years old or sooner if of no further reference value. (001A) (GRS 23-1)

DISPOSITION NO.:   M042-16

Bulletins File

This file consists of copies of information bulletins published and maintained in organized collections for reference purposes. File contains Fingrams, Careergrams, Medgrams, and Persgrams.

DATE SPAN: 1984 - Present

LOCATION: M042

STORAGE MEDIA: UNAVAILABLE

VOLUME: .5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 3 years old or when superseded or of no further reference value. (001B) (GRS 23-1)

DISPOSITION NO.:   M042-17

Space and Facilities File

This file consists of Space and Facility administration records, as well as support records to the M/Senior Space Representative (M/SSR) and the M Space and Facilities Program.

DATE SPAN.   1984 - Present

LOCATION.   M042

STORAGE MEDIA.   UNAVAILABLE

VOLUME.   28 cu. ft.

CLASSIFICATION.   CONFIDENTIAL

DISPOSITION.   Cut off annually. Destroy when 3 years old or when no longer required for operations. (001B) (GRS 23-1)

DISPOSITION NO.   M042-18

Fire and Safety File

This file consists of Fire and Safety administrative records in support of the M Key Component Safety Officer and the M Fire and Safety Program.

DATE SPAN.   1982 - Present

LOCATION.   M042

STORAGE MEDIA.   Paper

VOLUME.   3 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when 3 years old or when no longer needed for operations. (001B)   (GRS 23-1)

DISPOSITION NO.:   M042-19

CCP Program/Budget File

This file contains incoming and outgoing memoranda and related records concerning the CCP Program and other budgetary matters.

DATE SPAN: 1983 - Present

LOCATION: M042

STORAGE MEDIA: UNAVAILABLE

VOLUME: 16 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Cut off annually by fiscal year. Destroy when
                       program is complete or when no longer required
                       for operations. (002D)

DISPOSITION NO: M042-20

M Awards File

This file consists of memoranda and logs of awards, decorations and commendations approved for individuals within M Group.

DATE SPAN: 1983 - Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy 2 years after approval. (003-2) (GRS
                       1-12)

DISPOSITION NO.:   M042-21

M Manpower Requirements File

This file consists of office memoranda regarding billet changes, justifications for additional manpower, and related records.

DATE SPAN:	FY 1973 to Present
LOCATION:	M042
STORAGE MEDIA:	Paper
VOLUME:	1 cu. ft.
CLASSIFICATION:	SECRET
DISPOSITION:	Destroy when no longer needed for operations or when they become obsolete. (002C)
DISPOSITION NO.:	M042-22

Manpower Resources Authorization Documents File

This file contains records relating to M authorizations for civilian and military billets.

DATE SPAN:	FY 1979 to Present
LOCATION:	M042
STORAGE MEDIA:	Paper
VOLUME:	.5 cu. ft.
CLASSIFICATION:	CONFIDENTIAL
DISPOSITION:	Destroy when no longer required for operations or when they become obsolete. (002C)
DISPOSITION NO:	M042-23

M Strength Reports File

This file consists of monthly strength statistics for M.

DATE SPAN: FY 1980 to Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .6 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer required for operations
                    or when they become obsolete. (002C)

DISPOSITION NO: M042-24

Table of Distribution File

This file consists of listings of billet distribution to each M
office on a quarterly basis.

DATE SPAN: FY 1979 to Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer required for operations
                    or when they become obsolete. (002C)

DISPOSITION NO: M042-25

Reports Management File

This file consists of M internal/external report requirements, in-
cluding each report created, canceled or superseded.

DATE SPAN: UNAVAILABLE

LOCATION: T54

STORAGE MEDIA: UNAVAILABLE

VOLUME: .6 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 2 years after report is discontinued.
                    (GRS 16-6)

DISPOSITION NO: M042-26

Forms Management File

This file consists of Records Control Symbol (RCS) listing of M
Group OPIs regarding forms and general correspondence.

DATE SPAN: UNAVAILABLE

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when related form is discontinued, su-
                    perseded, or canceled. (GRS 16-3)

DISPOSITION NO: M042-27

Stored/Retired Records Identification File

This file relates to M records retired to the NSA/CSS Records Cen-
ter and records stored until their potential value can be deter-
mined. Included is routine correspondence and documentation re-
lating to records retirement.

DATE SPAN: 1970 -1988

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when related records are destroyed or
                    when no longer required for operations. (GRS
                    16-2)

DISPOSITION NO: M042-28

Vital Records File

This file contains listings of M Group's duplicate copies of records in the Vital Records Depository. Included are routine correspondence, memos, and working papers and background material.

DATE SPAN: 1962 - 1988

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M042-29

DISCONTINUED: **17 JAN. 1992**

NSA Committee Register File

This register consists of records relating to the establishment, organization, membership and policies of committees formally constituted at NSA.

DATE SPAN: UNAVAILABLE

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent. Close annually. Transfer to the
                        NCRC when no longer required for operations.
                        (002C)

DISPOSITION NO.:   M042-30

Weekly Items of Interest File

This file consists of weekly reports which summarize M Organization's activities.

DATE SPAN: 1985 - Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Destroy when 3 years old or
                       sooner if of no further reference value.
                       (GRS 23-1)

DISPOSITION NO: M042-31

                       Computer Information File

This file consists of memoranda and reports from other organizations regarding computer resources.

DATE SPAN: 1983 - Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Destroy when 5 years old.

DISPOSITION NO: M042-32

M Overtime File

This file reflects overtime authorization and usage by M personnel.

DATE SPAN: FY 1983 to Present

LOCATION: M042

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Destroy when 5 years old.

DISPOSITION NO.:   M042-33

M2

MILITARY PERSONNEL

M2

MILITARY PERSONNEL

The Chief, M2, is responsible to the DDA for the development, implementation and administration of military personnel management plans, policies, procedures and programs.

Primary functions include:

1.   Planning and coordinating NSA/CSS military personnel management requirements activities, world-wide.

2.   Formulating NSA/CSS policies and procedures governing the utilization and administration of military personnel.

3.   Ensuring effective position management for NSA/CSS military billets.

4.   Verifying military personnel skill and grade requirements and coordinating these requirements with the Service Cryptologic Elements and the Military Departments as appropriate.

5.   Developing and administering programs and procedures to attract, retain and motivate Agency military personnel.

6.   Conducting surveys and interviews to ensure effective placement and effective employment of military personnel.

7.   Conducting special studies affecting NSA/CSS military personnel.

8.   Nominating military officers for National Cryptologic School Courses.

9.   Maintaining liaison with the local military support elements, the Service Cryptologic Elements and the Military Departments to ensure an effective NSA/CSS military personnel program.

10.   Administering the NSA/CSS Military Decorations and Awards Program.

Military Personnel Administrative File

This file consists of letters, memorandums, reports, messages, military personnel orders, manpower studies, mission and functional statements, and emergency action plans, as well as correspondence pertaining to supply, logistics, personnel security and related matters.

DATE SPAN: 1984 to Present

LOCATION: M2

STORAGE MEDIA: Paper

VOLUME: 45 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 3 years old or sooner if no longer
                    needed for operations. (GRS 23-1)

DISPOSITION NO.:   M2-1

Military Personnel Operations File

This file contains documentation consisting of budget and financial plans, job descriptions, manning documents, operations plans, policy correspondence, standard operating procedures, and related records.

DATE SPAN: 1982 to Present

LOCATION: M2

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Destroy when no longer needed
                    for operations.

DISPOSITION NO.:   M2-2

Correspondence File

This file consists of computer floppy disks used to maintain general correspondence relative to the military personnel mission at NSA/CSSn

DATE SPANn   1985 - 1988

LOCATIONn   M2

STORAGE MEDIAn   Floppy Disks

VOLUMEn   1.5 cu. ft.

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Delete or destroy when no longer needed for administrative or reference purposesn (001B)

DISPOSITION NOn: M2-3

Reference File

This file consists of reference copies of DoD, NSA/CSS, military service, and other publicationsn

DATE SPAN: 1967 - 1988

LOCATIONn   M2

STORAGE MEDIAn   Paper

VOLUMEn   15 cu. ft.

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Destroy when superseded, rescinded, obsolete or when no longer needed for operationsn (002B)

DISPOSITION NOn: M2-4

Military Decorations and Awards File

This file contains general orders, directives, regulations and other records reflecting processing and approval of all military awards granted by NSA. Also includes other records on award statistics, memoranda and recommendations.

DATE SPAN: 1962 - 1988

LOCATION: M2A

STORAGE MEDIA: Paper/Floppy Disk

VOLUME: 35 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Close annually.

                    A. Electronic Copy: Delete or destroy when no longer needed for operations.

                    B. Award Recommendations. Destroy 5 years after transfer of personnel. (003-4)

                    C. All Other Records: Destroy after 3 years or when no longer needed for operations.

DISPOSITION NO: M2-5 A, B, and C

M21

ARMY

Army Personnel Information File

This file consists of official personnel folders to include military background and service data, billet assignment, security, and administrative actions.

DATE SPAN   1986 - 1988

LOCATION   M21

STORAGE MEDIA Paper

VOLUME   2.3 cu. ft.

CLASSIFICATION TOP SECRET

DISPOSITION   Retain 2 years after departure from active duty with NSA/CSS. Transfer to NMPRC (National Military Personnel Records Center).

DISPOSITION NO. M21-1

Army Personnel Manning File

This file consists of documents related to authorized and projected manning levels and change documentation.

DATE SPAN   FY 1986 to Present

LOCATION   M21

STORAGE MEDIA Paper

VOLUME   .2 cu. ft.

CLASSIFICATION SECRET

DISPOSITION   Destroy when 2 years old.

DISPOSITION: M21-2

Standard Subject Identification File (Army)

This file consists of incoming and outgoing letters, reports, memoranda, and other records relating to military personnel functions.

DATE SPAN: 1986 - 1988

LOCATION: M21

STORAGE MEDIA: UNAVAILABLE

VOLUME: 1.1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI Originated Approved Policies and Directives: Permanent. Transfer to the NCRC.

                    B. All Other Records: Cut off annually.
                    Destroy after 2 years.

DISPOSITION NO: M21-3A and M21-3B

Army Personnel Data Base

This data base relates to Officer and Enlisted Efficiency Reports, manning documentation, billets and related matters.

DATE SPAN: 1987 - 1988

LOCATION: M21

STORAGE MEDIA: Floppy Disk

HARDWARE: UNAVAILABLE

SOFTWARE: UNAVAILABLE

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET

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

DISPOSITION NO: M21-4

M22

NAVY/MARINE CORPS

Naval Reserve Program Data Base

This data base contains background information on all Navy Reserve personnel assigned to Active Duty Training (ACDUTRA) at NSA/CSS.

DATE SPAN:	1985 - 1988
LOCATION:	M22
STORAGE MEDIA:	Hard Disk
HARDWARE:	PC
SOFTWARE:	DB III
VOLUME:	7 Megabytes
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Delete or destroy when no longer needed for operations.
DISPOSITION NO.:	M22-1

Navy/Marine Corps Personnel Departures Data Base

This is a data base of all Navy/Marine Corps personnel that have departed NSA/CSS for a permanent change of station.

DATE SPAN:	1985 - 1988
LOCATION:	M22
STORAGE MEDIA:	Hard Disk
HARDWARE:	PC
SOFTWARE:	WANG Data Base
VOLUME:	200 K bytes
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy 3 years after departure of employee.
DISPOSITION NO:	M22-2

Navy Instructions File

This file consists of Instructions and Notices for the guidance of naval personnel functions, programs and planning.

DATE SPAN: 1980 - 1988

LOCATION: M22

STORAGE MEDIA: Paper

VOLUME: 11 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. OPI Originated Approved Policies and Directive Publications: Permanent. Transfer to the NCRC.

                    B. Other Documentation: Destroy when no longer needed for operations.

DISPOSITION NO: M22-3 A and B

Standard Subject Identification File (Navy)

This file consists of incoming/outgoing letters, memoranda, reports, and other records reflecting military personnel functions, programs and planning.

DATE SPAN.   1985 - 1988

LOCATION.   M22

STORAGE MEDIA.   Paper

VOLUME.   59 cu. ft.

CLASSIFICATION.   TOP SECRET

DISPOSITION.   A. Approved Policies and Directives. Permanent. Transfer to NCRC.

                       B. Destroy supporting records when no longer needed for operations.

DISPOSITION NO.:   M22-4 A and B

Computer Programs and Manuals File

This file consists of IBM and WANG computer programs, training manuals, and computer program documentation manuals.

DATE SPAN.   1985 - 1988

LOCATION.   M22

STORAGE MEDIA.   Paper/Floppy Disk

HARDWARE.   PC

SOFTWARE.

VOLUME.   14 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when superseded or obsolete.

DISPOSITION NO.:   M22-5

Officer Data Base

This is a data base of all Navy/Marine Corps officers assigned to NSA/CSS.

DATE SPAN: 1985 - 1988

LOCATION: M22

STORAGE MEDIA: Hard Disk

HARDWARE: WANG PC

SOFTWARE: WANG Data Base

VOLUME: 10 K bytes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when no longer needed for op-
                    erations.

DISPOSITION NO.:   M22-6

M23

AIR FORCE

NSA/CSS Publications File

This file consists of copies of NSA/CSS publications maintained in a collection for reference purposes and used in support of U.S. Air Force mission at NSA/CSS.

DATE SPAN: UNAVAILABLE

LOCATION: M23

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 2 years after the publications are re-
                    vised, superseded or canceled.

DISPOSITION NO.:   M23-1

Air Force OER Material File

This file consists of Officer Effectiveness Reports, background ma-
terials, reports, and statistics relating to Air Force personnel.

DATE SPAN: 1985 - 1988

LOCATION: M23

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 1 year after individual departs NSA/
                    CSS.

DISPOSITION NO.:   M23-2

Air Force Personnel Records

This file consists of unofficial copies of official Air Force per-
sonnel correspondence pertaining to military service data, billet
assignments, security, training and awards.

DATE SPAN: UNAVAILABLE

LOCATION: M23

STORAGE MEDIA: Paper

VOLUME: 20 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy in accordance with AFR 12-50.

DISPOSITION NO.:   M23-3

Air Force Personnel Assignment Data File

This file consists of assignment and billeting data on Air Force
officers and enlisted personnel.

DATE SPAN: 1987 - 1988

LOCATION: M23

STORAGE MEDIA: Paper

VOLUME: 17 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy in accordance with AFR 12-50.

DISPOSITION NO.:   M23-4

Air Force Personnel Data Base

These diskettes contain OERs and related material, personnel data, assignment and billet data, departure information and statistics.

DATE SPAN   UNAVAILABLE

LOCATION   M23

STORAGE MEDIA   Disk

HARDWARE   PC

SOFTWARE   WANG M204

VOLUME   1 cu. ft.

CLASSIFICATION   TOP SECRET

DISPOSITION   A. Personnel Data Delete or destroy 1 year
                   after individual departs NSA/CSS.

                   B. Statistical Data Destroy when 3 years
                   old.

DISPOSITION NO: M23-5 A and B

                   *Field Administrative File

This file consists of letters, memorandums, messages, reports, and other records pertaining to manning, procedure and policy changes, military service data, and current or upcoming projects.

DATE SPAN   1989 to Present

LOCATION   M23

STORAGE MEDIA   Paper

VOLUME   3 cu. ft.

CLASSIFICATION   TOP SECRET

DISPOSITION   Retain in accordance with AFR 12-50.

DISPOSITION NO.   M23-6

M24

JOINT

ACTIVITIES

Standard Operating Procedures (SOP) File

This file contains detailed instructions for each billet to include job descriptionsn

DATE SPANn   1987 - 1988

LOCATIONn   M24

STORAGE MEDIAn   Paper

VOLUMEn   2 cu. ft.

CLASSIFICATIONn   SECRET

DISPOSITIONn   Permanentn Transfer to the NCRC when no longer required for operationsn

DISPOSITION NOn: M24-1

Field Administrative File

This file consists of letters, memorandums, messages, reports, and other records pertaining to billet audits, reviews, and surveysn

DATE SPANn   1986 - 1988

LOCATIONn   M24

STORAGE MEDIAn   Paper

VOLUMEn   27 cu. ft.

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Destroy after 3 years or when no longer required for operationsn (001B) (GRS 23-1)

DISPOSITION NOnn   M24-2

Reference File

This file consists of copies of publications and manuals used in supporting field sites and billet reviews.

DATE SPAN: 1986 - 1988

LOCATION: M24

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, rescinded, obsolete, or no longer required for operations. (002B)

DISPOSITION NO: M24-3

Correspondence File

This file reflects receipt, control, routing, and delivery of incoming/outgoing correpondence.

DATE SPAN: 1986 - 1988

LOCATION: M24

STORAGE MEDIA: Floppy Disks

HARDWARE: UNAVAILABLE

SOFTWARE: UNAVAILABLE

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET

DISPOSITION: Delete or destroy after 3 years. (001A) (GRS 23-1)

DISPOSITION NO: M24-4

M3

CIVILIAN

PERSONNEL

CIVILIAN PERSONNEL

The Chief, M3, is responsible to the DDA for the development, implementation, and administration of civilian personnel management plans, policies, and programs for all NSA/CSS personnel.

Primary functions include:

1. Developing, issuing, and maintaining Agency policies and procedures governing the employment and administration of NSA/CSS civilian personnel, including publication of the Personnel Management Manual.

2. Executing statutory and administrative authorities for the general employment and administration of NSA/CSS civilian personnel.

3. Developing and administrating the NSA Salary and Wage Administration Program, to include the classification of positions and the establishment and implementation of Pecial salary and wage plans and schedules.

4. Developing and maintaining the NSA/CSS Cryptologic Occupational Structure, defining occupations, and establishing qualification standards for civilian employment.

5. Recruiting, selecting and placing civilian personnel to meet NSA/CSS staffing requirements.

6. Coordinating civilian employment matters with the Medical Center and Office of Security.

7. Representing NSA on matters involving the Interagency Advisory Group Office of Personnel Management and Baltimore Federal Executive Board matters.

8. Administering the NSA/CSS non-appropriated fund activities world-wide.

9. Developing and administering the NSA/CSS Morale, Welfare, and Recreation Program, including the Awards and Suggestion Programs, and providing an employee communications system, including the NSA Newsletter and PERS-GRAMs.

10. Reviewing employee records, counseling employees, eval-

uating information to determine suitability and eligibility for initial or continued employment, and making recommendations regarding adverse actions and involuntary separations for job and non-job related reasons.

11. Providing out-placement services for selected employees.

12. Administering a program for staffing field positions, including processing of candidates and providing pre-PCS orientation for NSA/CSS personnel and families to be assigned to field locations, providing personnel administration support to field personnel, and administrating a reassimilation program for returning field personnel.

Director Civilian Personnel Subject File

This file is needed to carry out general internal administrative activities of M3 organizationn

DATE SPANn   UNAVAILABLE

LOCATIONn   M3

STORAGE MEDIAn   Paper

VOLUMEn   3 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Destroy when no longer required for opera-
                    tionsn (001B) (GRS 23-1)

DISPOSITION NOnn   M3-1

Correspondence File

This is a file of all outgoing correspondence and completed actions signed at the M3, DDA or Directorate level pertaining to personnel issues/actionsn

DATE SPANn   NOT AVAILABLE

LOCATIONn   M3

STORAGE MEDIAn   Paper

VOLUMEn   4 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Destroy after 3 years. (GRS 23-1)

DISPOSITION NOnn   M3-2

M302

MANAGEMENT

SUPPORT

STAFF

Administrative File

Files which reflect element management such as policy, plans, budget, logistics, personnel, security and trainingn Files are needed to carry out general internal administrative activities of M302 Organizationn

DATE SPANn   UNAVAILABLE

LOCATION: M302

STORAGE MEDIA: Paper

VOLUME: 17 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   A. Policy and Planning Recordsn Permanentn Transfer to the NCRCn (001A)

                      B. All Other Recordsn Destroy when 3 years old or sooner if of no further reference valuen (001B) (GRS 23-1)

DISPOSITION NO.:   M302-1 A and B

Correspondence File

This file consists of letters, incoming and outgoing messages, memorandums, reports, related data and attachments involving a variety of subjectsn

DATE SPANn   UNAVAILABLE

LOCATIONn   M302

STORAGE MEDIA: Paper

VOLUMEn   12 cun ftn

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Close annuallyn Destroy after 3 yearsn (001A-3) (GRS 23-1)

DISPOSITION NO.:   M302-2

Message File

This file consists of paper copies of incoming/outgoing messages.

DATE SPAN: 1988

LOCATION: M302

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy after 1 year.

DISPOSITION NO.:   M302-3

DISCONTINUED: **17 JAN. 1992** (combined with M302-2)

Equipment Inventory Data Base

This is an inventory of M3 office automation equipment.

DATE SPAN: 1988

LOCATION: M302

STORAGE MEDIA: Diskettes

HARDWARE: WANG ALLIANCE

SOFTWARE: VISUAL MEMORY

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.:   M302-4

Suspense File

This is a tracking system for office correspondence to assure the meeting of deadlines.

DATE SPAN: 1988

LOCATION: M302

STORAGE MEDIA: WANG

HARDWARE: WANG ALLIANCE

SOFTWARE: VISUAL MEMORY

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years or when no longer re-
                    quired for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M302-5

Overtime File

This file reflects overtime authorization and usage by M3 personnel.

DATE SPAN: UNAVAILABLE

LOCATION: M302

STORAGE MEDIA: Disk

HARDWARE: IBM PC

SOFTWARE: PFS File, DOS

VOLUME: 3 diskettes

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 3 years or when no longer re-
                    quired for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M302-6

Awards File

This file contains awards recommendations, memorandums, reports, and other records reflecting functions, processing and approval of awards, decorations, commendations.

DATE SPAN   UNAVAILABLE

LOCATION   M302

STORAGE MEDIA   Diskettes

HARDWARE   IBM PC

SOFTWARE   PFS File, DOS

VOLUME   2 diskettes

CLASSIFICATION   UNCLASSIFIED

DISPOSITION   Destroy 2 years after approval or disapproval. (003-3) (GRS 1-12)

DISPOSITION NO: M302-7

PCS (Permanent Change of Station) Orders File

This file contains all agency PCS, UTP, and first duty station travel orders issued to open and covert sites.

DATE SPAN   1981 to Present

LOCATION   M302

STORAGE MEDIA   Paper

VOLUME   11 cu.ft.

CLASSIFICATION   TOP SECRET CODEWORD

DISPOSITION   Retained locally 2 years. Transfer to the NCRC. Destroy after 7 years.

DISPOSITION NO.   M302-8   (previously part of M6-4a)

M304

EMPLOYEE

RELATIONS

STAFF

Administrative File

Files which reflect element management such as policy, plans, budget, logistics, personnel, security and training. Files are needed to carry out general internal administrative activities of M3 Organization.

DATE SPAN: UNAVAILABLE

LOCATION: M304

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI Policy and Directive Records. Permanent. Close annually. Transfer to the NCRC when no longer required for operations.
                    B. Personnel Records: Destroy 1 year after transfer or separation of employee. (003C-1) (GRS 1-18a)
                    C. All Other Records. Destroy when 3 years old or sooner if no longer needed for operations.

DISPOSITION NO.:   M304-1 A, B, and C

Applicant Review Panel (ARP) File

This file consists of ARP decision sheets on applicants for NSA employment and NSA employees who are applicants for field assignments.

DATE SPAN: 1984 - 1988

LOCATION: M3042

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy after 3 years. (GRS 1-3)

DISPOSITION NO.:   M304-2

Non-Hired Applicant Case File

This file contains responses to Congressional inquiries on person-
nel matters and responses to inquiries by applicants rejected for
NSA employment by the ARP.

DATE SPAN.   1981 - 1988

LOCATION.   M3042

STORAGE MEDIA.   Paper

VOLUME.   8 cu. ft.

CLASSIFICATION.   SECRET

DISPOSITION.   Destroy after 6 years.

DISPOSITION NO.:   M304-3

FOIA/PA File

This file contains Privacy Act and/or Freedom of Information Act requests for records.

DATE SPAN: 1981 - 1988

LOCATION: M3041

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Correspondence and supporting documents. Access granted to all records. Destroy 2 years after date of reply.

B. Correspondence and supporting documents. Request for nonexistent records, request with inadequate description, and those failing to pay reproduction fees.
   1. Request not appealed - Destroy 2 years after date of reply.
   2. Request appealed - Destroy 6 years after final determination by agency or 6 years after time at which a requestor could file suit, or 3 years after final adjudication by courts, whichever is later.

C. Correspondence and supporting documents. Denying access to all or part of requested records.
   1. Request not appealed - Destroy 6 years after date of reply.
   2. Request appealed - Destroy 6 years after final determination by agency or 6 years after time at which a requestor could file suit, or 3 years after final adjudication by courts, whichever is later.

D. Official file copy of requested records. Dispose of in accordance with disposition schedule for related record, or with related FOIA request, whichever is sooner. (GRS 14)

DISPOSITION NO.:   M304-4 A, B1, B2, C1, C2, and D

Employment/Access Agreement File

This file contains employment/access agreement forms signed by NSA
employees.

DATE SPAN: 1954 - Present

LOCATION: M3041

STORAGE MEDIA: Paper/Diskette

HARDWARE: WANG ALLIANCE PC

SOFTWARE: WANG ALLIANCE Office System - Visual Memory

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A Paper Copy. Destroy when 75 years old or
                    upon death of employee, whichever is sooner.

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

DISPOSITION NO.:   M304-5 A and B

Suitability Information File

This file consists of case files of disciplinary and adverse actions and other documentation relating to Agency employment not included in the Official Personnel Folder.

DATE SPAN: 1954 - Present

LOCATION: M304.1

STORAGE MEDIA: Paper/Diskette

HARDWARE: WANG ALLIANCE PC

SOFTWARE: WANG ALLIANCE/Visual Memory Office Systems

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Destroy 4 years after case is closed. (GRS 1-30b)

DISPOSITION NO: M304.6

M31

FIELD STAFFING

AND

PERSONNEL

ADMINISTRATION

Administrative File

Files which reflect element management such as policy, plans, budget, logistics, personnel, security and training. Files are needed to carry out general internal administrative activities of M31 Organization.

DATE SPAN: 1986 - Present

LOCATION: M31

STORAGE MEDIA: Diskettes

HARDWARE: PC

SOFTWARE: M204

VOLUME: 4 diskettes

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Manuals, Directives and Handbooks. Destroy when superseded, rescinded, or obsolete.

                    B. All Other Records. Destroy when 3 years old or when no longer required for operations.

DISPOSITION NO: M31-1 A and B

Field Administrative File

This file consists of unofficial 204 files used as working files on each individual assigned to NSA field operations.

DATE SPAN: 1982 - Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWARE: WANG Stand Alone PC APS 1

VOLUME: NONE GIVEN

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy 1 year after individual returns to NSA
                     HQ in PCS status. In controversial or special
                     cases, destroy when no longer needed for oper-
                     ations.

DISPOSITION NO.:   M31-2

Scholarship File

These are working files on all scholarship and fellowship person-
nel. Includes all processing and accumulated information pertain-
ing to training assignment.

DATE SPAN: 1982 - Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 5 years old or when superseded or
                     obsolete, whichever is sooner. (GRS 1-29)

DISPOSITION NO.:   M31-3

Reimbursable/Non-Reimbursable Detail File

These are working files on individuals assigned to duty outside of NSA to DoD or non-DoD agencies primarily in the local area. Included are reimbursable agreements.

DATE SPAN: 1982 to Present

LOCATION: M311

STORAGE MEDIA: Diskette

HARDWARE: WANG PC Stand Alone

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy in 3 years or when funds are
                      obligated. (GRS 9-3)

DISPOSITION NO: M31-4

Domestic Relocation File

This is a file reflecting services available for employees who PCS within CONUS. Services include guaranteed home sale, home finding assistance, and rental assistance.

DATE SPAN: 1987 - Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone APS 1

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M31-5

Forms File

This file includes forms used in everyday M31 activities.

DATE SPAN: 1982 - Present

LOCATION: M31-1

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone APS 1

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when form is discontinued, superseded
                    or canceled.

DISPOSITION NO: M31-6

Permanent Change of Station Information File

This file consists of general information pertinent to various
sites given to prospective PCSers to aid them in preparing for
their upcoming move.

DATE SPAN: 1982 - Present

LOCATION: M31-1

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone APS 1

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO: M31-7

Station Profiles File

This file includes periodic profiles of activities for some over-
seas sitesn

DATE SPANn   1985 - Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWAREn   WANG PC

SOFTWAREn   M204

VOLUMEn

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Destroy when superseded, obsolete, revised or
                    rescindedn

DISPOSITION NOn: M31-8

Field Personnel File

These are files documenting employment or assignment to NSA/CSS un-
der rules and regulations of the Office of Personnel Management.
Maintained by M31 on all personnel assigned to field activities.

DATE SPAN: 1982 - Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone APS 1

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Reassigned Employees. Retain in organiza-
                       tional file 1 year after separation or trans-
                       fer of employee. (003-1) (GRS 1-18a)

                       B. Separated Employees. Transfer folder to
                       National Personnel Records Center 30 days af-
                       ter separation. (GRS 1-1b)

DISPOSITION NO.:   M31-9 A and B

Reference Publication File

This file consists of copies of NSA/CSS publications maintained and used for reference purposes by support personnel.

DATE SPAN: 1982 to Present

LOCATION: M311

STORAGE MEDIA: Diskettes

HARDWARE: WANG PC Stand Alone APS 1

SOFTWARE: M204

VOLUME: NONE GIVEN

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, revised, rescinded,
                      obsolete, or no longer required for opera-
                      tions. (002B)

DISPOSITION NO: M31-10

Administrative Communications File

These are files reflect element management such as award, person-
nel, security, training, and related correspondence. Files are
needed to carry out general internal administrative activities.

DATE SPAN: 1987 - 1988

LOCATION: M311

STORAGE MEDIA: Diskettes/Paper

HARDWARE: WANG Stand Alone PC APS 1/PC

SOFTWARE: M204

VOLUME: 1 cu.ft.

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Close annually. Destroy when 3 years old, when
                    documentation is superseded or canceled, or
                    when no longer required for operations.
                    (001-3) (GRS 23-1)

DISPOSITION NO: M31-11

General File

File includes memoranda, transmittals, messages, and related data
involving a variety of subjects pertaining to M312's functions.

DATE SPAN: 1987 - 1988

LOCATION: M312

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy after 1 year.

DISPOSITION NO: M31-12

DISCONTINUED: **17 JAN. 1992**

M313 Personnel File

This file consists of official personnel folders and related records.

DATE SPAN.   UNAVAILABLE

LOCATION.   M313

STORAGE MEDIA.   Paper

VOLUME.   30 cu. ft.

CLASSIFICATION.   TOP SECRET CODEWORD

DISPOSITION.   A. OPI: Transfer to NPRC 30 days after sep-
                     aration. (GRS 1-1b)

                     B. All Other Records. Destroy 1 year after
                     separation or transfer of employee. (GRS 1-
                     18a)

DISPOSITION NO.:   M31-13 A and B

PCS Orientation File

These are files accumulated from administering PCS orientations.
General information to various sites are given to prospective PC-
Sers to aid them in preparing for moves.

DATE SPAN: 1980 - Present

LOCATION: M312

STORAGE MEDIA: Paper/Video/Slides

VOLUME: Paper 60 cu ft./Lexitriever 7 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when superseded, rescinded, revised,
                      canceled or updated.

DISPOSITION NO.:   M31-14

Reference Publications File

These are copies of NSA/CSS publications and forms maintained and
used for reference purposes.

DATE SPAN:

LOCATION: M312

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when superseded, rescinded, obsolete,
                      or no longer required for operations. (002B)

DISPOSITION NO.:   M31-15

Field Staffing File

These records consist of current vacancy announcement files with applicant personal summaries and related files.

DATE SPAN:

LOCATION: M312

STORAGE MEDIA: Paper in Lexitriever/Floppy Disk

HARDWARE: Xerox 860

SOFTWARE: UNAVAILABLE

VOLUME: 34 cu ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Paper: Destroy after 3 years.

                   B. Electronic: Destroy after 1 year or sooner
                   if no longer needed for operations.

DISPOSITION NO.:   M31-16 A and B

Competitive Selection File

This file consists of vacancy announcement advertisements, applicant personal summaries, applicant non-selection memos, and applicant's selection memos for the Field Competitive Selection Program.

DATE SPAN: NOT AVAILABLE

LOCATION: M312

STORAGE MEDIA: Paper stored in Lexitriever/Paper

VOLUME: Lexitriever - 35 cu. ft./Drawer - 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy after 1 year or when no longer required
                   for operations.

DISPOSITION NO.:   M31-17

General Subject File

This file consists of outgoing memoranda, reports, letters, and notes relating to M313's responsibilities.

DATE SPAN: UNAVAILABLE

LOCATION: M313

STORAGE MEDIA: Diskettes

HARDWARE: PC

SOFTWARE: M204

VOLUME: 13 diskettes

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy after 2 years.

DISPOSITION NO.:   M31-18

DISCONTINUED: 17 JAN. 1992

M313 Correspondence File

This file consists of memoranda, reports, messages, notes and other records pertaining to the administration of M313. Also included are reference publications and directives, as well as classified materials being stored for overseas employees.

DATE SPAN: UNAVAILABLE

LOCATION: M313

STORAGE MEDIA: Paper

VOLUME: 100 cu. ft.

CLASSIFICATION: UNAVAILABLE

DISPOSITION: A. Reference Materials: Destroy when super-
                    seded or no longer of reference value. (002B)

                    B. Stored Classified Materials: Return to em-
                    ployee on return from assignment.

                    C. All Other Records: Close annually. Destroy
                    after 3 years. (001A) (GRS 23-1)

DISPOSITION NO: M31-19 A, B, and C

M32

EMPLOYMENT

FOIA/PA File

This file contains Freedom of Information and/or Privacy Act requests for recordsn

DATE SPANn   UNAVAILABLE

LOCATIONn   M32

STORAGE MEDIAn   Paper

VOLUMEn   .6 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   A. Correspondence and supporting documentsn
Access granted to all recordsn Destroy 2 years after date of replyn

B. Correspondence and supporting documentsn Request for nonexistent records, request with inadequate description, and those failing to pay reproduction feesn
   1. Request not appealed - Destroy 2 years after date of replyn
   2. Request appealed - Destroy 6 years after final determination by agency or 6 years after time at which a requestor could file suit, or 3 years after final adjudication by courts, whichever is latern

C. Correspondence and supporting documentsn Denying access to all or part of requested recordsn
   1. Request not appealed - Destroy 6 years after date of replyn
   2. Request appealed - Destroy 6 years after final determination by agency or 6 years after time at which a requestor could file suit, or 3 years after final adjudication by courts, whichever is latern

D. Official file copy of requested recordsn Dispose of in accordance with disposition schedule for related record, or with related FOIA request, whichever is soonern (GRS 14)

DISPOSITION NOn: M32-1 A, B1, B2, C1, C2, and D

Applicant File

This file consists of correspondence related to NSA applicants.
Also included are case files for problem applicants.

DATE SPAN: October 1987 - Present

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Applicant Correspondence Files. Destroy
                    after 5 years.

                    B. Problem Applicant Case Files. Destroy when
                    no longer needed for operations.

DISPOSITION NO: M32-2 A and B

Board Cases/Pay Appeals File

These case files consist of information regarding retired military personnel, reemployed annuitants, and pay adjustments and justifications.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M32-3

Personnel Information File

This file contains documentation of employee benefits to include information on awards, FERS, suggestions, and training requirements.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 3 years old or when no longer required for operations. (003)

DISPOSITION NO.:   M32-4

Correspondence File

This file consists of copies of outgoing or incoming correspondence, messages, miscellaneous articles, or memoranda maintained for reading reference.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Close annually. Destroy after 3 years. (001A)
                    (GRS 23-1)

DISPOSITION NO: M32-5

Policy File

This file created from the process of obtaining, formulating and interpreting policy and contains information such as FOI/PA, nepotism, and personnel occupational standards.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, rescinded, or obsolete.

DISPOSITION NO: M32-6

Minority Information File

This file consists of information regarding Affirmative Action, EEO, and minority statistical data.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .2 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Destroy when 3 years old, or
                    when superseded or obsolete, whichever is ap-
                    plicable. (GRS 1-25g)

DISPOSITION NO: M32-7

Resources Management and Logistics File

This file contains correspondence and other papers documenting or-
ganization billets, budget, purchase requests and contracts.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 5 years old or sooner if no longer
                    needed for operations.

DISPOSITION NO: M32-8

Applicant Correspondence File

This file contains applicant letters and related recordsn

DATE SPANn   UNAVAILABLE

LOCATIONn   M32

STORAGE MEDIAn   Paper

VOLUMEn   .1 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Destroy when 2 years oldn (GRS 1-33b)

DISPOSITION NO.:   M32-9

Reference File

This file consists of publications, background data, hiring infor-
mation and correspondence maintained in a collection for reference
purposes and used in M32's recruitment programsn

DATE SPANn   UNAVAILABLE

LOCATIONn   M32

STORAGE MEDIAn   Paper

VOLUMEn   10 cu. ft.

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Destroy when superseded, obsolete, or no long-
                    er of reference valuen

DISPOSITION NO.:   M32-10

Recruitment Programs File

This file consists of information relating to the Agency's recruit-
ment programs.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M32-11

Requirements File

This file contains records relating to hiring requirements for NSA.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO: M32-12

Standing Operating Procedures File

This file contains instructions for M32 operations.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, rescinded, or obso-
                      lete.

DISPOSITION NO: M32-13

Miscellaneous Items of Interest File

This file contains general items of interest from M2, M3, M32, M5,
M7 involving a variety of subjects.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .1 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO: M32-14

Organizational Special Report File

This file consists of annual reports, Goals and Objectives documents that feature policy decisions, and records documenting program management functions.

DATE SPAN: UNAVAILABLE

LOCATION: M32

STORAGE MEDIA: Paper

VOLUME: .5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Permanent. Cut off annually. Transfer to the NCRC when no longer required for operations.

DISPOSITION NO: M32-15

Eligible Applicant File

This file consists of documents and materials for those applicants declared eligible for employment but not yet placed/hired.

DATE SPAN: UNAVAILABLE

LOCATION: M321

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain until applicant is placed/hired and transfer records to the employees official 201 file.

DISPOSITION NO: M32-16

Cooperative Education File

This file consists of SF171s, transcripts, work reports, and other data relating to the cooperative education program.

DATE SPAN: UNAVAILABLE

LOCATION: M322

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 2 years after student converts to full time status.

DISPOSITION NO.:   M32-17

Official 201 File

This file consists of records on all Agency consultants and experts, including the NSA Advisory Board.

DATE SPAN: UNAVAILABLE

LOCATION: M322

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M32-18

High School Work Study Program (HSWS) File

These records consist of files created and maintained to track status of high school seniors throughout their processing and employment with NSA/CSS.

DATE SPAN: 1988 (Sept-June current year)

LOCATION: M322

STORAGE MEDIA: Paper

VOLUME: 4.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 2 years.

DISPOSITION NO: M32-19

College Recruitment Program File

This file consists of resource materials, such as college catalogs, as well as program statistics used in planning and implementing the nationwide college recruitment program. Also included are applicant records stored on-line.

DATE SPAN: 1983 to 1988

LOCATION: M322

STORAGE MEDIA: Paper/On-line

VOLUME: 24 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Applicants Records. Destroy after 1 year
                    or sooner if of no further operational value.

                    B. All Other Records. Destroy after 5 years
                    or sooner if of no further reference value.

DISPOSITION NO: M32-20 A and B

Affirmative Action Programs File

This file contains records created as a result of Agency compliance with Federal Government policy guaranteeing equal employment opportunity to all persons.

DATE SPAN: UNAVAILABLE

LOCATION: M322

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Monthly Applicant Status List: Destroy after 1 month.

                      B. Non-Selected Applicant UTP Files and Minority Recruitment Files: Destroy after 2 years.

                      C. SCORE Applicant Files: Destroy after 1 year.

                      D. Yearly Minority Hiring Statistics: Destroy after 5 years.

DISPOSITION NO.   M32-21 A, B, C, and D

Recruitment Advertising Program File

This file consists of records reflecting details of the cost of the NSA/CSS recruitment advertising program.

DATE SPAN: UNAVAILABLE

LOCATION: M322

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy after 2 years.

DISPOSITION NO.:   M32-22

Testing Support File

This file consists of testing materials and answer sheets for applicants and employees. Included are CQB, language and proficiency tests.

DATE SPAN   UNAVAILABLE

LOCATION   M324

STORAGE MEDIA   Paper

VOLUME   70 cu. ft.

CLASSIFICATION   TOP SECRET CODEWORD

DISPOSITION   A. CQB test scores- Destroy when 4 years old.

                     B. Other material- Destroy when no longer required for operations.

DISPOSITION NO: M32-23 A and B

M324 Testing File

Computer file of testing materials and answer sheets for applicants and employees.

DATE SPAN   1970 - Present

LOCATION   M324

STORAGE MEDIA   Hard Disk

HARDWARE   NCS (AS1)/ PC

SOFTWARE   M204 (all in one)

CLASSIFICATION   UNAVAILABLE

VOLUME   UNAVAILABLE

DISPOSITION   Delete or destroy when superseded, obsolete, or no longer required for operations.

DISPOSITION NO: M32-24

M33

POLICY,

PROGRAMS

AND

EVALUATION

General Subject File

This file includes information involving a variety of personnel programs, including policy and directive information. Documents are maintained primarily for reference purposes.

DATE SPAN: UNAVAILABLE

LOCATION: M33

STORAGE MEDIA: Paper

VOLUME: 49.5 cu. ft.

CLASSIFICATION: SECRET, NOFORN

DISPOSITION: A. OPM Policy and Directives Records: Permanent. Transfer to the NCRC when no longer required for operations.

                    B. All Other Records. Destroy when 5 years old or when no longer of reference value, whichever is sooner.

DISPOSITION NO: M33-1 A and B

Personnel Strength Report File

Documents reflecting M33 activity strength reports on the official
assignment of civilian and military personnel by organization.
File also reflects statistics regarding attrition of Agency per-
sonnel. Information is extracted from RCS-31241/42/43.

DATE SPAN: 1974 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Yearly recap/highlights- Permanent Trans-
                    fer to the NCRC on a yearly basis.

                    B. Detailed reports- Close annually. Transfer
                    to the NCRC and destroy 10 years thereafter.

DISPOSITION NO.:   M33-2 A and B

Agency Awards Program File

Files documenting actions taken in evaluation, approving or disap-
proving suggestions and other types of incentive awards recommen-
dations. Information also includes monthly tracking of Agency
award program for Key Component and field sites.

DATE SPAN.   1978 - Present

LOCATION.   M331

STORAGE MEDIA.   Paper

VOLUME.   5.8 cu. ft.

CLASSIFICATION.   CONFIDENTIAL

DISPOSITION.   A. Historical Tracking Records. Destroy when
                    10 years old.

                    B. Special Awards Back-up Records. Destroy
                    when no longer needed for operations.

                    C. All Other records. Destroy when 2 years
                    old. (GRS 1-12)

                    D. OPI Directives and Policy Statements: De-
                    stroy when obsolete, rescinded, or no longer
                    required for operations.

DISPOSITION NO.:   M33-3 A, B, C and D

Agency Promotion Program File

This file contains Promotion Program development, tracking, and historical records.

DATE SPAN: 1966 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 12 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. OPI Directives and Policy Statements. Permanent. Transfer to the NCRC when no longer required for operations.

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

                    C. Historical Tracking Records: Destroy when 10 years old.

DISPOSITION NO.:   M33-4 A, B and C

M33 Program Evaluation File

This file contains evaluations of personnel programs and "historical" records on past evaluations.

DATE SPAN: 1984 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Final Reports: Destroy when no longer needed for operations.

                    B. All Other Records: Destroy after publication of final report.

DISPOSITION NO: M33-5 A and B

Publications File

Publications maintained in organized collections for administration and reference purposes.

DATE SPAN: UNAVAILABLE

LOCATION: M33

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. OPI Originated Publications: Permanent. Transfer to the NCRC when no longer required for operations.

                    B. All Other Publications: Destroy when superseded or when no longer of reference value.

DISPOSITION NO: M33-6 A and B

Hired Applicant File

This file consists of correspondence and related documentation concerning Agency hiring.

DATE SPAN: 1973 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO: M33-7

Performance Appraisal Program File

This file contains records documenting the Agency performance appraisal program.

DATE SPAN: 1965 - Present

LOCATION: M33.

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

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

DISPOSITION NO.:   M33-8

General Subject File

This file contains information involving a variety of subjects.
Included is incoming/outgoing correspondence as well as documents
accumulated during processing which are maintained for ready ref-
erence.

DATE SPAN: 1986 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Close annually. Destroy after 3 years or when
                        no longer required for operations. (001B) (GRS
                        23-1)

DISPOSITION NO: M33-9

Exit Questionnaire File

This file consists of documentation regarding information asked of
employees separated from NSA/CSS.

DATE SPAN: 1990 - Present

LOCATION: M331

STORAGE MEDIA: Paper

VOLUME: 1.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 2 years old.

DISPOSITION NO: M33-10

Subject File

This file contains records relating to employee compensation, human resources, and personnel classification.

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper

VOLUME.   13.5 cu. ft.

CLASSIFICATION.   TOP SECRET, NOFORN, VRK

DISPOSITION.   Destroy when 10 years old.

DISPOSITION NO.:   M33-11

Merit Pay File

This file consists of committee minutes, reports, and proposals relating to the Merit Pay, including pertinent OPM information.

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper

VOLUME.   1.5 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when 15 years old.

DISPOSITION NO.:   M33-12

Fair Labor Standards Act (FLSA) File

This file consists of regulations, correspondence and reviews regarding the FLSA.

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper

VOLUME.   1.5 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when no longer needed for operations.

DISPOSITION NO.:   M33-13

Administrative File

This file consists of records which reflect element office administration subjects such as logistics, personnel, training, travel and security.

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper

VOLUME.   6 cu. ft.

CLASSIFICATION.   TOP SECRET CODEWORD

DISPOSITION.   A. Personnel file- Destroy 1 year after transfer or separation of employee. (003-1) (GRS 1-18a)

                     B. All others- Destroy when 3 years old or when no longer required for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M33-14 A and B

Permanent Change of Station File

This file concerns the administration of PCS orders for Agency per-
sonnel in accordance with procedures contained in NSA Travel Man-
ual. Included is geographical salary information and scales, as
well as area guidebooks. (PCS orders are included in M302-8.)

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper

VOLUME.   1.5 cu. ft.

CLASSIFICATION.   SECRET CODEWORD

DISPOSITION.   Retained locally 2 years. Transfer to the
                       NCRC. Destroy after 7 years or sooner if su-
                       perseded or obsolete.

DISPOSITION NO.   M33-15

Briefing Materials File

This file consists of presentation aids such as slides, vu-graphs,
handouts which are used for briefing individuals or groups.

DATE SPAN.   UNAVAILABLE

LOCATION.   M332

STORAGE MEDIA.   Paper/Slides

VOLUME.   1.5 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when 10 years old or sooner if no long-
                       er of operational value.

DISPOSITION NO.   M33-16

Salary Documentation File

This file consists of studies, surveys, and justifications for special salary scales and pay raises.

DATE SPANn   UNAVAILABLE

LOCATIONn   M332

STORAGE MEDIAn   Paper

VOLUMEn   6 cu. ft.

CLASSIFICATIONn   CONFIDENTIAL

DISPOSITIONn   Destroy when 3 years oldn (GRS 2-17)

DISPOSITION NOn: M33-17

Computer Runs File

This file consists of monthly personnel listings gathered from T3 on all NSA employees and related records.

DATE SPANn   UNAVAILABLE

LOCATIONn   M332

STORAGE MEDIAn   Paper/Cards

VOLUMEn   4.5 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Destroy when superseded or obsoleten

DISPOSITION NOn: M33-18

Occupational Structure File

This file consists of career service books, transmittal letters, and standards and related correspondence concerning career fields.

DATE SPAN: UNAVAILABLE

LOCATION: M332

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Destroy after 3 years or when
                    superseded or rescinded. (001)

DISPOSITION NO: M33-19 A and B

Technical/Task Force Reports File

This file consists of evaluations and surveys regarding employee compensation, job classifications, and job descriptions.

DATE SPAN: UNAVAILABLE

LOCATION: M332

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when 3 years old or when no longer
                    needed for operations. (GRS 23-1)

DISPOSITION NO: M33-20

Manuals and Publications File

This file consists of directives, regulations, manuals (including the NSA Personnel Management Manual) and other type publications maintained for the administration and implementation of the Agency personnel programs. This category includes the Code of Federal Regulations, U.S. Code, Comptroller Decisions, Congressional and Administrative News, Congressional Records, Federal Register, DoD Directives, GAO Instructions, OMB Bulletins, the Federal Personnel Manual, etc.

DATE SPAN: 1952 - Present

LOCATION: M333

STORAGE MEDIA: Paper

VOLUME: 29.5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI Originated Record Copy of Manuals, Di-
                   rectives, and Policy Issuances.   Permanent.
                   Transfer to the NCRC when no longer required
                   for operations. (002B)

                   B. All Other Copies and Publications: Destroy
                   when superseded, rescinded, or no longer of
                   reference value. (002B)

DISPOSITION NO.:   M33-21 A and B

Back-up File (Directives and Circulars)

This file contains back-up documentation for Agency directives, regulations and circulars for which M33 is the OPI.

DATE SPAN: UNAVAILABLE

LOCATION: M333

STORAGE MEDIA: Paper

VOLUME: 11.5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, rescinded, or no
                    longer of reference value.

DISPOSITION NO.:   M33-22

                    Policy Documentation File

This file derived from the process of obtaining, formulating, and interpreting policy based on decisions of Director NSA and other Agency management officials. Contains correspondence and other types of documents reflecting policy and direction of NSA/CSS personnel programs.

DATE SPAN: UNAVAILABLE

LOCATION: M333

STORAGE MEDIA: Paper

VOLUME: 53.5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when 10 years old or sooner if no long-
                    er needed for operations.

DISPOSITION NO.:   M33-23

Subject File

This file consists of correspondence involving a variety of personnel issues.

DATE SPAN◻   1980 - Present

LOCATION◻   M333

STORAGE MEDIA◻   Paper

VOLUME◻   15.5 cu. ft.

CLASSIFICATION◻   TOP SECRET

DISPOSITION◻   Cut off annually. Destroy after 3 years or sooner if no longer required for operations. (GRS 23-1) (001A)

DISPOSITION NO.◻ M33-24

Microfiche File

This file contains "historic" data which documents M333's policy activitiesⁿ Also included are reference microfiche collections of the Federal Personnel Manual, Comptroller Decisions, Federal Travel Regulations, MSPB Decisions, Classification/Qualification Standards, etcⁿ

DATE SPANⁿ   1960 - Present

LOCATIONⁿ   M333

STORAGE MEDIAⁿ   Microfiche

VOLUMEⁿ   2 cu. ft.

CLASSIFICATⁿONⁿ   TOP SECRET

DISPOSITION: A. OPI Directive and Policy Documentationⁿ Permanentⁿ Transfer to NCRC when no longer required for operationsⁿ (002B)

                    B. Comptroller Decisionsⁿ Permanentⁿ Close annuallyⁿ Transfer to the NCRC when no longer required for operationsⁿ (002B)

                    C. Reference Collectionsⁿ Destroy when superseded, rescinded, or no longer of reference valueⁿ (002B)

DISPOSITION NOⁿ   M33-25 A, Band C

Occupational Standards File

This file consists of incoming/outgoing correspondence, reports, and other material used in the development and maintenance of the Agency's occupational standards. Included are master copies of all job descriptions.

DATE SPAN: 1958 - Present

LOCATION: M334

STORAGE MEDIA: Paper/Magnetic tape/Disk

VOLUME: 72 occupational groups (1600 BPI)

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when superseded, rescinded, or no
                    longer of reference value.

DISPOSITION NO: M33-26

M34

PERSONNEL, MORALE,

AND

WELFARE SUPPORT

M34 Administrative File

This file consists of general office administrative records for M34.

DATE SPAN: UNAVAILABLE

LOCATION: M34

STORAGE MEDIA: Paper/Diskettes

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: 25 cu. ft./23 diskettes

CLASSIFICATION: TOP SECRET

DISPOSITION: Cut off annually. Destroy when 3 years old or
                    sooner if no longer required for operations.
                    (GRS 23-1) (001B)

DISPOSITION NO.:   M34-1

Non-Appropriated Fund Instrumentalities (NAFI) File

This file consists of NAFI files for both CONUS and overseas.

DATE SPAN: UNAVAILABLE

LOCATION: M34

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Cut off annually. Retain for 6 years and 3
                    months, to include the GAO audit, before de-
                    struction.

DISPOSITION NO.:   M34-2

Administrative Communications File

This file consists of records relating to M341 Office administrative activity.

DATE SPAN: UNAVAILABLE

LOCATION: M341

STORAGE MEDIA: Paper/Diskettes

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: 8 cu. ft/7 PC disks/5 Xerox disks

CLASSIFICATION: SECRET

DISPOSITION: Cut off annually. Destroy when 3 years old or
                        when no longer required for operations.
                        (GRS 23-1) (001B)

DISPOSITION NO: M34-3

Service Awards File

This file consists of various service awards and certificates issued to NSA/CSS employees and maintained in M341 as a central file.

DATE SPAN: UNAVAILABLE

LOCATION: M341

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: CLASSIFIED

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

DISPOSITION NO: M34-4

Suggestion File

This file consists of suggestion files (one for each suggestion)
and related Agency distributed suggestion materials.

DATE SPAN.   UNAVAILABLE

LOCATION.   M34-1

STORAGE MEDIA.   Paper/Floppy Disks

HARDWARE.   Xerox 860

SOFTWARE.   M204

VOLUME.   56 cu. ft./4 disks

CLASSIFICATION.   TOP SECRET CODEWORD

DISPOSITION.   A. Suggestion Materials: Destroy when super-
                      seded or obsolete.
                      B. Suggestion Files. Destroy 2 years after
                      approval or disapproval. (GRS 1-12)

DISPOSITION NO.:   M34-5 A and B

Director's Productivity Program Awards File

This file consists of brochures and programs for Agency ceremonies
as well as individual files for each nominee.

DATE SPAN.   UNAVAILABLE

LOCATION.   M34-1

STORAGE MEDIA.   Paper/Floppy Disk

HARDWARE.   Xerox 860

SOFTWARE.   M204

VOLUME.   4 cu. ft.

CLASSIFICATION.   TOP SECRET CODEWORD

DISPOSITION.   Destroy when 5 years old or when no longer re-
                      quired for operations.

DISPOSITION NO.:   M34-6

Incentive Awards File

This file consists of records relating to External Awards, Inventions, and Scientific Achievements.

DATE SPAN: UNAVAILABLE

LOCATION: M34.

STORAGE MEDIA: Paper/Floppy Disk

HARDWARE: Xerox 860

SOFTWARE: M204

VOLUME: 20 cu. ft./2 disks

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Permanent. Transfer to the NCRC.

DISPOSITION NO.:   M34-7

Payroll Allotment File

These are yearly files of the Savings Bonds and Combined Federal Campaigns. Included are employee contribution/allotment cards and CFC authorization cards which must be retained for IRS purposes.

DATE SPAN: UNAVAILABLE

LOCATION: M34.

STORAGE MEDIA: Paper/Diskettes

HARDWARE: PC

SOFTWARE: UNAVAILABLE

VOLUME: 26 cu. ft. paper/5 Xerox 860 disks/4 PC disks

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. CFC Allotment Cards: Destroy after 7 years.

                    B. All Other Records: Destroy after 3 years.
                    (GRS 2-7)

DISPOSITION NO.:   M34-8 A and B

Health Benefits File

This file consists of memoranda, correspondence, brochures, and related records concerning Agency health benefits.

DATE SPAN: UNAVAILABLE

LOCATION: M341

STORAGE MEDIA: Paper/Xerox Disk

HARDWARE: Xerox Star

SOFTWARE: M204

VOLUME: 306 cu. ft. paper/1 Xerox 860 diskette

CLASSIFICATION: SECRET CODEWORD, VRK

DISPOSITION: A. Correspondence and Related records: De-
                    stroy when 3 years old. (GRS 2-20)
                    1\3

                    B. Brochures: Destroy when superseded or ob-
                    solete:

                    C. Enrollment and Disabled Dependents Files:
                    Combine with OPF:

DISPOSITION NO: M34-9 A, Bnand C

NSA Civilian Welfare Fund File   (CWF)

This file consists of letters, memoranda, meeting minutes, financial reports, and related records of the Civilian Welfare Fund.

DATE SPAN: 1957 to Present

LOCATION: M342

STORAGE MEDIA: Paper

VOLUME: 170 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A.   Administrative Records.   Destroy when 3
                    years old or when no longer required for oper-
                    ations. (001B) (GRS 23-1).

                    B.   Correspondence, Minutes, and Related
                    Records: Destroy when 3 years old or sooner
                    if no longer needed for operations. (001A)
                    (GRS 16-8)

                    C. Financial Records.   Close annually. Trans-
                    fer to the NCRC. Destroy after 5 years or soon-
                    er if no longer needed for operations. (002)

DISPOSITION NO.:   M34-10 A, B, and C

NSA Restaurant Fund

This file consists of letters, memoranda, minutes of meetings, financial reports, and other records of the NSA Restaurant Fund.

DATE SPAN: 1957 - Present

LOCATION: M342

STORAGE MEDIA: Paper

VOLUME: 119 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Correspondence, Minutes, and Related Records: Destroy when 3 years old or sooner if no longer needed for operations.

                     B. Financial Reports: Close annually. Transfer to the NCRC. Destroy after 5 years or sooner if no longer needed for operations.

DISPOSITION NO: M34-11 A and B

Newsletter File

This file consists of papers collected and used as source data in the writing of the Newsletter.

DATE SPAN: UNAVAILABLE

LOCATION: M344

STORAGE MEDIA: Paper/Diskettes

HARDWARE: Xerox Star

SOFTWARE: Xerox Proprietary

VOLUME: 35 cu. ft. paper/50 disks Xerox Star

CLASSIFICATION: SECRET

DISPOSITION: A. Record Copy of Newsletter: Permanent. Cut
                   off annually. Transfer to the NCRC by year.

                   B. All Other Records. Destroy when 5 years
                   old.

DISPOSITION NO: M34-12 A and B

M35

PERSONNEL

ADMINISTRATION

Official Personnel and Retirement Case Files

This file consists of case files documenting civilian employment under rules and regulations of the Office of Personnel Management (OPM).

DATE SPAN: UNAVAILABLE

LOCATION: M35

STORAGE MEDIA: Paper

VOLUME: 5,000 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Transfer the official personnel file 30 days after separation to NPRC. (GRS 1-1b)

                       B. Transfer the official retirement case file to OPM Records Center, Boyers, Pa. 30 days after separation.

DISPOSITION NO: M35-1 A and B

M35 Read File

This file consists of copies of outgoing/incoming correspondence maintained for ready reference.

DATE SPAN: UNAVAILABLE

LOCATION: M35

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Cut off annually. Destroy after 3 years or sooner if no longer required for operations. (001A) (GRS 23-1)

DISPOSITION NO: M35-2

WANG File

This file consists of memoranda and correspondence relating to personnel administration.

DATE SPAN⊓   UNAVAILABLE

LOCATION⊓   M35

STORAGE MEDIA: Magnetic Tape

HARDWARE⊓   WANG ALLIANCE

SOFTWARE⊓   WANG Proprietary

VOLUME⊓   21 tapes

CLASSIFICATION⊓   CONFIDENTIAL

DISPOSITION⊓   Close annually⊓ Delete or destroy after 3 years⊓ (001A) (GRS 23-1)

DISPOSITION NO⊓:   M35-3

NSA Workers Compensation File

This file consists of NSA Workers Compensation Claims files that are in a pending state or have been completed⊓

DATE SPAN⊓   UNAVAILABLE

LOCATION⊓   M35

STORAGE MEDIA⊓   Paper

VOLUME⊓   10 cu. ft.

CLASSIFICATION⊓   CODEWORD

DISPOSITION⊓   Cut off annually⊓ Retain locally 3 years then transfer to the NCRC⊓ To be reviewed by OPI after 30 years⊓

DISPOSITION NO⊓:   M35-4

(Cross reference M35-4 with L584-1, Asbestos Abatement)

FLIP File

This file consists of correspondence and other documentation re-
garding decision making for Foreign Language Incentive Pay.

DATE SPAN   UNAVAILABLE

LOCATION   M35

STORAGE MEDIA   Paper

VOLUME   4 cu. ft.

CLASSIFICATION   CONFIDENTIAL

DISPOSITION   Destroy after 3 years or when no longer re-
quired for operations

DISPOSITION NO: M35-5

M4

CAREER

DEVELOPMENT

M4 CAREER DEVELOPMENT

The Chief, M4, plans, designs, implements and administers career programs to develop knowledge, skills, abilities, and potential, and to motivate the civilian and military work force.

Primary functions include:

1. Planning, designing, coordinating, and implementing career programs for civilian and military personnel to meet the needs of management and the individual.

2. Providing policy direction and guidance, as well as space, facilities, financial and administrative support to Agency Career Panels.

3. Managing, validating, and monitoring the intern and professional certification programs, conducting related research, and providing support to the Career Panels in the administration of those programs.

4. Providing staff and administrative support to Agency military career panels; operating specialized military career programs; and, managing and supporting the Military Reference Library (MRL).

5. Providing staff and administrative support to the Agency promotion review boards, the senior career boards, and special purpose boards.

6. Planning, developing, researching, and administering career programs to prepare personnel for managerial positions (supervisory, mid-level management, and executive).

7. Researching, designing, developing, and administering career programs to ensure growth of personnel in technical careers, to include post-professionalization continuing development and preparation for senior technical specialist and senior expert positions.

8. Operating the Career Resource Center to provide military and civilian personnel guidance in career planning and the accomplishment of career goals with a view toward long-term Agency needs.

9. Providing recommendations, administration, and support for the management and maintenance of the SCES and the

STE program.

10. Developing and administering assessment instruments to assist in identifying individual training and development needs.

11. Administering a program to facilitate the reassignments and reassimilation of senior professional personnel (GG 13-15).

M4 Administrative File

This file consists of messages, memoranda, and correspondence logs pertaining to the administration of M4n

DATE SPAN: UNAVAILABLE

LOCATION: M4

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. Correspondence or decision memoranda originated by key component chief, deputy chief, and chief of staff which concerns operational or program issues. – Permanent. Close annually. Transfer to the NCRC 3 years after closing. (001A1)

                    B. Other Documents - Close annually. Destroy after 3 years. (001A3) (GRS 23-1)

DISPOSITION NO.:   M4-1 A and B

SCE and STE Positions File

This file contains position descriptions, correspondence, memoranda, classification review panel information and manuals, as well as organizational and related data for SCE and STE positions.

DATE SPAN: 1982 - Present

LOCATION: M4

STORAGE MEDIA: Paper

VOLUME: 7.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Position Classification Manuals and
                     Descriptions: Destroy 2 years after position
                     is abolished or description superseded. (GRS
                     1-7b)

                     B. Correspondence, Memoranda, and Records
                     Relating to Standards Development: Destroy 5
                     years after position is abolished or
                     description superseded, revised, or rescinded.
                     (GRS 1-7a-2a)

                     C. All Other Records: Destroy when 3 years
                     old.

DISPOSITION NO.:   M4-2 A, B and C

M409

CAREER

CENTER

PROGRAMS

Administrative Communications File

This file contains incoming/outgoing letters, memoranda, messages, and related records concerning training, budget, facilities, and other administrative subjects.

DATE SPAN: UNAVAILABLE

LOCATION: M409

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy when 3 years old or
                     when no longer required for operations. (001B)
                     (GRS 23-1)

DISPOSITION NO.:   M409-1

Unofficial Personnel File

This file consists of personal summaries, performance appraisals, letters of appreciation, etc., for personnel assigned to M4 and H1.

DATE SPAN: UNAVAILABLE

LOCATION: M409

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy 1 year after separation or transfer of
                     employee. (003) (GRS 1-18a)

DISPOSITION NO.:   M409-2

M4 Awards

This file consists of listings by Fiscal Year of award allocation, award recipients by quarter, and the amount of the award.

DATE SPAN: UNAVAILABLE

LOCATION: M409

STORAGE MEDIA: Diskettes

HARDWARE: PC

SOFTWARE: SMART

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 2 years after approval or disapproval.
                       (GRS 1-12)

DISPOSITION NO: M409-3

M4 Budget Data Base

This file contains the record of M4 Financial Plan (FINPLAN) for each Fiscal Year.

DATE SPAN: UNAVAILABLE

LOCATION: M409

STORAGE MEDIA: Hard Disk

HARDWARE: PC

SOFTWARE: SMART

VOLUME: UNAVAILABLE

CLASSIFICATION: SECRET COMINT CHANNELS ONLY

DISPOSITION: Close annually. Transfer to the NCRC. Destroy
                       when 10 years old or sooner if no longer
                       required for operations. (002D2)

DISPOSITION NO: M409-4

PROFQUAL Data Base

These are files documenting the H1 career panel's certification of personnel as professionals in various fields.

DATE SPAN: UNAVAILABLE

LOCATION: M409

STORAGE MEDIA: On-line

HARDWARE: ADMIN   (CARILLON)

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Delete or destroy when no longer needed for
                       operations. (004C) (GRS 20-3)

DISPOSITION NO: M409-5

Industrial Psychology Case File

This file contains information accumulated as a result of personnel processing and testing. Information includes job analysis, questionnaires, surveys, psychological evaluations, administrative data, and other related documents pertaining to individuals.

DATE SPAN: 1988 - Present

LOCATION: M409

STORAGE MEDIA: Floppy Disks

HARDWARE: PC

SOFTWARE: ASCII/D Base III/PFS Write/PC File

VOLUME: 3.5 Megabytes (500 k bytes each)

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when superseded, revised, rescinded, obsolete, or when no longer needed for evaluation or study.

DISPOSITION NO.:   M409-6

M41

PROFESSIONAL

AND

TECHNICAL

CAREER PROGRAMS

M41/H1 Unofficial Personnel File

This file relates to the administration of the M41/H1 personnel
program and includes memoranda, letters of appreciation, panel
executives appointments, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: M41

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Retain locally 3 years or until no longer
                      required for operations.

DISPOSITION NO.:   M41-1

M41/H1 Administrative Communications File

This file consists of routine correspondence, messages, memoranda,
and related records pertaining to the general administration of
M41/H1 operations.

DATE SPAN: UNAVAILABLE

LOCATION: M41

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy when 3 years old or
                      no longer required for operations. (001B)
                      (GRS 23-1)

DISPOSITION NO.:   M41-2

M4ñ/H1 PQR File

This file consists of Professional Qualification Records submitted by aspirants seeking professionalization certificationn

DATE SPANn   UNAVAILABLE

LOCATIONn   M4ñ

STORAGE MEDIAn   Paper

VOLUME: 18 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy 5 years after individual becomes
                      professionalizedn

DISPOSITION NOnn   M4ñ-3

M4ñ Intern Program File

Files accumulated and maintained for the intern program. Contains billet structure and statistics of personnel action within the program as well as awards, promotions, and milestones of interns during their tenure in the programn

DATE SPANn   UNAVAILABLE

LOCATIONn   M4ñ

STORAGE MEDIAn   Paper

VOLUME: 130 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD

DISPOSITION: A. Billet Statistical Information: Destroy
                      after 3 years.

                      B. Intern Personnel Files (Unofficial):
                      Destroy 1 year after separation or transfer of
                      employeen

                      C. Awards and Promotions Records: Destroy
                      after 2 years or after approval or
                      disapprovaln (GRS 1-12)
DISPOSITION NO: M41-4 A, Bnand C

Career Panel Study Guides File

This file consists of study guides to help pass Professional Qualification Exams (PQEs) and to assist interns in their jobs.

DATE SPAN: UNAVAILABLE

LOCATION: M4/H1

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.:   M41-5

Career Panel Minutes/Notes File

This file consists of Committee/Panel Meeting minutes, membership lists, and panel rosters.

DATE SPAN: UNAVAILABLE

LOCATION: M4/H1

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Destroy when 3 years old or sooner if no longer needed for reference. (002F2)

DISPOSITION NO.:   M41-6

Career Development File

This file pertains to the establishment of career panels, career development offices, and related records.

DATE SPAN: UNAVAILABLE

LOCATION: M4/H1

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Close annually. Transfer to the
                    NCRC every 3 years.

DISPOSITION NO.:   M41-7

Career Panel Criteria File

This file concerns criteria and policy for each career panel, as well as any changes.

DATE SPAN: UNAVAILABLE

LOCATION: M4/H1

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Permanent. Close annually. Transfer to the
                    NCRC every 3 years.

DISPOSITION NO.:   M41-8

Pay Period Folder File

This file consists of employee folders, documents, and pay problems.

DATE SPAN: 1983 - Present

LOCATION: M4-3

STORAGE MEDIA: Paper

VOLUME: 300 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Retain in office 3 months. Transfer to NCRC.
                    Destroy when 6 years old.

DISPOSITION NO.:   M4-9

DISCONTINUED: **24 JANUARY 1992**

M42

MILITARY

CAREER

PROGRAMS

Administrative Communications File

This file consists of memoranda, letters and messages pertaining to M42 general administration, as well as a record of M42's correspondence

DATE SPAN: UNAVAILABLE

LOCATION: M42

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Close annually. Destroy when 3 years old or
                        when no longer required for operations. (001B)
                        (GRS 23-1)

DISPOSITION NO.:   M42-1

   Military Cryptologic Career Development Panel Meetings File

This file consists of minutes, agenda and action items resulting from meetings of military cryptologic career panels.

DATE SPAN: UNAVAILABLE

LOCATION: M42

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Close annually. Destroy when 3 years old or
                        sooner if no longer needed for reference. (GRS
                        16-8)

DISPOSITION NO.:   M42-2

Military Personnel File (Unofficial)

This file consists of individual records of training progression and assignments while individual involved in military cryptologic career programs.

DATE SPAN: UNAVAILABLE

LOCATION: M42

STORAGE MEDIA: Paper/Diskettes

HARDWARE: PC Hard Disk

SOFTWARE: D Base III Office Writer

VOLUME: 2 cu. ft. paper

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Profiles: Destroy when no longer needed for operations.

                        B. Personnel Files (Unofficial): Handle in accordance with individual parent service doctrine or agency regulations, as appropriate.

DISPOSITION NO: M42-3 A and B

Military Awards, Decorations, and Commendation File

This file tracks awards received by military personnel while on active duty with NSA/CSS.

DATE SPAN: UNAVAILABLE

LOCATION: M42

STORAGE MEDIA: Diskettes

HARDWARE: PC Hard Disk

SOFTWARE: D Base III

VOLUME: UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Destroy 5 years after transfer
                     of personnel. (003-4)

DISPOSITION NO.:   M43-4

M43

EXECUTIVE

AND

TECHNICAL

EXPERT CAREER PROGRAM

Position Descriptions File

This file contains position/job description documentation for the SCEs and Technical Track programs.

DATE SPAN: 1986 - Present

LOCATION: M43

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: Office Writer

VOLUME: 2 Megabytes

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy 2 years after position is abolished,
                      or description is superseded, revised or
                      rescinded. (GRS 1-7b)

DISPOSITION NO: M43-1

Civilian Promotion File

This file documents the administration of the personnel career development programs for the Agency civilian work force, including personnel summaries, performance appraisals, P1Bs, awards, promotion information and, where applicable, promotion recommendations and narratives.

DATE SPAN: UNAVAILABLE

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 184 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Close annually. Transfer to NCRC. Destroy
                      when 7 years old or sooner if of no further
                      reference value.

DISPOSITION NO: M43-2

Technical Track Data Base

This data base lists applicants and current members in the Technical Track program.

DATE SPAN: UNAVAILABLE

LOCATION: M43

STORAGE MEDIA: On-line

HARDWARE: M204

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when superseded, revised, rescinded,
                    obsolete or when no longer needed for
                    reference.

DISPOSITION NO: M43-3

       Senior Cryptologic Executive Development Program File

This file consists of SCEDP participants records for each
individual tracking, developmental, and training purposes.

DATE SPAN: 1984 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M43-4

TRANSFERRED: M44-7 27 JAN, 1992

Executive Development Training File

This file concerns XD courses information, external training data, and Joint and Senior Service school data offerings for senior grade personnel.

DATE SPAN: 1984 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when 5 years old or sooner if no longer
                     required for operations.

DISPOSITION NO: M43-5

Executive Development Panel Minutes and Agenda File

This file contains record copies of agenda and minutes of the EDP.

DATE SPAN: 1984 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: UNKNOWN

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Official record will be held by the
                     Sponsor's Secretariat. Permanent. Close
                     annually. Transfer to the NCRC after 2 years
                     or transfer 1 year after termination of the
                     formally established group.

                     B. All other copies - Destroy when no longer
                     required for reference purposes.

DISPOSITION NO: M43-6 A and B

SCES Attrition/Retirement File

This file contains information reflecting attrition within the
Senior Cryptologic Executive System and retirement eligibility of
the participants.

DATE SPAN: 1982 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy after 3 years or when no longer
                    required for operations.

DISPOSITION NO.:   M43-7

SCES Data Base

This data base includes information concerning appointments,
bonuses, pay levels, and assignments as well as organizational
date.

DATE SPAN: Constantly Updated

LOCATION: M43

STORAGE MEDIA: Floppy and Hard Disk

HARDWARE: ADMIN/PC

SOFTWARE: M204

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy when superseded or obsolete.

DISPOSITION NO.:   M43-8

Senior Vacancy Announcement Data Base

This data base contains listings of senior position vacancies as
well as applicant daten

DATE SPANn   Constantly Updated

LOCATIONn   M43

STORAGE MEDIA: Floppy Disk

HARDWAREn   PC

SOFTWAREn   D Base III

VOLUMEn   UNKNOWN

CLASSIFICATIONn   TOP SECRET CODEWORD

DISPOSITIONn   Delete or destroy when superseded or obsoleten

DISPOSITION NO.n   M43-9

SPB Executive Data Base

This data base consists of SCE profile information to include
assignments, training, awards, and related administrative data.

DATE SPAN: 1982 - Present

LOCATION: M43

STORAGE MEDIA: Hard Disk

HARDWARE: ADMIN

SOFTWARE: M204

VOLUME: UNKNOWN

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: A. Administrative file - Destroy when 3 years
                      old or when no longer required for operations.
                      (GRS 23-1) (001B)

                      B. Personnel file - Destroy 1 year after
                      transfer or separation of employee.
                      (GRS 1-18a) (003)

DISPOSITION NO: M43-10 A and B

SCEDP Data Base

This data base contains Individual Development Plans for SCEDP
participants.

DATE SPAN: UNKNOWN

LOCATION: M43

STORAGE MEDIA: Hard Disk

HARDWARE: ADMIN

SOFTWARE: M204

VOLUME: UNKNOWN

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy when superseded or obsolete.

DISPOSITION NO.:   M43-11

                    Executive Development and
              Qualifications Panel Data Base

This data base contains EDQP actions and related information.

DATE SPAN: UNKNOWN

LOCATION: M43

STORAGE MEDIA: Floppy Disk

HARDWARE: PC

SOFTWARE: D Base III

VOLUME: UNKNOWN

CLASSIFICATION: SECRET

DISPOSITION: Delete or destroy when superseded or obsolete.

DISPOSITION NO.:   M43-12

SCES Position Vacancy Announcements File

This file consists of job descriptions, vacancy announcements and responses

DATE SPAN: UNKNOWN

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when superseded or obsolete

DISPOSITION NO.:   M43-13

Personnel Assignment Orders File

This file consists of PAOs for Alpha Plus 1 and Senior Agency Personnel, as well as related background material.

DATE SPAN: 1976 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: CONFIDENTIAL, NOFORN

DISPOSITION: Destroy when superseded or obsolete

DISPOSITION NO.:   M43-14

SCES General File

This file consists of information regarding SCES certification and sabbaticals.

DATE SPAN: UNKNOWN

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO: M43-15

General Correspondence File

This file contains a record of M43's correspondence as well as administrative and reference sources.

DATE SPAN: 1978 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Correspondence Records: Close annually.
                    Destroy when 3 years old. (GRS 23-1) (001A)

                    B. Administrative Records: Close annually.
                    Destroy when 3 years old or when no longer
                    required for operations. (GRS 23-1) (001B)

                    C. Reference Materials. Destroy when no
                    longer of reference value.

DISPOSITION NO: M43-16 A, B and C

Supergrade File

This file contains Technical Track Regulation 32-12 and related records, policy records, and promotion information for supergrade employees.

DATE SPAN: 1982 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 8 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. OPI Created Policy and Regulatory Records. Permanent. Transfer to the NCRC when revised, rescinded or superseded.

B. All Other Records. Destroy when superseded or obsolete.

DISPOSITION NO.:   M43-17 A and B

Awards File

This file contains SCE Rank Award Information and STE, Senior Management, and Senior Technical Awards records, including lists of recipients and related policy.

DATE SPAN: 1974 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M43-18

SCEDP Assessment Center File

This file consists of developmental exercises and associated write-ups by SCE personnel.

DATE SPAN: 1984 to Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Destroy when 5 years old.

DISPOSITION NO.:   M43-19

SCES Appointment Requests

This file consists of appointment requests with back-up job descriptions and related information submitted to OASD.

DATE SPAN: unknown

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when 5 years old or sooner if
                    superseded or obsolete.

DISPOSITION NO.:   M43-20

SCES Performance Appraisal and Appointment Data File

This file consists of copies of SCES performance appraisals, as well as appointment to SCES information and probationary datan

DATE SPAN: 1983 -Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when 5 years old.

DISPOSITION NOn: M43-21

SCES Bonus and Pay Level Scales File

This file consists of information regarding SCES bonus programs, as well as pay level datan

DATE SPAN: 1983 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITION: Destroy when superseded or obsoleten

DISPOSITION NO.:   M43-22

SCES HQ and Field Staffing File

This file consists of SCES staffing information and related records.

DATE SPAN: UNAVAILABLE

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: UNAVAILABLE

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO.:   M43-23

Minutes and Agenda of Boards and Panels File

This file consists of agenda, meeting minutes, and related background records for the Executive Selection Board and other related panels.

DATE SPAN: UNAVAILABLE

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 4.5 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer required for reference purposes.

DISPOSITION NO.:   M43-24

SCES Budget File

This file contains Senior Cryptologic Executive Service Budget data and related reports to Congress.

DATE SPAN: UNAVAILABLE

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: Close annually. Transfer to the NCRC. Destroy after 5 years or sooner if no longer required for operations. (002D)

DISPOSITION NO: M43-25

Executive Selection Board (ESB) File

This file contains agenda, decisions, and related records for the ESB.

DATE SPAN: 1988 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when superseded or obsolete.

DISPOSITION NO: M43-26

SCES Policy, Protocol and Rosters File

This file includes SCES policy records, as well as related rosters and protocol records.

DATE SPAN: 1982 - Present

LOCATION: M43

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: A. OPI Created Policy Records: Permanent.
                    Transfer to the NCRC when no longer required
                    for operations.

                    B. All Other Records. Destroy when revised,
                    superseded or obsolete.

DISPOSITION NO.:   M43-27 A and B

M44

MID-LEVEL

CAREER

PROGRAMS

(GALAXY)

Senior Professional Career Program (SPCP)
Correspondence/Administrative File

This file is a general administrative file consisting of incoming/ outgoing correspondence, memoranda, and messages pertaining to budgeting, training, security and related subjects.

DATE SPAN: UNAVAILABLE

LOCATION: M44

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Reference Copies of Regulations. Destroy
                      when superseded or rescinded.

                      B. Administrative file: Cut off annually.
                      Destroy when 3 years old or when no longer
                      required for operations. (GRS 23-1) (001B)

DISPOSITION NO: M44-1 A and B

Senior Professional Career Program (SPCP) -
Personnel Summaries File

This file consists of personnel summaries for each GG 13-15 currently serving in a field or external assignment.

DATE SPAN: UNAVAILABLE

LOCATION: M44

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when individual returns from
                      assignment.

DISPOSITION NO: M44-2

APPROVALS File

This file pertains to DDA approvals required for GG-14s and 15s changing jobs.

DATE SPAN: 1985 - Present

LOCATION: M44

STORAGE MEDIA: Diskettes/Hard Disk

HARDWARE: IBM PC

SOFTWARE: D Base III

VOLUME: UNAVAILABLE

CLASSIFICATION: CONFIDENTIAL

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

DISPOSITION NO.:   M44-3

GALDATA Date Base

Refer to M03 portion of the schedule.

GALMASTER Data Base

Refer to M03 portion of this schedule.

Reassimilation Data Base

This data base contains resumes, locations, and job preferences for field reassimilees to aid in placing them in appropriate positions upon return to NSA Headquarters.

DATE SPAN: 1985 - Present

LOCATION: M44

STORAGE MEDIA: Floppy/Hard Disks

HARDWARE: IBM PC

SOFTWARE: D Base III

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

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

DISPOSITION NO: M44-4

Senior Professional Career Program (SPCP)/GALAXY File

This file consists of documentation of the creation and establishment of the Senior Professional Career Program (SPCP) division and related records which document milestones of the SPCP and GALAXY program.

DATE SPAN: UNAVAILABLE

LOCATION: M44

STORAGE MEDIA: Paper

VOLUME: 2 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M44-5

Position Announcements Data Base (1388B)

This data base is used to fabricate the weekly M44 position announcements.

DATE SPAN: 1988 - Present

LOCATION: M44

STORAGE MEDIA: ALLIANCE Diskettes

HARDWARE: WANG ALLIANCE

SOFTWARE: WANG Proprietary

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Delete as each position is filled.

DISPOSITION NO.:   M44-6

Senior Cryptologic Executive Development Program File

This file consists of SCEDP participants records for each individual tracking, developmental, and training purposes.

DATE SPAN: 1984 - Present

LOCATION: M44

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M44-7

M45

ADMINISTRATIVE

AND

SUPPORT

CAREER PROGRAMS

Mid-level Managers Development Program (MDP) File

This file contains materials relating to the mid-level managers
development program to include training information, demographics,
and skill requirements.

DATE SPANn   1988 - Present

LOCATIONn   M45

STORAGE MEDIAn   On-line

HARDWAREn   ADMIN

SOFTWAREn   M204

VOLUMEn   UNKNOWN

CLASSIFICATIONn   None   (Personnel Privileged)

DISPOSITIONn   Destroy when superseded, revised, rescinded,
                   obsolete, or when no longer needed for
                   operationsn

DISPOSITION NOn: M45-1

Administrative File

This file consists of correspondence regarding M45 administration and programs.

DATE SPAN: 1988 - Present

LOCATION: M45

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: CONFIDENTIAL   (Personnel Privileged)

DISPOSITION: A. Personnel Records: Destroy 1 year after
                        separation or transfer of employee.
                        (GRS 1-18a) (003)

                        B. Administrative Records: Cut off annually.
                        Destroy after 3 years or when no longer
                        required for operations. (GRS 23-1) (001B)

DISPOSITION NO: M45-2 A and B

Executive Secretary Professionalization File

This file contains information concerning tracking skills, training and requirements for professionalization within the executive secretary field.

DATE SPAN: UNAVAILABLE

LOCATION: M45

STORAGE MEDIA: Disk

HARDWARE: ALLIANCE

VOLUME: UNAVAILABLE

CLASSIFICATION: None   (Personnel Privileged)

DISPOSITION: Cut off annually. Destroy after 5 years or
                        when no longer required for operations.

DISPOSITION NO: M45-3

M5

SECURITY

SECURITY

The Chief, M5, is responsible to the DDA for the development, implementation and administration of security management plans, policies and programs; and the direction and control of the NSA/ CSS security activities. He/She is responsible for NSA representation to DCI Security Forums and OSD in the development of security policies and programs.

Primary functions include:

1. Conducting the NSA/CSS Personnel Security Program in consonance with statutory authority, Executive Orders, National Security Decision Directives, Director of Central Intelligence and DoD Directives, and the policies of the DIRNSA/CHCSS.

2. Developing, publishing and supervising the implementation of security policies and procedures.

3. Managing and conducting the Agency's Polygraph Program.

4. Conducting, or causing to be conducted, full field investigations and security interviews; conducting other investigations or inspections in support of personnel security; counterintelligence and physical security functions.

5. Determining the eligibility or continued eligibility of applicants, employees, persons assigned, or details to the NSA/CSS, consultants, and employees of Agency contractors for access to cryptologic and other classified information.

6. Conducting programs of indoctrination, orientation and security education and awareness for all persons under the security cognizance of the DIRNSA/CHCSS, including consultants and employees of Agency contractors.

7. Developing and enforcing physical security standards, practices and procedures for the protection of cryptologic and other classified information or material at NSA/CSS worldwide activities and contractor facilities. Conducting periodic inspections to ensure compliance.

8. Developing appropriate physical security procedures to ensure adequate control of access to all NSA/CSS facilities/

designated areas; coordinating a Technical Surveillance Countermeasures Program to protect against hostile intelligence technical penetration of NSA/CSS facilities worldwide.

9. Managing the Byeman and Talent Keyhole Security Programs at NSA/CSS field activities and interfacing with other Government agencies on Byeman and Talent Keyhole security matters.

10. Providing physical and technical security criteria and participating in inspections pertaining to the NSA/CSS Secure Telephone System. 11.Establishing standards and procedures for the collection and destruction of classified waste.

12. Operating the NSA/CSS uniformed security force, including requirements, standards, practices and procedures for the conduct of the uniformed security force mission of protecting NSA/CSS facilities at the Fort Meade/FANX complex and other areas as may be necessary.

13. Providing NSA representation to the Intelligence Community Security Forum, its subcommittees and Working Groups, as well as to the Interagency Group on Countermeasures (Personnel and Physical Security) Committee.

14. Operating a continuously manned Security Operations Center; and providing a duty officer to serve as a focal point for actions in fulfillment of other responsibilities of the Administration Organization during evening, midnight and weekend shift operations.

15. Assigning professionally qualified security officers to appropriate NSA/CSS organizations to provide full-range personnel and physical security staff guidance and assistance.

16. Developing and disseminating procedures and guidelines for the protection of NSA/CSS personnel abroad against terrorist acts and within CONUS as necessary.

17. Providing access to security records as required under the Privacy Act and the Freedom of Information Act and disseminating such information as required by Executive Order 12333.

18. Establishing and maintaining counterintelligence and

countermeasures programs for the detection, prevention and nullification of hostile intelligence operations against NSA/CSS and Agency contractor facilities.

19. Receiving, analyzing and evaluating reports of actual or possible COMINT compromise and practices dangerous to security received from organizations operating under the operational or technical control of DIRNSA/CHCSS.

20. Exercising overall security responsibility for the Special Collection Service.

M509

MANAGEMENT

AND

POLICY

STAFF

Security Policy and Direction File

This file consists of correspondence and other documentation in-
cluding directives from high authority, reflecting policy and di-
rection of security services.

DATE SPAN: 1978 - Present

LOCATION: M509

STORAGE MEDIA: Paper

VOLUME: 40 cu. ft.

CLASSIFICATION: TOP SECRET, VRK

DISPOSITION: A. OPI Directives and Policy Documentation:
                    Permanent. Transfer to the NCRC when no longer
                    required for operations.

                    B. All Other Records: Destroy after 10 years.

DISPOSITION NO: M509-1 A and B

M503

POLYGRAPH

AND

SECURITY RESEARCH

STAFF

Administrative File

This file consists of office administrative records, as well as read files and procurement and contract files.

DATE SPAN: 1983 - Present

LOCATION: M503

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Polygraph Research File Correspondence. Permanent. Transfer to the NCRC when no longer required for operations.

                    B. Other Administrative Files. Destroy when 3 years old or when no longer required for operations. (GRS 23-1) (001B)

DISPOSITION NO.:   M503-1 A and B

Polygraph Research File

This file includes polygraph charts from research projects, data on examinee opinions of polygraph operations, future research plans, and related records.

DATE SPAN: 1983 - Present

LOCATION: M503

STORAGE MEDIA: Paper

VOLUME: 15 cu. ft.

CLASSIFICATION: SECRET, NOFORN

DISPOSITION: Permanent. Retain locally until no longer required for reference purposes. Transfer to the NCRC.

DISPOSITION NO.:   M503-2

Polygraph Reference File

This file consists of reference materials including articles, bibliographies, and publications on the detection of deception and related polygraph topics.

DATE SPANn   1921 - Present

LOCATIONn   M503

STORAGE MEDIAn   Paper

VOLUMEn   20 cu. ft.

CLASSIFICATIONn   CONFIDENTIAL

DISPOSITIONn   Permanentn Transfer to the NCRC when no longer
                    of reference valuen

DISPOSITION NOn: M503-3

Polygraph Courses File

This file consists of lessons plans, course handouts, sample polygraph charts, test materials, and related records.

DATE SPANn   1986 - Present

LOCATIONn   M503

STORAGE MEDIAn   Paper

VOLUMEn   8 cu. ft.

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITIONn   Destroy when superseded, obsolete, or no long-
                    er of reference valuen

DISPOSITION NOn: M503-4

M51

PHYSICAL

SECURITY

Visitor Access Control File

This file consists of documents used for the control and account-
ability of visitors, including visitor requests, access lists, ID
badges, logs, and related records.

DATE SPAN.   UNAVAILABLE

LOCATION.   M51

STORAGE MEDIA: Paper/Diskettes/Disk/Magnetic Tape

HARDWARE.   FLANNEL (CARILLON)

SOFTWARE.   M204

VOLUME.   72 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION.   A. Electronic Copy. Migrate from disk to tape
                    when 18 months old. Retain magnetic tape for
                    15 years.

                    B. Paper Copy. Destroy 15 years after final
                    entry or 15 years after date of document, as
                    appropriate.

DISPOSITION NO.:   M51-1 A and B

Key Accountability Records File

This file consists of documents used for key accountability for security areas.

DATE SPAN: UNAVAILABLE

LOCATION: M51

STORAGE MEDIA: Paper/Diskettes/Magnetic Tape

HARDWARE: Data General Minicomputer

SOFTWARE: Vendor Provided Custom Software

VOLUME: 36 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: A. Electronic Copy: Delete or destroy when 15 years old.

                    B. Paper Copy: Transfer to NCRC after 30 days. Destroy 3 years after turn-in of key or change in personnel. (GRS 18-16)

DISPOSITION NO.:   M51-2 A and B

Restricted Material Control File

This file consists of documents used for the control and accountability of one-time security passes and courier badges.

DATE SPAN: UNAVAILABLE

LOCATION: M511

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Transfer to NCRC after 30 days. Destroy when 5 years old.

DISPOSITION NO.:   M51-3

Administration File

This file consists of individual work folders (separate from personnel files); information pertaining to incoming/outgoing controlled mail; courier badge logs; permanent vehicle plaques; and reading files.

DATE SPAN: UNAVAILABLE

LOCATION: M51, M511, M513

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Cut off annually. Destroy after 3 years or when no longer required for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M51-4

Contractor Facilities File

This file contains all information pertaining to NSA contractor sites which M512 conducts or tasks the armed forces to conduct. Technical Security Countermeasures Surveys and Inspections of the facility's Sensitive Compartmented Information Facilities (SCIFs).

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy 10 years after termination of contract.

DISPOSITION NO.:   M51-5

Field Sites File

This file is used to track M512 activities IN CONUS and OCONUS. Some outside information is also maintained.

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M51-6

Equipment Brochures File

This file is a compilation of booklets, pamphlets, brochures, and correspondence pertaining to vendors dealing in equipment utilized by M512 personnel.

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when no longer of reference value.

DISPOSITION NO: M51-7

Technical Surveillance Countermeasures (TSCM) Data Base

This data base is used for statistical purposes. All TSCM services to be conducted by Army, Air Force, Navy, and M512 are entered and updated as required.

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: PFS File/Report

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy when no longer needed for op-
                        erations.

DISPOSITION NO: M51-8

Procurement Data Base

This data base is used to track Purchase Request Worksheets from origination through date of delivery.

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: PFS File

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Delete or destroy after completion of con-
                        tract. (GRS 3-3c)

DISPOSITION NO: M51-9

Task Data Base

This data base is used to delegate individual working tasks as well as designating Team Chiefs. It is also used to track manhours spent during calendar years and related datan

DATE SPANn	UNAVAILABLE
LOCATION:	M512
STORAGE MEDIA:	Disk
HARDWAREn	PC
SOFTWAREn	PFS File
VOLUMEn	UNAVAILABLE
CLASSIFICATIONn	TOP SECRET CODEWORD
DISPOSITIONn	Delete or destroy when no longer needed for operationsn
DISPOSITION NOnn	M51-10

Inventory Data Base

This data base is used to control the disposition of expendable and non-expendable items of M512 TSCM, audio, CCTV, and alarm equipmentn All items are entered into this data base as received by M512n

DATE SPANn	UNAVAILABLE
LOCATIONn	M512
STORAGE MEDIA:	Disk
HARDWAREn	PC
SOFTWAREn	PFS File/Report
VOLUMEn	UNAVAILABLE
CLASSIFICATIONn	TOP SECRET CODEWORD
DISPOSITIONn	Delete or destroy when superseded or obsoleten
DISPOSITION NO.:	M51-11

Monthly Report of Activities (MRA) Data Base

This data base is used on a monthly basis to define each individual's utilization of work hours for any given month. A monthly report is compiled and forwarded to M511 for input into another data base.

DATE SPAN: UNAVAILABLE

LOCATION: M512

STORAGE MEDIA: Disk

HARDWARE: PC

SOFTWARE: PFS File/Report

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET

DISPOSITION: Delete or destroy after 3 years or sooner if
                        no longer needed for operations. (GRS 23-1)

DISPOSITION NO.:   M51-12

Safe Combinations and Access File

This file consists of classified container combination forms indicating personnel authorized to use the container, serial numbers of containers, locations of containers, current combinations, and scheduled dates of next combination change.

DATE SPAN: UNAVAILABLE

LOCATION: M514

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET

DISPOSITION: Destroy when combination is superseded or when
                        container is excessed.

DISPOSITION NO.:   M51-13

Key Access Records File

This file consists of access records indicating the key number and individuals authorized to draw the key. Also included are key serial numbers and room locations.

DATE SPAN: UNAVAILABLE

LOCATION: M514

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 3 years after turn-in of key. (GRS 18-16)

DISPOSITION NO.:   M51-14

Security Operations Center (SOC) Log Data Base

This data base contains logs of entries made by the security duty officer to document all actions taken by the Security Operations Officer during this duty shift.

DATE SPAN: UNAVAILABLE

LOCATION: M514

STORAGE MEDIA: Floppy/Hard Disk

HARDWARE: SOCLOG - SANTA BARBARA

SOFTWARE: OFFICE WRITER

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy 2 years after final entry. (GRS 18-20)

DISPOSITION NO.:   M51-15

Logging Recorder File

This is a computer controlled logging recorder to record incoming
non-secure telephone calls as well as security protective force and
Agency radio frequencies.

DATE SPAN.   UNAVAILABLE

LOCATION.   M514

STORAGE MEDIA.   Tapes (Recording)

VOLUME.   UNAVAILABLE

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Delete or destroy after 90 days.

DISPOSITION NO.:   M51-16

Administrative File

This file consists of incoming/outgoing letters, memoranda, re-
ports, and other records relating to physical security.

DATE SPAN.   UNAVAILABLE

LOCATION.   M515

STORAGE MEDIA.   Paper

VOLUME.   UNAVAILABLE

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Cut off annually. Destroy when 3 years old.
                       (001A) (GRS 23-1)

DISPOSITION NO.:   M51-17

Security Protective Force Incident Report File

This file relates to Security Protective Force Incident Reports, a general purpose form for the reporting of occurrences of criminal activity and other security related problems.

DATE SPAN.	UNAVAILABLE
LOCATION.	M515
STORAGE MEDIA.	Paper
VOLUME.	UNAVAILABLE
CLASSIFICATION.	UNCLASSIFIED
DISPOSITION.	A. Electronic Copy. Destroy when no longer needed for operations.
	B. Paper Copy. Destroy when 5 years old.
DISPOSITION NO.:	M51-18 A and B

Security Protective Force Shift Assignment Roster File

These rosters list assignments of Security Protective Force officers by duty and post.

DATE SPAN.	UNAVAILABLE
LOCATION.	M515
STORAGE MEDIA.	Paper
VOLUME.	UNAVAILABLE
CLASSIFICATION.	UNCLASSIFIED
DISPOSITION.	A. Electronic Copy. Delete or destroy when no longer needed for operations.
	B. Paper Copy. Close annually. Destroy 3 years after final entry. (GRS 18-13)
DISPOSITION NO.:	M51-19 A and B

Confirm Secure Access Control System

This file consists of documents, photographs, signature cards, and
related data used for control, accountability, and operation of the
Agency identification badge system and automated secure access con-
trol system.

DATE SPAN.   UNAVAILABLE

LOCATION.   M515

STORAGE MEDIA.   Paper/Photographs/Magnetic Disk/Magnetic
                    Tape/Optical Disk

HARDWARE.   FLANNEL (CARILLON)/Data General Minicomputer/
                    Polaroid ID 2000 System

SOFTWARE.   M204 (FLANNEL)/Vendor Supplied Custom Software
                    (Data General/Polaroid)

VOLUME.   UNKNOWN/est. 720 cu. ft.

CLASSIFICATION.   CONFIDENTIAL

DISPOSITION.   A. Electronic Copy: Destroy after 15 years
                    with variable migration from more expensive to
                    less expensive media storage.

                    B. Paper Copy: Transfer to NCRC after 3 years
                    or when no longer required for operations. De-
                    stroy after 15 years.

DISPOSITION NO.:   M51-20 A and B

Clearance Certification File

This file consists of documents and related data pertaining to clearance certification actions on behalf of Agency affiliated personnel requiring same in connection with the conduct of classified visits to CONUS entities.

DATE SPAN: UNAVAILABLE

LOCATION: M5h5

STORAGE MEDIA: Paper/Disk

HARDWARE: FLANNEL (CARILLON)

SOFTWARE: M204/Basic

VOLUME: 360 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy 15 years after separation or transfer
                    of employee

DISPOSITION NO: M51-21

M52

INDUSTRIAL

AND

FIELD

SECURITY

Administrative File

This file includes personnel summaries, performance appraisals, personnel listings, and various other office administration records.

DATE SPAN: 1985 - Present

LOCATION: M52

STORAGE MEDIA: Paper

VOLUME: 10 cu. ft.

CLASSIFICATION: TOP SECRET-SPECIAL INTELLIGENCE

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

                    B. Other files- Destroy when 3 years old or when no longer required for operations. (GRS 23-1) (001B)

DISPOSITION NO: M52-1 A and B

Industrial Facility and Special Project Data Base

This data base consists of facility surveys and inspection reports; blueprints, diagrams, and photographs of SCIF (Sensitive Compartmented Information Facility) construction; company correspondence and other documentation; records relating to the NSAAB (NSA Advisory Board), consultants, and special projects for other government customers; and administrative files relating to branch activities.

DATE SPAN:	1978 - Present
LOCATION:	M52
STORAGE MEDIA:	Paper/Disks
HARDWARE:	WANG and IBM PC
SOFTWARE:	WANG and IBM PC Proprietary
VOLUME:	59cu ft (paper)/UNAVAILABLE (disk)
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Facility Survey and Inspection Files: Destroy when 3 years old or, upon discontinuance of facility, whichever is sooner. (GRS 18-9)
	B. All Other Records: Destroy when 10 years old or when facility is no longer in use.
DISPOSITION NO:	M52-2 A and B

Industrial Inspection File

This file consists of Industrial Security Inspection Reports, sur-
veys, memoranda of understanding, and related recordsn

DATE SPANn   1985 - Present

LOCATIONn   M522

STORAGE MEDIAn   Paper/Disk

HARDWAREn   WANG ALLIANCE

SOFTWAREn   M204 Assembly/WANG Basic

VOLUMEn   50 cu. ft./ UNAVAILABLE (disk)

CLASSIFICATIONn   TOP SECRET CODEWORD

DISPOSITIONn   Delete or destroy when 3 years old or upon dis-
                  continuance of facility, whichever is soonern
                  (GRS 18-9)

DISPOSITION NOn: M52-3

Contract/Contractor File

This file consists of DD254 information, SI listings, INHOUSE list-
ings, clearance passing lists, address listings, visitor request
listings, and overall listings of contractor files held in M52.

DATE SPAN: UNAVAILABLE

LOCATION: M52

STORAGE MEDIA: Paper/Disks

HARDWARE: WANG ALLIANCE

SOFTWARE: M204/WANG Basic

VOLUME: 30 cu ft/disk UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD

DISPOSITION: Destroy upon notification of death or no later
                     than 5 years after separation or transfer of
                     employee or no later than 5 years after con-
                     tract relationship expires, whichever is ap-
                     plicable (GRS 18-22a)

DISPOSITION NO: M52-4

Field Security File

This file consists of inspection reports, messages, correspondence, memoranda, and other records related to field site security.

DATE SPAN: 1985 - Present

LOCATION: M52

STORAGE MEDIA: Disk

HARDWARE: WANG ALLIANCE

SOFTWARE: M204 Assembly/WANG Basic

VOLUME: UNAVAILABLE

CLASSIFICATION: TOP SECRET CODEWORD, TK/B

DISPOSITION: Destroy when 2 years old. (GRS 18-8)

DISPOSITION NO: M52-5

NSA/CSS Field Security, Site Project and Administrative File

This file contains reports of security surveys and reviews; pro-
files and relevant messages and memoranda; and diagrams and photo-
graphs of field sites and activities. Project and administrative
files contain information vital to security measures, including
waivers, plans, and other information necessary to conduct the
branch inspection and support functions.

DATE SPAN:	1985 - Present
LOCATION:	M523
STORAGE MEDIA:	Paper
VOLUME:	60 cu. ft.
CLASSIFICATION:	TOP SECRET CODEWORD, NOFORN, VRK
DISPOSITION:	A. Photographs and Diagrams: Close annually. Transfer to NCRC selective records identified to specific field facilities. Hold for 10 years in addition to the activation period of the site or facility. OPI will then review for further retention.
	B. All Other Records. Destroy when 10 years old or sooner if no longer needed for operations.
DISPOSITION NO:	M52-6 A and B

M53

INVESTIGATIONS

Investigations Division Administrative File

This file contains budget/CCP information, forms, correspondence, training records, and division policy records.

DATE SPAN: 1983 - Present

LOCATION: M53

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A. OPI Policy Records. Permanent. Transfer to the NCRC when no longer required for operations.

B. Budget Records. Close annually. Destroy when program is completed, modified, or no longer required for reference purposes. (002D-1)

C. Administrative Records: Destroy when 3 years old or no longer required for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M53-1 A, B and C

Investigations Division Statistical Data Base

This data base contains statistical and identification data regard-
ing investigations conducted by the divisionn

DATE SPANn   1982 - Present

LOCATIONn   M53

STORAGE MEDIAn   Hard Disk

HARDWAREn   WANG ALLIANCE

SOFTWAREn   WANG ALLIANCE Software/WANG Basic

VOLUMEn   40% of hard disk

CLASSIFICATIONn   TOP SECRET

DISPOSITIONn   Delete or destroy when no longer needed for op-
                     erationsn

DISPOSITION NOn: M53-2

M54

COUNTERINTELLIGENCE

M54 Case Control Data Base

This data base contains summaries of Counterintelligence and compromise cases.

DATE SPAN: 1984 - Present

LOCATION: M54

STORAGE MEDIA: On-line

HARDWARE: Wang Alliance

SOFTWARE: Wang Basic

VOLUME: 6,100 records

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK

DISPOSITION: Permanent. Retain by OPI. Transfer hardcopy to
                        NCRC when no longer required for operations.

DISPOSITION NO.:   M54-1

Security Inspection Notices (SINS) Data Base

This data base contains records of all particulars concerning security violations for statistical and reporting/analysis purposes.

DATE SPAN: 1984 - Present

LOCATION: M54

STORAGE MEDIA: On-line

HARDWARE: WANG ALLIANCE

SOFTWARE: WANG ALLIANCE Software/WANG Basic

VOLUME: 2,800 records (as of Dec 88)

CLASSIFICATION: FOR OFFICIAL USE ONLY

DISPOSITION: Delete or destroy after 5 years. (GRS 18-24)

DISPOSITION NO.:   M54-2

Terrorist Threat Data Base

This data base contains a summary of terrorist incidents/threats worldwide.

DATE SPAN.   1986 - Present

LOCATION.   M54

STORAGE MEDIA.   Paper

VOLUME.   .5 cu.ft./year

CLASSIFICATION.   TOP SECRET CODEWORD, NOFORN, VRK, SPECTRE

DISPOSITION.   Permanent. Close annually. Transfer to the
                       NCRC.

DISPOSITION NO.:   M54-3

DISCONTINUED.   **28 JAN. 1992**

Unsolicited Contacts Data Base

This data base contains unsolicited correspondence (crank mail) addressed to NSA.

DATE SPAN.   1986 - Present

LOCATION.   M54

STORAGE MEDIA.   On-line

HARDWARE.   IBM PC AT

SOFTWARE.   SMART

VOLUME.   250 records (as of Dec 88)

CLASSIFICATION.   FOR OFFICIAL USE ONLY

DISPOSITION.   Delete or destroy 1 year after last contact.

DISPOSITION NO.:   M54-4

Country File

This file consists of data retained for assessment purposes concerning each country's intelligence services, economy, government policy, terrorism, and related subjects.

DATE SPAN: Present

LOCATION: M541

STORAGE MEDIA: Paper

VOLUME: 33 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, SPECTRE, TK

DISPOSITION: Reviewed annually. Destroy non-current information.

DISPOSITION NO.:   M54-5

Espionage Personalities File

This file consists of espionage case investigations and reports.

DATE SPAN: 1950 - Present

LOCATION: M541

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK, TK

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

DISPOSITION NO.:   M54-6

Counterintelligence Index System File

This file consists of reports/investigations filed by date and referenced on index cards by names/key words.

DATE SPAN	1942 - Present
LOCATION	M54
STORAGE :	Paper
VOLUME	17 cu. ft.
CLASSIFICATION	TOP SECRET CODEWORD, NOFORN, VRK, TK
DISPOSITION	Permanent. Transfer to NCRC when no longer needed for operations.
DISPOSITION NO.:	M54-7

Case Control Data Base

This data base contains case action summaries for the Compromise Branch.

DATE SPAN	1986 - Present
LOCATION	M542
STORAGE MEDIA	On-line, Paper
HARDWARE	WANG ALLIANCE M53
SOFTWARE	WANG ALLIANCE Software/WANG Basic
VOLUME	3,200 records
CLASSIFICATION	TOP SECRET CODEWORD, NOFORN, VRK, TK
DISPOSITION	A. On-line: Review every 5 years for destruction of non-essential materials.
	B. Hardcopy: Destroy output annually.
DISPOSITION NO.:	M54-8 A and B

M55

CLEARANCE

Administrative File

This file consists of budget, personnel, courier, overtime, and other related general office administrative information.

DATE SPAN: 1986 - Present

LOCATION: M55

STORAGE MEDIA: Paper

VOLUME: 24 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN, VRK

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

                    B. Administrative Records: Cut off annually.
                    Destroy after 3 years or when no longer re-
                    quired for operations. (001B) (GRS 23-1)

DISPOSITION NO.:   M55-1

Indoctrinations, Nondisclosure Agreements and Debriefings File

This file consists of numerous one page legal documents signed by any former agency affiliate who has at any time had access to NSA Sensitive Compartmented Information and/or classified material.

DATE SPAN: 1944 to Present

LOCATION: M5542

STORAGE MEDIA: Paper/Disk

HARDWARE: IBM 3081, ADMIN (FLANNEL)

SOFTWARE: M204

VOLUME: 50 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Every Indoctrination, Nondisclosure Agreement
                    and Debriefing to be retained for seventy (70)
                    years in hard copy form, from date of signa-
                    ture.

                    A. Initially, each of these documents will be
                    kept in and with its Personnel Security File
                    and retained for fifteen (15) or twenty-five
                    (25) years in accordance with the previous
                    disposition numbers M55-2 A2, B, and C.

                    B. Following that normal (or any extended pe-
                    riod decided per the same previous disposition
                    numbers) retention, each of these documents
                    will then be removed from the returned/desig-
                    nated for destruction personnel security file
                    and be transferred back to the NCRC for fifty-
                    five (55) or forty-five (45) years or any ap-
                    propriate span so as to achieve a total reten-
                    tion period of seventy (70) years before being
                    returned to M55 for destruction.

DISPOSITION NO.:   M55-3 A and B

M56

SECURITY

AWARENESS

Manpower, Management and Resources File

This file consists of office administrative records, read files, budget, personnel, procurement, and training files.

DATE SPAN: 1985 - Present

LOCATION: M56

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Personnel Records: Destroy 1 year after
                     transfer   or   separation   of   employee.
                     (GRS 1-18a) (003)

                     B. Administrative Records: Destroy when 3
                     years old or when no longer required for oper-
                     ations. (GRS 23-1) (001B)

DISPOSITION NO.:   M56-1 A and B

Security Policy and Procedures File

This file includes security policy and procedures.

DATE SPAN: 1983 - Present

LOCATION: M56

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: TOP SECRET, NOFORN

DISPOSITION: A. Security Policy: Permanent. Transfer to
                     the NCRC when no longer required for opera-
                     tions.

                     B. All Other Files: Destroy when 5 years old.

DISPOSITION: M56-2 A and B

Security Education and Training File

This file consists of office training records and correspondence pertaining to a security awareness program.

DATE SPAN: 1985 - Present

LOCATION: M56

STORAGE MEDIA: Paper/Videocassettes

VOLUMEn   5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when 3 years old.

DISPOSITION NO.:   M56-3

Official and Unofficial Travel File

This file includes information on various countries, travel requests, rejection letters, and trip reportsn

DATE SPANn   1983 - Present

LOCATIONn   M56

STORAGE MEDIA: Paper

VOLUMEn   7 cu. ft.

CLASSIFICATION: SECRET, NOFORN

DISPOSITION: Destroy when 2 years old or when no longer needed for operationsn (GRS 9-4)

DISPOSITION NO.:   M56-4

Security Orientations and Indoctrinations File

This file consists of access termination, threat information, and counterintelligence information.

DATE SPANn   1985 - Present

LOCATIONn   M56

STORAGE MEDIAn   Paper

VOLUME: 12 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Destroy when 5 years oldn

DISPOSITION NOn: M56-5

M57

POLYGRAPH

Investigative and Polygraph File - Case Control File

This file consists of Case Control Records which contain detailed information regarding the type of polygraph examination, date, examiner, conclusions, and what information was obtained in the interview.

DATE SPAN: Jan 1984 - Present

LOCATION: M57

STORAGE MEDIA: Hard Disk

HARDWARE: WANG ALLIANCE

SOFTWARE: WANG ALLIANCE Software/WANG Basic

VOLUME: 433 Megabytes

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M57-1

Investigative and Polygraph File - Administrative File

This file contains correspondence and other documentation reflecting office policy, as well as information relating to polygraphs.

DATE SPAN: June 1983 - Present

LOCATION: M57

STORAGE MEDIA: Paper/Hard Disk

HARDWARE: WANG ALLIANCE - M57

SOFTWARE: WANG ALLIANCE/WANG Basic

VOLUME: 12 cu ft./60 Megabytes

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Paper/OPI Policy Records: Permanent. Transfer to the NCRC when no longer required for operations.

                    B. All Other Records. Delete or destroy when no longer needed for operations.

DISPOSITION NO: M57-2 A and B

Investigative and Polygraph File - Examination Cards File

This file contains 3 x 5 cards on all polygraph examinations conducted.

DATE SPAN: UNAVAILABLE

LOCATION: M57

STORAGE MEDIA: Paper

VOLUME: 16 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.:   M57-3

Investigative and Polygraph File - Polygrams File

This file contains polygrams of polygraph examinations conducted.

DATE SPAN   1985 - Present

LOCATION   M57

STORAGE MEDIA   Paper

VOLUME   52 cu. ft.

CLASSIFICATION   CONFIDENTIAL

DISPOSITION   Destroy after 3 years or until completion of
                    appeal, whichever is later

DISPOSITION NO: M57-4

Investigative and Polygraph File - Tapes File

This file consists of recordings of all polygraph examinations conducted

DATE SPAN   Nov 1984 - Present

LOCATION   M57

STORAGE MEDIA   Audio Tape

VOLUME   20 cu ft

CLASSIFICATION   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION   Destroy after 3 years or until completion of
                    appeal, whichever is later

DISPOSITION NO: M57-5

Investigative and Polygraph File - Polygraph Report Data Base

This file consists of polygraph reports which contain all informa-
tion obtained during interviews.

DATE SPAN: Nov 1987 - Present

LOCATION: M57

STORAGE MEDIA: Hard Disk

HARDWARE: WANG ALLIANCE

SOFTWARE: WANG ALLIANCE Software/WANG Basic

VOLUME: 97 Megabytes

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO: M57-6

M6

TRAVEL

AND

SPECIAL SUPPORT

TRAVEL AND SPECIAL SUPPORT

The Chief, M6, is responsible to the DDA for the direction and management of anonymity, cover and special support programs, and for centralized management and execution of functions related to official travel conducted on behalf of the Agency.

Primary functions include:

1. Evaluating requirements for and directing the coordination and implementation of anonymity, cover, and special support programs for the protection of Agency operations and personnel whenever required.

2. Coordinating with representatives of external organizations on matters dealing with anonymity, cover and special support arrangements.

3. Coordinating and publishing guidelines, procedures, and cover, and special support arrangements with external organizations.

4. Serving as the repository of all NSA/CSS anonymity, cover, and special support arrangements.

5. Developing and maintaining cover history files on affected NSA/CSS personnel.

6. Providing centralized travel authority for the Agency, ensuring Agency and applicable DoD travel regulations, directives, policies and procedures are implemented and adhered to, and ensuring that travel is arranged in the most efficient, effective and economical manner.

7. Providing advice and information to Agency Components for use in travel programs and budgets, maintaining appropriate records on the status of Agency travel and providing data and reports to management as directed.

8. Preparing, coordinating or assisting, and providing advice and guidance in the preparation of travel planning messages, the planning of itineraries and related correspondence and assuring that proper coordination, concurrences and approvals are obtained.

9. Providing for the review and processing of travel re-

quests, costing and through the use of computer remote terminals provide accounting records of financial and other required travel data; and preparing, authenticating issuing and amending (if necessary) travel orders for NSA/CSS personnel and non-NSA/CSS personnel traveling on behalf of the Agency.

10. Processing passport, visa, and identification card applications for all official Agency travelers; arranging or assisting in obtaining required documentation, and obtaining and controlling all passports provided under the auspices of the Agency, coordinating as necessary with the Department of State on all Agency travel matters including providing passport status reports.

11. Arranging for immunization/health services in conjunction with overseas travel.

12. Providing guidance to travelers on TDY and PCS travel entitlements, and assisting in the preparation of requests for advances of travel funds, reimbursement claims, travel vouchers, etc.

13. Scheduling transportation, obtaining tickets/reservations, making car rental reservations, and arranging accommodations for Agency travelers as required.

Senior Review Group for Cover and OPSEC Task Force File

This file contains information covered in sessions held by the Senior Review Group and the OPSEC Task Force relating to cover.

DATE SPAN: UNAVAILABLE

LOCATION: M6

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

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

DISPOSITION NO.:   M6-1

                     M6 Publication File

This file includes DDA Directives, Travel Advisories, DDA Administrative Instructions, NSA/CSS Regulations and related background material.

DATE SPAN: UNAVAILABLE

LOCATION: M6

STORAGE MEDIA: Paper

VOLUME: 1 cu. ft.

CLASSIFICATION: SECRET CODEWORD

DISPOSITION: A. M6 Originated OPI Directives and Regula-
                     tions: Permanent. Transfer to the NCRC when
                     no longer required for operations.

                     B. All Other Records: Destroy when superseded
                     or obsolete.

DISPOSITION NO.:   M6-2 A and B

M6 Personnel File

This file includes pay actions, performance appraisals, personnel actions, and related information.

DATE SPAN   UNAVAILABLE

LOCATION   M6

STORAGE MEDIA   Paper

VOLUME   1 cu. ft.

CLASSIFICATION   SECRET CODEWORD

DISPOSITION   Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

DISPOSITION NO: M6-3

M6 Travel File

This file covers a variety of topics including travel policy, travel contracts, threat assessments, Diner's Club, TDYs, cover travel, foreign flag usage, and travel problem cases.

DATE SPAN   UNAVAILABLE

LOCATION   M6

STORAGE MEDIA   Paper

VOLUME   2 cu. ft.

CLASSIFICATION   TOP SECRET CODEWORD

DISPOSITION   A. Travel Policy, Threat Assessment, and Cover Records. Permanent. Transfer to the NCRC when no longer required for operations.

B. All Other Records. Destroy when 2 years old. (GRS 9-4)

DISPOSITION NO: M6-4 A and B (see M302-8 for PCS Orders File)

M6 Administrative File

This file pertains to element management in areas such as budget, procurement, logistics, personnel, billets, and training. Files are needed to carry out general internal administrative activities of the M6 Organization.

DATE SPAN: UNAVAILABLE

LOCATION: M6

STORAGE MEDIA: Paper

VOLUME: 5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Non-OPI Policy and Directive Records: De-
                    stroy when superseded or rescinded.

                    B. All Other Records. Destroy after 3 years
                    or when no longer required for operations.
                    (001B) (GRS 23-1)

DISPOSITION NO.:   M6-5 A and B

M61

ANONYMITY

AND

COVER

M61 Administrative File

This file consists of records required to carry out the general internal administrative activities of the M61 Organization. Files include personnel, correspondence, memoranda, read files, procurement, reports and timecards.

DATE SPAN: UNAVAILABLE

LOCATION: M61

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: A. Personnel Records. Destroy 1 year after separation or transfer of employee. (GRS 1-18a) (003-1)

                    B. All Other Records. Cut off annually. Destroy when 3 years old.

DISPOSITION NO: M61-1 A and B

Public Management File

This file covers a variety of topics including Anonymity Guide-
lines, policy statements, personnel/external assignments, credit
union, health benefits, MODE billets, post office boxes and name/
check files.

DATE SPAN: UNAVAILABLE

LOCATION: M61

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: SECRET

DISPOSITION: A. Guidelines and Policy Files. Permanent.
                    Transfer to the NCRC when no longer required
                    for operations.

                    B. Special Purpose Files: Cut off annually.
                    Transfer to the NCRC after 2 years. Destroy 2
                    years thereafter.

                    C. Other Administrative Files: Destroy when 3
                    years old or when no longer required for oper-
                    ations. (001B) (GRS 23-1)

DISPOSITION NO: M61-2 A, B, and C

CONUS And Overseas Sites File

This file contains all M61 correspondence and messages relative to each site.

DATE SPAN: UNAVAILABLE

LOCATION: M61

STORAGE MEDIA: Paper

VOLUME: 9 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Cut off annually. Transfer to the NCRC after
                      2 years. Destroy 5 years thereafter.

DISPOSITION NO.:   M61-3

Project File

This file contains all correspondence and messages relative to each
M61 project.

DATE SPAN: UNAVAILABLE

LOCATION: M61

STORAGE MEDIA: Paper

VOLUME: 6 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Close annually. Transfer to the NCRC after 2
                       years. Destroy 5 years thereafter.

DISPOSITION NO.:   M61-4

M62

TRAVEL

MANAGEMENT

AND

SUPPORT

M62 Travel Orders File

This file includes temporary duty and related records.

DATE SPAN: 1981 - Present

LOCATION: M62

STORAGE MEDIA: Paper

VOLUME: 30 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN

DISPOSITION: Close annually. Transfer to the NCRC after 2
                       years. Destroy 7 years thereafter.

DISPOSITION NO: M62-1   (PCS info. transferred to M302-8)

M62 Ticket Accounting File

This file includes letter orders, travel itineraries, and account-
ing/billing information. Files are maintained by Government Travel
request number.

DATE SPAN: 1981 - Present

LOCATION: M62

STORAGE MEDIA: Paper

VOLUME: 37.5 cu. ft.

CLASSIFICATION: CONFIDENTIAL

DISPOSITION: Close annually. Transfer to NCRC after 1 year.
                       Destroy 7 years thereafter or when counterin-
                       telligence purposes are met, whichever is
                       later.

DISPOSITION NO: M62-2

M62 TDY Folders File

This file includes TDY documents such as Centralized Travel Re-
quests, travel itineraries, travel orders, and related records for
all Agency employees. Files are maintained on each traveler by
fiscal year.

DATE SPAN: 1981 - Present

LOCATION: M62

STORAGE MEDIA: Paper

VOLUME: 328.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: Close annually. Transfer to the NCRC after 2
                    years. Destroy 7 years thereafter or when
                    counterintelligence purposes are met, whichev-
                    er is later.

DISPOSITION NO.:   M62-3

M62 Administrative File

This file covers a variety of general office administration func-
tions including travel, personnel, statistics, security, and
training.

DATE SPAN: UNAVAILABLE

LOCATION: M62

STORAGE MEDIA: Paper

VOLUME: 142.5 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Non-OPI Policy and Directive Files: De-
                    stroy when superseded or rescinded.

                    B. All Other Records: Close annually. Destroy
                    when 3 years old or when no longer required for
                    operations. (GRS 23-1) (001B)

DISPOSITION NO.:   M62-4 A and B

M62 Passports File

This file includes official and tourist passports for Agency personnel.

DATE SPAN: UNAVAILABLE

LOCATION: M62

STORAGE MEDIA: Paper

VOLUME: 120 cu. ft.

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when individual retires, resigns, transfers to another agency, or changes his permanent duty station.

DISPOSITION NO: M62-5

M7

MEDICAL

CENTER

MEDICAL CENTER

It is the policy of the NSA/CSS to establish and maintain occupational health service programs to deal constructively with the health of its employees in relation to the efficient performance of their work. While health maintenance is primarily the responsibility of the individual employee, the Agency has a valid interest in preventing loss of work time and work efficiency resulting from employee's ill health. Also, because of the sensitivity of NSA/CSS positions and the unusual conditions of work in the Agency, physical fitness, mental well-being, and satisfactory personality adjustment are important factors in determining the eligibility of individuals for employment and access.

Primary functions include:

1. Emergency diagnosis and first treatment of injury or illness that become necessary during working hours and that are within the competence of the professional staff and facilities of the Medical Center, whether or not such injury was sustained by the individual while in the performance of duty or whether or not such illness was caused by his employment. In serious or emergency cases where the necessary first treatment if outside the competence of the health service staff and facilities, conveyance of the individual to a nearby physician or suitable community/military medical facility will be provided for the individual. However, in any case, at the discretion of the attending Medical Center supervisor, such conveyance may be provided at the request of, or on behalf of the individual.

2. Pre-employment medical examinations and psychological assessments.

3. Administration of the Agency's Employee Support Program (ESP).

4. Such in-service examinations of personnel, at the NSA Medical Director, subject to the direction and control of the DIRNSA/CHCSS and the DDA determines to be necessary in addition to fitness-for-duty examinations).

5. Administration, at the discretion of the Medical Director (or his designee), of treatments and medications (1)

furnished by the individual and prescribed in writing by his personal physician as reasonably necessary to maintain the individual at work, or (2) prescribed by a physician providing medical care in performance-of-duty injury or illness cases under the Federal Employees', Compensation Act.

6. Preventive services within the competence of the professional staff (1) to appraise and report work environment health hazards to the NSA/CSS Occupational Safety and Health Office as an aid in prevention and controlling health risks; (2) to provide health education to encourage personnel to maintain personal health; (3) to provide specific disease screening examinations and immunizations, when authorized by the DDA (or his designee); and (4) to provide medical surveillance programs and immunizations as necessary.

7. Provide allergy desensitization treatments to employees when ordered by their personal physician when detailed dosage instructions and the serum are provided.

8. In addition to the above services, employees may be referred to private physicians, dentists, or other health resources for conditions which are not job related, for health screening programs or other services.

9. Emergency diagnosis and first treatment of illness, during working hours is authorized for all persons, including visitors, within the confines of Agency facilities. Definitive diagnosis and therapy of non-occupational injury or illness are not the responsibility of the Agency, but where the Government, the individual or the community stand to benefit certain health measures may be provided to deal with non-occupational illness or injury.

10. The primary responsibility for the military health program rests with the military departments. By Support Agreement, the Medical Center provides initial sick call and drug prescription services to active duty military personnel assigned to the NSA/CSS. In the interest of promoting the good health of the work force, the Medical Center also provides preventive health and immunization services to its military personnel. For services such as special hospitalization, military personnel will be referred by the Medical Center to the parent service or to a specialty facility, as appropriate.

Administrative File

This file consists of budget, security, manpower, and other related general office administrative records for the M7 Organizationn

DATE SPANn   1986 - Present

LOCATIONn   M7

STORAGE MEDIA: Paper

VOLUMEn   30 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORDn VRK

DISPOSITIONn   Cut off annuallyn Destroy after 3 years or
                       sooner if no longer required for operationsn
                       (GRS 23-1)

DISPOSITION NOn: M7-1

Employees Assistance Service Client File

This file consists of counseling progress notes for troubled em-
ployeesn

DATE SPANn

LOCATIONn   M7

STORAGE MEDIA: Paper

VOLUMEn   UNAVAILABLE

CLASSIFICATIONn   UNCLASSIFIED

DISPOSITION: Destroy 3 years after termination of counsel-
                       ing. (GRS 1-26a)

DISPOSITION NOn: M7-2

M709

OPERATIONS

STAFF

Employee Medical Folder (EMF) File

This file consists of official long-term medical records as defined in the Federal Personnel Manual.

DATE SPAN: UNAVAILABLE

LOCATION: M709

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: A. Long-term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293

                1. Transferred Employees: See FPM for instructions. (GRS 1-21a(1))

                2. Separated Employees: Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. (GRS 1-21a(2))

       B. Temporary or short term records as defined in the FPM: Destroy 1 year after separation or transfer of employee. (GRS 1-21b)

DISPOSITION NO.:   M709-1 A and B

A1, A2 or B

Medical Case File (Non-NSA Employee)

These are official case files relating to job illnesses and injuries for non-NSA employees.

DATE SPAN: UNAVAILABLE

LOCATION: M7

STORAGE MEDIA: Paper

VOLUME: UNAVAILABLE

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Transfer to NCRC when closed. Destroy 6 years thereafter.

DISPOSITION NO: M709-2

M71

MEDICAL

SERVICES

M72

PSYCHOLOGICAL

SERVICES

Psychological File

This file contains civilian and military psychological records for personnel assigned to NSA. Included are psychological evaluations and other related documents pertaining to individuals.

DATE SPAN: 1983 - Present

LOCATION: M72

STORAGE MEDIA: Paper/Lexitriever

VOLUME: UNKNOWN

CLASSIFICATION: TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITION: A. Retain in M72 space for 1 year, then trans-
                      fer to NCRC. OPI will combine record with EMF
                      upon separation or transfer. (See FPM Supple-
                      mental 293-31)

                      B. Transferred Employee Records: See FPM for
                      instructions.

                      C. Separated Employees: Transfer to NPRC, St.
                      Louis 30 days after separation.

DISPOSITION NO.:   M72-1 A, B, and C

Applicant Psychological Evaluations File

This file consists of psychological evaluations undertaken as part of applicant processingn

DATE SPANn   UNKNOWN

LOCATIONn   M721

STORAGE MEDIA: On-line

HARDWAREn   M204

SOFTWAREn   M7 User

VOLUMEn   UNKNOWN

CLASSIFICATIONn   Privileged Medical Info

DISPOSITIONn   Retain until applicant is placed on EOD list
                    or closed out, then destroy.

DISPOSITION NO.:   M72-2

                Civilian Psychological File

This file consists of medical and psychological records of employ-
ees who are in special overseas programs.

DATE SPANn   1952 - Present

LOCATIONn   M722

STORAGE MEDIA: Paper

VOLUMEn   50 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD, NOFORN, VRK

DISPOSITIONn   Retain until employee retires or withdraws
                    from special programs. Returnee records will
                    be filed with appropriate Employee Medical
                    Folder or Psychological Filen See FPM for in-
                    structions regarding records for transferred
                    employeesn

DISPOSITION NO.:   M72-3

*Contractor Psychological Evaluations File

This file contains psychological evaluations of contractors whose relationship with the Agency requires security clearance processingn

DATE SPANn   1983 to Present

LOCATIONn   M7ª1

STORAGE MEDIAn   Paper

VOLUMEn   30 cu. ft.

CLASSIFICATIONn   TOP SECRET CODEWORD NOFORN

DISPOSITIONn   A. Contractors who are Granted NSA Access with
                       the Absence of Derogatory Informationn
                          1. Personnel who are considered for affi-
                       liation with NSA, but withdraw or are with-
                       drawn before any polygraph and/or investiga-
                       tions are initiatedn Destroy immediately
                       after processing is terminated or case is
                       closedn
                          2. All others having received some inves-
                       tigative processing (polygraph or investiga-
                       tion)n Following date of last action, retain
                       locally for 3 years then transfer to NCRC for
                       the next 12 years. Following that, records
                       should then be returned to OPI for review and
                       further determination and dispositionn

                       B. Contractors who are Denied NSA Access with
                       the Presence of Derogatory Informationn
                       Retain locally 3 years then transfer to the
                       NCRC for 25 years after which files should be
                       returned to OPI for subsequent review and de-
                       terminationn

                       C. Any personnel security files may be other-
                       wise retained beyond routine retention periods
                       at the recommendation of the Director of Secu-
                       rity for reasons of national security and with
                       the concurrence of Chief, M5n

DISPOSITION NOn: M72-4 A1, A2, B, and C

M73

BIOMEDICAL

AND

SUPPORT

SERVICES

Blood Donor Program File

This computer file consists of statistical information required to aid the blood donor coordinator.

DATE SPAN.   UNKNOWN

LOCATION.   M73

STORAGE MEDIA.   Disk

HARDWARE.   IBM PC

SOFTWARE.   LOTUS, OFFICE WRITER, PRINTSHOP

VOLUME.   UNKNOWN

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy 2 years after date of summary or re-
                      port. (GRS 1-22)

DISPOSITION NO.:   M73-1

RCS31042, RCS31045, RCS31046 File

This file contains the alpha, organizational and blood type list-ings of NSA donors.

DATE SPAN.   1988 - Present

LOCATION.   M73

STORAGE MEDIA.   Paper/Hard Disk

HARDWARE.   CARILLON

SOFTWARE.   M204/COBOL

VOLUME.   3 cu. ft.

CLASSIFICATION.   UNCLASSIFIED

DISPOSITION.   Destroy when superseded, revised, rescinded,
                      obsolete, or when no longer needed for opera-
                      tions.

DISPOSITION NO.:   M73-2

Laboratory File

This file contains duplicate NSA employees medical laboratory reports.

DATE SPAN:	1988 - Present
LOCATION:	M73
STORAGE MEDIA:	Paper/Disk
HARDWARE:	PC
SOFTWARE:	D Base III
VOLUME:	10 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Laboratory reports are retained permanently in employee's medical record. A duplicate copy is retained in the M73 laboratory for 1 year and then is destroyed.
DISPOSITION NO.:	M73-3

Pharmacy File

This file consists of copies of form DD1289 - DoD prescriptions.

DATE SPAN:	1983 - Present
LOCATION:	M73
STORAGE MEDIA:	Paper
VOLUME:	3 cu. ft.
CLASSIFICATION:	UNCLASSIFIED
DISPOSITION:	Destroy after 5 years.
DISPOSITION NO.:	M73-4

*Drug Test Results File

This file contains drug test laboratory reports of civilian applicants/employees.

DATE SPAN: 1 Sep. 1988 - Present

LOCATION: M73

STORAGE MEDIA: Paper

VOLUME: 1 folder per month

CLASSIFICATION: UNCLASSIFIED

DISPOSITION: Destroy when 3 years old. **(Note:** Any records relevant to litigation or disciplinary actions should be disposed of no earlier than related litigation or adverse action case file(s)). (GRS 1-36e)

DISPOSITION NO.:   M73-6

M74

NURSING

SERVICES

Nursing Services File

This file includes immunization records and audio/vision calibration statistics for NSA/CSS civilian and military employees.

DATE SPAN: 1960 - Present

LOCATION: M74

STORAGE MEDIA: Paper

HARDWARE: Shotroom

SOFTWARE: M204

VOLUME: 8 cu. ft.

CLASSIFICATION: TOP SECRET CODEWORD, VRK

DISPOSITION: A.   Calibration Records: Destroy after 30 years.

                    B.   Immunization Records: Destroy 5 years after separation or transfer of employee.

DISPOSITION NO.:   M74-1 A and B

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/